

THE HAVEN

Operated by the Autistic Girls Network charity — 1196655 (England and Wales), SC054837 (Scotland)

Supporting Medical Conditions Policy (inc. Administration of Medicines)

Document	Supporting Medical Conditions Policy (inc. Administration of Medicines)
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Policy Statement and Purpose

The Haven is committed to ensuring that learners with medical conditions are fully supported to access education and thrive. We aim to work in partnership with families and health professionals to ensure learners' health needs are understood and provided for, in line with the **Children and Families Act 2014, Supporting Pupils at School with Medical Conditions (DfE, 2015)**, and **KCSIE 2026**.

1. Scope

- Applies to all learners with short-term, long-term, or chronic medical conditions.
- Covers online provision, hybrid activities, and off-site visits.
- Applies to staff, contractors, and volunteers.

2. Principles

- Every learner has the right to access education regardless of medical need.
- Parents/carers retain primary responsibility for administering medicines in an online context.
- The Haven staff do not administer medicines remotely but ensure provision is adapted so medical needs do not create unnecessary barriers.

- Safeguarding and health are considered together — neglect of medical needs may constitute a safeguarding concern.

3. Roles and Responsibilities

- **Parents/Carers:** Provide up-to-date medical information; administer medicines at home; notify Haven of changes.
- **Learners:** Where appropriate, encouraged to share their needs and self-manage with adult support.
- **SENDCo:** Coordinates Individual Healthcare Plans (IHPs); liaises with families and external professionals.
- **DSL/Principal:** Ensures safeguarding and policy oversight.
- **Staff:** Follow guidance in IHPs; support learners to engage; report any concerns about medical neglect.

4. Individual Healthcare Plans (IHPs)

- Agreed for learners with significant or ongoing health conditions.
- Developed collaboratively between learner, family, SENDCo, and relevant health professionals.
- Outline: condition, triggers, signs of difficulty, adjustments needed, emergency procedures.
- Reviewed annually or sooner if needs change.

5. Administration of Medicines

- The Haven staff do not hold or administer medicines in online learning.
- For off-site visits or hybrid events:
 - Parents/carers must provide clear written instructions.
 - A named staff member (often the First Aider) may agree to support administration if essential.
 - Staff cannot be compelled to administer medicines but may volunteer with training and consent.
 - All administration must be recorded and witnessed.

6. Emergency Situations

- In an online session, staff witnessing a medical emergency:
 - Call emergency services using learner's registered address.
 - Contact parent/carer immediately.
 - DSL informed and incident logged.
- At off-site visits:
 - First Aider responds in line with IHP.
 - Emergency services contacted if needed.
 - Parents/carers informed promptly.

7. Inclusion and Access

- Reasonable adjustments include:
 - Flexible timetables.
 - Screen breaks.
 - Alternative ways of engaging (chat functions, camera off).
- Staff trained to recognise medical vulnerability and respond inclusively.

8. Monitoring and Review

- SENDCo maintains register of learners with IHPs.
- DSL and governors review medical support termly.
- Policy reviewed annually or sooner if statutory guidance changes.

This PDF was generated from the published policy at policies.thehavenonline.school on 26 August 2026. The website is the authoritative, most current version of this policy.