



Managing Children with Medical Needs Policy

Policy Statement

Pavilion Pre School (Aigburth) CIO is committed to ensuring that children with medical needs are properly supported so that they can access education and activities safely and fully.

We aim to work in partnership with parents, carers, health professionals, and local authorities to ensure each child's medical, emotional, and educational needs are met.

Legal and Statutory Framework

This policy is based on the following legislation and guidance:

- Statutory Framework for the Early Years Foundation Stage (EYFS) 2024
- Children and Families Act 2014, Section 100
- DfE: Supporting pupils with medical conditions at school (2015)
- Health and Safety at Work etc. Act 1974
- The Equality Act 2010
- Data Protection Act 2018 / UK GDPR

Aims

- To ensure staff are aware of children's medical needs and know what action to take in an emergency.
- To ensure that medicines are administered safely and only by trained, authorised staff.

- To promote inclusion and prevent discrimination against children with medical conditions.
- To maintain effective communication between parents, carers, and professionals.

Roles and Responsibilities

Manager/Designated Lead

- Ensures all staff are aware of children with medical needs.
- Ensures appropriate training is arranged.
- Oversees the implementation of individual healthcare plans (IHPs).

Staff

- Follow care and emergency procedures as detailed in IHPs.
- Administer medication in accordance with the setting's procedures.
- Record all medication administered and report any concerns to the manager.

Parents/Carers

- Provide up-to-date information about their child's medical needs.
- Supply medication in its original packaging with clear prescription labels.
- Notify the setting of any changes to their child's condition or treatment.

Individual Healthcare Plans (IHPs)

An IHP will be created for any child with ongoing or complex medical needs.
The plan will include:

- Details of the child's condition

- Medication and dosage
- Possible side effects
- Emergency procedures
- Contact details for parents and health professionals
- Roles and responsibilities of staff

IHPs are reviewed at least annually or sooner if the child's needs change.

Administering Medication

- Medication will only be given with written consent from the parent/carer.
- Only prescribed medicines that cannot be managed at home will be administered.
- Medication must be in the original container with the child's name, dosage, and expiry date clearly shown.
- All doses are recorded on a Medication Record Form.
- Medication is stored securely and at the correct temperature.

Emergency Procedures

- All staff are briefed on emergency procedures for children with serious medical needs (e.g., asthma, anaphylaxis, epilepsy, diabetes).
- Emergency medication (e.g., EpiPen, inhaler) is kept accessible but safely stored.
- In a medical emergency, staff will:
 1. Follow the IHP or emergency action plan.

2. Call emergency services (999) if needed.
3. Contact parents/carers immediately.
4. Record and report the incident in line with the setting's accident/incident policy.

Staff Training

- Training for specific medical conditions (e.g., using an EpiPen, administering inhalers, diabetes management) will be arranged for relevant staff.
- General first aid and paediatric first aid training is maintained for all staff.

Record Keeping

- Medication consent forms and administration records are kept securely.
- IHPs and medical information are confidential and stored in line with data protection requirements.

Inclusion

No child will be denied access to the pre-school because of medical needs.
Reasonable adjustments will be made to ensure full participation in all activities.

This policy was updated in November 2025
Last updated: 07.11.25



Signed by: Chair of Trustees:



Signed by Operations Manager: