



Medical needs policy

Policy Owner: Helen Daniels, Headteacher

Last updated: July 2026

Review date: July 2027

1.0 Policy Statement and Aims Cookham Rise Primary School is committed to supporting all pupils with medical needs, ensuring their safety, wellbeing, and full access to education. We recognise our legal duty under **Section 100 of the Children and Families Act 2014** to support pupils with medical conditions and our responsibilities under the **Equality Act 2010**.

The aims of this policy are to:

- Ensure pupils with medical needs are fully included in school life.
- Provide clear procedures for the identification and management of both short-term and long-term medical conditions.
- Establish robust systems for **Individual Healthcare Plans (IHPs)**.
- Ensure staff are trained and confident in supporting pupils, including emergency responses.

2.0 Roles and Responsibilities

- **Headteacher (Mrs H Daniels):** Has overall responsibility for policy implementation, ensuring staff awareness and appropriate training.
- **Designated Medical Needs/First Aid Leads:**
 - **Allison Bond & Caroline Warrington** (Reception/KS1 Lead First Aiders).
 - **Michelle Bown** (KS2 Lead First Aider).
- **Parents/Carers:** Must provide accurate, timely information about their child's needs and supply necessary medication in its original packaging.
- **School Staff:** Have a common law duty to act *in loco parentis* and may need to take swift action in an emergency.

3.0 Allergy Management and "Benedict's Law" (The Schools Allergy Code) In alignment with the **Benedict Blythe Foundation**, Cookham Rise adopts **The Schools Allergy Code** as a framework of best practice to keep pupils with allergies safe. Please see our Allergy policy for further details.

4.0 Individual Healthcare Plans (IHPs) IHPs are developed for pupils with significant medical needs requiring ongoing management or emergency intervention.

- Plans are co-created with parents, healthcare professionals, and the pupil where appropriate.
- IHPs are stored in the **Medical Register Folder**; copies are shared with relevant class teachers and TAs.
- Plans are reviewed at least **annually** or following a significant medical incident.

5.0 Medication Management

- **Acceptance:** We only administer medicine in its original packaging, clearly labelled with the child's name and dosage, where the dosage is required **4 times a day or more**.
- **Storage:**
 - General medicines are stored in the **staff fridge**.
 - **Asthma Inhalers (Rec/KS1):** Kept in named plastic wallets in the medical room.
 - **Asthma Inhalers (KS2):** Kept in named plastic wallets in classroom cupboards for immediate access.
- **Administration:** Staff must record all medication administered, including date, time, and dosage. Smartlog is used to record medications and send notifications to parents.

6.0 Emergency Procedures In a medical emergency, staff will:

1. Provide immediate first aid and/or administer emergency medication (e.g., EpiPen) as per the pupil's IHP.
2. **Contact emergency services (999).**
3. Notify the Headteacher and parents/carers immediately.
4. Monitor the pupil until professional help arrives.

7.0 Inclusion and School Trips No pupil will be excluded from school activities due to a medical condition. **Risk assessments** are conducted for all off-site visits to ensure medication and emergency protocols are in place.

8.0 Policy Review This policy is reviewed **annually** by the Governing Body to ensure compliance with statutory guidance and best practice.

Appendix 1 – Medication form

Appendix 2 – Individual Health plan