Young people have a right to full-time education (or as much as their condition allows) despite disability or other health needs, regardless of where they are educated including school trips and physical education.

This right includes the provision of support to meet the young person’s individual needs, including social and emotional needs.

All types of schools have a duty to provide reasonable adjustments for disabled pupils, including providing auxiliary aids and services.

Local authorities and schools/colleges should have a written, publicly accessible policy statement about their arrangements to comply with their legal duty to young people with additional health needs/disability. (This should apply to all young people regardless of their health condition and regardless of how much time the young person is able to attend school/college. It should be regularly reviewed).

Local authorities should have a named officer responsible for the education of young people with additional health needs.

Schools/colleges should have a named person responsible for implementation of the school/college policy. Parents should be told who these people are.

The governing body (or proprietor in academies or management committees in PRUs) must ensure that arrangements are in place to support pupils with medical conditions and that processes/policies are fully implemented.

Local authorities schools/colleges should work closely with medical professionals and young person’s family and consider medical evidence to set up a personal education and/or healthcare plan. (This is not the same as an education, health and care plan (EHCP), which may not be required. The personal plan should be reviewed at least annually, or earlier if the young person’s needs have changed).

Young people should be involved in decisions from the start, in ways reflecting their age and maturity. Local authorities should ensure that young people can stay in touch with their school while they are away.

Local authorities should NOT withhold or reduce provision due to cost.

Education and support should be supplied as soon as it is clear the young person will be away from school for 15 days or more, either in one absence or over the course of a school year.

Arrangements for education/support during an absence from school, should be put in place by the sixth day of absence or, if the absence is planned, by the first day of absence.

Arrangements for education/support for return to school should be put in place within two weeks.

For young people starting a new school/college, arrangements should be in place in time for the start of the relevant school term.

Staff working with the young person should have suitable training and be given suitable information about the young person’s health condition and its possible effects.

Relevant staff should be made aware of the young person’s condition. This includes cover arrangements for staff absences and supply teachers.

Support must be in place to allow the young person’s participation in school visits, sports and other school activities. Risk assessments should be made.

The school/college’s policy should be clear about the procedures for managing medicines, including written records of all medicines administered.

The school/college’s policy should be clear about what to do in an emergency.

Applications for suitable arrangements should be made to awarding bodies of public exams as early as possible.