



Heartwood CE VC Primary and Nursery School

Supporting Children with Medical Needs Policy

Signed: Lee Stevens

Chair of Governors

Date:

December 2025

Review Date:

December 2026

This policy should be considered alongside:

- Accessibility plan
- Children with health needs who cannot attend school
- Special Educational Needs Policy
- Mental Health
- Inclusive Strategy

1. Policy Statement

At Heartwood we make sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, by making appropriate adjustments or providing extra support.

At Heartwood, we will:

- Listen to the views of pupils and parents/carers/carers
- Work with pupils, their parents/carers to make them feel confident in the care they receive from this school and the level of that care meets their needs.
- Provide training so that staff understand the medical conditions of pupils at this school and how to support them, what to do in an emergency and what to take with them on educational visits.
- Focus on the needs of each individual child
- Make sure that all medication is stored safely and can be accessed when needed.
- Keep an accurate record of all medication administered, including the dose, time, date and supervising staff.
- Make sure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits.

2. Legal Framework

This policy is informed by relevant legislation and guidance, including:

- Children and Families Act (2014)
- Supporting Pupils at School with Medical Conditions: Statutory Guidance
- Equality Act (2010)

The policy describes the essential criteria for how school can meet the needs of children and young people with long-term conditions. It is in line with DfE statutory guidance on Supporting Pupils with Medical Conditions (2014) for governing bodies of maintained schools and proprietors of academies in England. [Supporting pupils at school with medical conditions](#)

The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. Children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under that Act. Some children may also have special educational needs (SEN) and may have an Individual Education Plan, Education, Health and Care (EHC) plan or an intimate care plan, which brings together health and social care needs, as well as their special educational provision.

The governing body will ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

3. Roles and Responsibilities

The Governing Body

- Ensures arrangements are in place to support pupils with medical needs.
- Monitors policy implementation and compliance.

Headteacher- Mrs Rebecca Starman

- Ensures staff are trained and informed about pupils' medical needs.
- Oversees the development of Individual Healthcare Plans (IHPs).
- Ensures procedures are in place for managing medicines.

Designated Medical Needs Coordinator- Miss Marie Compton

- Acts as main contact for parents and healthcare professionals.
- Will consult with healthcare professionals, pupils and parents to make sure that the needs of children with medical conditions are effectively supported.
- Maintains records, IHPs, and staff training logs.
- Coordinates emergency procedures.

School Staff

- As part of our admissions parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- Follow the policy and understand pupil medical needs relevant to their role.
- Administer medicines and treatment where agreed and trained to do so.
- Attend training to support the needs of pupils.

Parents/Carers

- Provide accurate and up-to-date medical information about their child's medical needs.
- Parents/carers at this school understand that they should let the school know immediately if their child's needs change.
- Supply medication and update the school regarding changes.
- Parents have a responsibility to keep any children's prescription medication up to date, e.g. inhalers and epi-pens.
- Participate in creating and reviewing IHPs.

4. Individual Healthcare Plans

Individual Healthcare Plans are developed for children with:

- Long-term or complex medical needs.

- Conditions requiring regular support or emergency intervention (e.g., asthma, epilepsy, diabetes, allergies).

A child's IHP will include:

- Pupil details and medical diagnosis
- Medication requirements and dosages
- Daily care procedures
- Emergency procedures
- Roles of staff and family
- Consent forms
- Review date (IHPs are reviewed annually or when circumstances change)

Some children may also have a Care Plan written by a medical professional. This should form part of their IHP.

At Heartwood, we will make sure that there are sufficient members of staff who have been trained to administer medication and meet the care needs of an individual child.

We will ensure that a trained member of staff is available to accompany a pupil with a medical condition on an educational visit, subject to an appropriate risk assessment. This will include overnight stays. Please see appendix A for our medical risk assessment template.

5. Staff Training and Support

- Staff administering medication or performing medical procedures receive **appropriate training** from qualified professionals.
- Training records are maintained and refreshed regularly.

6. Responsibilities of Norfolk County Council

Hospital in-patients Pupils are usually educated within schools on the hospital site. In certain instances, young people may be placed in specialist residential hospitals outside of Norfolk by the National Health Service (NHS). Many of these facilities have access to an on-site education provision or Ofsted-registered school that can offer education as part of the package of care. Norfolk County Council retains responsibility for the education of these children whilst they remain in hospital and upon their return to Norfolk following discharge. Hospital schools are expected to liaise with the young person's home school to ensure a relevant curriculum and reintegration. Parents/carers and home school representatives can contact the Norfolk County Council's Medical Needs Coordinator for further support in this area if required.

For children with life-limiting and terminal illness, Norfolk County Council will continue to provide education for as long as the child's parents/carers and the medical staff deem it appropriate. If the pupil and parents/carers wish to withdraw from education, their wishes will be respected if the decision is supported by medical advice.

7. Complaints

Concerns about support for children with medical needs should be raised with the Headteacher in the first instance.

8. Monitoring

The Supporting Children with Medical Needs Policy is monitored, evaluated and reviewed annually by all staff and Governors.

Date policy written: December 25

Review date: December 2026

Appendix A: Medical risk assessment template