Tarbiyyah Global Academy
Part of the Tarbiyyah Education Trust · globalacademy.tarbiyyah.co.uk · globalacademy@tarbiyyah.co.uk · 020 3719 8697

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Including medical emergencies during live lessons

ACADEMIC YEAR 2026 – 2027

Policy name	Supporting Pupils with Medical Conditions Policy 2026–2027
Applies to	All pupils, parents, staff, trustees and volunteers of Tarbiyyah Global Academy
Policy owner	SENCO and Pastoral Lead
Approved by	Ustadh Abu Zayn Haneef Sandhar, Headteacher
Agreed with	The Chair of Trustees, Tarbiyyah Education Trust
Date of issue	1 September 2026 (version 1.1)
Next review due by	31 August 2027
Read alongside	SEND and Inclusion Policy; Attendance, Punctuality and Children Missing Education Policy; Health, Safety and Wellbeing Policy; Child Protection and Safeguarding Policy; Data Protection Policy
Availability	Published on the Academy website and Parent Portal. Available in large print or another accessible format on request.

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1. Purpose

Pupils with medical conditions should be able to take full part in Academy life. Because our pupils learn at home, parents remain responsible for administering medication and first aid, but the Academy plans for pupils' needs, make reasonable adjustments, and know what to do if a pupil becomes unwell during a live lesson. This policy replaces the site-based First Aid Policy used in our physical schools.

2. Legal Framework

The Academy has regard to the Equality Act 2010, the Children and Families Act 2014 (section 100) and the DfE statutory guidance *Supporting pupils at school with medical conditions*, followed as good practice, applied in a way that is appropriate to online provision.

3. Roles and Responsibilities

Role	Responsibilities
Parents	Tell the Academy about any medical condition at admission and whenever it changes; provide up-to-date emergency contacts and address; administer medication; ensure an adult is available at home, or reachable, for younger pupils
SENCO / Pastoral Lead	Coordinate Individual Healthcare Plans (IHPs), share relevant information with teachers, review plans annually
Teachers	Know which pupils in their classes have IHPs and what to do; follow the emergency procedure below
Headteacher	Ensure the policy is implemented and that staff are trained
Pupils	Where able, tell a teacher if they feel unwell and take part in planning their own support

4. Individual Healthcare Plans

An IHP is agreed with parents (and, where relevant, healthcare professionals) for any pupil whose condition may affect learning or may require an emergency response, for example epilepsy, diabetes, severe allergy or asthma. The IHP records: the condition and its triggers; signs and symptoms; what staff should do in lessons; adjustments (for example screen breaks, camera arrangements, rest periods or extra time); and emergency contacts, including an adult near the pupil's home.

IHPs are stored securely, shared only with staff who need them, and reviewed at least annually.

5. Reasonable Adjustments

Examples include: additional movement or screen breaks; permission to keep camera off during flare-ups; recorded lessons for catch-up; a reduced or flexible timetable for a limited period; adapted deadlines; and access arrangements for assessments.

6. If a Pupil Becomes Unwell During a Live Lesson

1. The teacher asks the pupil, privately if possible, whether they are all right and whether an adult is at home.
2. If the pupil needs an adult, the teacher asks the pupil to fetch them or calls the parent immediately using the emergency contact details on the Student Portal staff view.
3. If the pupil appears to be in immediate danger (for example unresponsive, having a seizure, struggling to breathe or suffering a severe allergic reaction), the teacher:
   - keeps the lesson open and stays with the pupil on screen;
   - calls the emergency services for the pupil's location (UK 999; other countries — see the Emergency Contact Register) giving the pupil's address from the admissions record;
   - asks another member of staff to contact the parent and emergency contacts;

- if other pupils are present, ends the lesson for them or moves them to a supervised room.

4. The teacher informs the DSL and Headteacher and completes an incident record the same day.

> **Addresses and emergency numbers**
>
> Every live teacher must be able to see, through the staff view of the Student Portal, each pupil's home address, local emergency number and parent contact numbers. This information is checked each term and whenever a family moves.

7. Medication

The Academy does not administer medication. Parents are asked to ensure any medication needed during the day is available at home and that a responsible adult can help the pupil take it.

8. Mental Health

Pupils' mental health is supported through pastoral care, PSHE and access to trained staff. Staff report concerns about a pupil's mental health to the Pastoral Lead and, where there is any safeguarding element, including self-harm or suicidal thoughts, to the DSL immediately.

9. Monitoring and Review

This policy is reviewed annually by the SENCO and Pastoral Lead.

Approved by: Ustadh Abu Zayn Haneef Sandhar, Headteacher · Next review due: 31 August 2027 · Tarbiyyah Global Academy · A specialist education, rooted in faith