



**CLOVER HILL
PRIMARY
SCHOOL**

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Headteacher: Mrs Ailsa Holden

Policy for Supporting Pupils with Medical Needs

1. Policy Statement

Clover Hill Primary School is committed to ensuring that all pupils with medical conditions are properly supported so that they can access education, including educational visits and physical education, in the same way as other pupils.

This policy complies with Section 100 of the **Children and Families Act 2014**, which places a duty on schools to make arrangements for supporting pupils with medical conditions. It also reflects the guidance from the **Department for Education: Supporting Pupils at School with Medical Conditions**. [\[www.gov.uk\]](http://www.gov.uk)

A medical need refers to any physical or mental health condition (chronic or acute) that requires ongoing management, treatment, or support during the school day to ensure the pupil's safety, well-being, and access to education.

This includes, but is not limited to:

- *Long-term conditions such as asthma, diabetes, epilepsy, or severe allergies*
- *Short-term conditions requiring medication or monitoring (eg antibiotics)*
- *Mental health conditions that impact daily functioning (eg ADHD)*
- *Temporary medical needs that affect attendance or participation (eg broken limbs, fatigue)*

2. Aims

- Ensure pupils with medical conditions are fully supported to access education.
- Promote inclusion and reduce barriers to learning.
- Provide a clear framework for staff, parents and healthcare professionals.
- Ensure staff are trained and confident in supporting pupils with medical needs.

3. Roles and Responsibilities

Governing Body

- Ensure arrangements are in place to support pupils with medical conditions.
- Monitor the implementation of this policy.

Head Teacher

- Ensure the policy is effectively implemented.

- Ensure staff are aware of pupils' medical conditions.
- Ensure sufficient trained staff are available.
- Liaise with healthcare professionals as needed.

School Staff

- Follow procedures outlined in individual healthcare plans (IHPs).
- Administer medication where appropriate and trained.
- Respond to emergency situations.

Parents/Carers

- Provide the school with up-to-date information about their child's medical needs.
- Participate in the development and review of IHPs.

Healthcare Professionals

- Provide advice and support in developing IHPs.
- Deliver training where necessary.

4. Notification and Individual Healthcare Plans (IHPs)

- When notified of a medical condition, the school will meet with parents and relevant professionals to discuss how they will support and implement the IHP.
- IHPs will be reviewed annually or when the pupil's needs change.
- IHPs will include:
 - Medical condition and its impact on learning
 - Medication and treatment required
 - Emergency procedures
 - Roles and responsibilities

5. Managing Prescribed Medicines

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- Parents must provide written consent using the school's medication form available from the school office.
- Medicines must be in-date, prescribed by a doctor as requiring 4 doses and clearly labelled with the child's name.
- Records of administration will be kept. Staff must sign and date and state dosage of medicine administered. Parents receive a copy of this.
- Medicines will be kept in a fridge specifically for this purpose located in the staffroom.
- Inhalers/Epipens and anti-histamine medicine is kept in the teacher cupboard in the child's classroom.

6. Emergency Procedures

- All staff are trained to respond to medical emergencies.
 - All staff have basic First Aid training annually.
 - There are 3 full-time Paediatric First Aiders in school.
 - Emergency contact details are kept up to date.
 - IHPs will outline specific emergency actions.
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7. Training

- Staff will receive appropriate training to support pupils with medical needs.
 - Training will be refreshed regularly and documented.
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8. Educational Access

- Pupils with medical needs will not be denied access to education, educational visits, or activities.
 - Reasonable adjustments will be made to ensure full participation.
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9. Educational Access and Reasonable Adjustments

Clover Hill Primary School is committed to making reasonable adjustments to ensure pupils with medical needs can access education fully and safely. These adjustments are tailored to individual needs and may include:

Examples of Reasonable Adjustments

- **Flexible Timetabling:** Allowing part-time attendance or a modified school day to accommodate medical appointments or fatigue.
- **Rest Breaks:** Providing rest periods during lessons or activities for pupils with chronic fatigue or pain.
- **Access to Medication:** Ensuring pupils can take prescribed medication at appropriate times, with privacy and dignity.
- **Modified Curriculum:** Adapting PE lessons or practical subjects to suit physical limitations (e.g., seated activities, non-contact sports).
- **Quiet Spaces:** Providing a designated area for pupils to rest or self-regulate during the school day.

10. Record Keeping

- Records of medical conditions, IHPs, medicine administration and training will be securely maintained.
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11. Complaints

- Complaints related to medical support will be handled through the school's complaints procedure.
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12. Monitoring and Review

Policy written by: [Ailsa Holden \(Headteacher\)](#) and [Sara Farnaby \(Assistant Headteacher/SENDCO\)](#)

Date: September 2026

Policy agreed by: Staff and Governors

To be reviewed: September 2027

This policy will be reviewed annually by the governing body.