

## Important Information relating to medical clearance and portability within a school setting

For each role applied for within a school, medical clearance is required unless the role is a second one within the same school and the duties are the same or very similar. For second/third/fourth roles within the same school where the duties of the role applied for differ, medical clearance is required and therefore a further pre-employment form should be completed and forwarded to Occupational Health. Portability of medical clearance is only permissible if the duties of the roles are the same or very similar and do not differ.

If an employee who is medically cleared leaves one Derbyshire school and takes up a post within another Derbyshire school either in the same job role or a very similar job role then as long as there is no break in service of less than 3 months then portability can be used by that school.

Some job roles have portable clearance which can be used in other jobs outlined on the guidance below.

### Group 1

- Teacher
- Teaching Assistant
- Cover Supervisor
- Clerical/Admin
- Clerk to Governors.

### Group 2

- Senior Midday Supervisor
- Midday Supervisor
- Breakfast Club Assistant

### Group 3

- Caretakers
- Handyman

### Group 4

- Cook
- Kitchen Assistant

If someone is appointed that falls into one of the categories above and the school is happy to use an existing clearance, this should be confirmed on the new starter form submitted to HR Services by stating 'accept medical portability' in the date Med 1 issued by school box. To use the portable medical clearance the school should be satisfied that the employee has had no break in service and that the duties for the new post are comparable with the previous post as per the groupings above.

All other non-portable posts require completion of the appropriate medical form and this should be submitted to occupational health via the employee as it is their own personal data to declare. The school should not send in the form as this could compromise data protection guidelines for the individual being appointed.

The pre-employment health questionnaire can be accessed via the following link:  
<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/human-resources/occupational-health-and-counselling-services.aspx>

All queries relating to medical clearance should be sent to  
[Occupational.Health@Derbyshire.gov.uk](mailto:Occupational.Health@Derbyshire.gov.uk) or alternatively phone 01629 536969.