



Supporting Pupils with Medical Conditions Policy

Keeping pupils with medical needs safe during tuition

Version 1.0 · 03/07/2026

1. Purpose

Some Swale pupils have medical conditions that must be understood and managed to keep them safe during tuition. This policy sets out how relevant information is gathered, shared and acted upon.

2. Information gathering

- Relevant medical information is obtained from parents/carers before tuition begins, and updated as needed.
- Tutors are informed of significant medical needs on a need-to-know basis, consistent with data protection.
- Emergency contact details are available to the tutor during every session.

3. Managing needs during sessions

- Medication is administered by the pupil's parent/carer, not by tutors, unless a specific written arrangement and appropriate training are in place.
- Sessions and any activities are risk-assessed with the pupil's medical needs in mind.
- Tutors know what to do in a foreseeable medical emergency for that pupil (for example, who to call and where any medication is kept).

4. Emergencies

If a pupil's health is at immediate risk, the tutor calls 999, contacts the parent/carer, and stays with the pupil until help arrives. The incident is recorded and reported to the Director/DSL.

5. Records and review

Medical information is stored securely under the Data Protection Policy and reviewed regularly. This policy is reviewed annually.

Approved by Shelley Wilson, Director & Designated Safeguarding Lead.

Version 1.0 · Approved 03/07/2026 · Reviewed annually.