

Supporting Children with Medical Needs Policy

Rational

The number of children attending Early Years Settings who have specific medical needs is increasing. Many children and young people have their participation in Early schooling affected by illness or a specific medical condition. This may result in a minor disruption or it may cause regular or perpetual limitations to their access to education. Most children with medical needs are able to attend nursery regularly and with appropriate support from family and practitioners, allowing them to take part in the normal setting activities. However, for children with long term, complex and individual medical needs, careful planning is required by the nursery, parents/carers, medical professionals, and where appropriate the child, to maximise curriculum access, ensure inclusion as well as safeguarding the child's health and safety. It is crucial that all involved understand the policy and procedures the nursery is operating. This policy has been developed in line with the DfE statutory guidance released in April 2014, 'Supporting children at school with Medical Conditions.'

Guidelines

Mrs Bonds Village Nursery aim to encourage, support and care for children with medical needs in order to ensure they maintain a healthy wellbeing at nursey. A copy of the procedure around administration of medication and support for children with medical conditions will be available for staff and parents. A designated member of staff will be responsible for checking that all medications are in date. We will work together with parents/carers of children with complex or long term medical needs to agree and implement individual healthcare plans. Providing appropriate training for staff to support children with individual healthcare plans.

Our nursery will review its procedures around the administration of medication and the development of healthcare plans in consultation with parents/carers and staff on a regular basis.

This policy and its related procedures provide the framework within which the medical needs of children will be managed.

Record Keeping

At the beginning of each school year or when a child joins the nursery, parents/carers are asked whether their child suffers from any medical condition (Appendix 1). Parents are reminded of the vital importance of providing this information to the nursery and of updating us should there be any changes or new conditions diagnosed. Parents who indicate that their child has a medical condition will be asked to provide further information regarding their child and the medication they are taking (Appendix 2 and Appendix 3). This information should be updated by parents during the academic year as necessary.

Asthma

Children who suffer with asthma need to be able to gain quick access to their inhalers and spacers. Parents/careers must complete and sign a form (Appendix 2) to acknowledge that an inhaler has been provided and to give additional details of their child's condition. Both the inhaler and spacer, will be placed inside a sealed container with the child's name and photograph clearly displayed, together with their medical form and kept in the store cupboard. Members of staff will ensure that inhalers are taken on off-site visits. A designated member of staff is responsible for checking that all childrens inhalers as well as the settings emergency inhalers are in date, this occurs half termly, A check list is also in place to enable the staff member to inform parents/careers of the inhaler's expiry dates within sufficient time. It is then the parents/careers responsibility to replenish the inhaler.

Anaphylaxis and administration of EpiPen's

Anaphylaxis is an extremely dangerous allergic reaction. It can be triggered by foods (e.g. nuts, seafoods) or non-foods (e.g. wasp and bee stings, certain medicines, even exercise). The symptoms of anaphylaxis can be identified by effects on the respiratory system, cardiovascular system, gastrointestinal system, skin, nervous system, genitourinary system.

In the event of an attack it is important to administer an EpiPen as soon as possible whilst an additional member of staff calls 999 for an ambulance.

Children's EpiPen's will be stored in the 'Children's Medication' box in the Cupboard. Each EpiPen is stored in a sealed container that contains the name of the child, alongside her/his photograph, and a copy of the child's individual care plan (Appendix 2 & Appendix 3). An EpiPen will only be administered to the child whom is named on the prescription.

We ask parents to collect medicines no longer required at the end of the academic year. If parents do not collect medicines by the end of the academic year, and they are out of date the medication will be given to a pharmacist for disposal.

Procedures for the development of an individual healthcare plan

When a child has a long term or complex medical need that requires specialist medication or protocols, the nursery will work with the parent to agree an individual healthcare plan for that child (Appendix 3). Where appropriate, the drawing up of the healthcare plan will involve community nurse or health visitor. Advice will be sought from health practitioners e.g. GPs, consultants, specialist nurses, physiotherapists and other professionals as required. The healthcare plan is a confidential document; however, it must be displayed and accessible to those who may urgently need to refer to it. The healthcare plans are accessible in the medical folder and will be signed by the parent and the nursery. If the child has an Individual Health Care Plan (IHCP) the nursery will ensure that this is followed and shared with the relevant staff ensuring the child's needs are met at a level appropriate to her/his medical condition. Each healthcare plan will be individualised, because each child's circumstances will be different.

A guide to the process of developing individual healthcare plans:

- Parent or healthcare professional inform Mrs Bonds Village Nursery that the child has a medical condition or is due to return from long-term absence, or that needs have changed.
- Manager co-ordinates meeting to discuss the child's medical needs and identifies two members of staff who will provide support to the child.
- Meeting held to discuss and agree on the need for IHCP to include key staff, child, parent and relevant healthcare professionals and other medical/health clinician as appropriate.
- Develop IHCP in partnership. Agree who leads on writing it, input from healthcare professionals must be provided.
- Staff training needs identified.
- Healthcare professional commissions and/or delivers training. Staff members signed off as competent- review date agreed.
- IHCP implemented and circulated to all relevant staff.
- The process for a IHCP to be developed for a child returning to the setting after long term absence should aim to be within one week, depending on individual needs.
- IHCP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate.

Roles and Responsibilities of Manger, confirming the following actions;

- Arrangements are put in place to support children with medical conditions.
- The policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- That the Supporting children with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/origin, religion or belief, sex, disability or sexual orientation.
- The policy covers arrangements for children who are competent to manage their own health needs.
- That all children with medical conditions are able to play a full and active role in all aspects of nursery life, participate in nursery visits/trips/sporting activities, such as sports day, remain healthy and achieve their full potential.
- Ensuring that relevant training is delivered to a minimum of two members of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- Guaranteeing detailed written records are kept of, any and all, medicines administered to children.
- Certifying the policy sets out procedures in place for emergency situations.
- Handling complaints regarding this policy as outlined in the Complaints Policy.
- Ensuring the policy is developed effectively.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Guaranteeing at least two members of trained staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment/ care.
- Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use, available for all children who require an inhaler at the setting.
- Manager verifies all staff members have read, understood and signed the Policy.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a child with a medical condition needs help. *A first-aid certificate is not sufficient.*
- Taking account of the needs of the child with medical conditions.
- Undertaking training to achieve the necessary competency for supporting children with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

Parents and carers are responsible for:

- Keeping the nursery informed about any new medical condition or changes to their child/children's health.
- Participating in the development and regular reviews of their child's IHCP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into nursery.
- Providing the nursery with the medication their child requires and keeping it up to date including collecting leftover medicine.
- Carrying out actions assigned to them in the IHCP with particular emphasis on, they or a nominated adult, being contactable at all times.
- Ensuring controlled drugs, such as morphine, are NOT brought into the nursery, parents must return to nursery to administer such medications themselves. Under no circumstances are controlled medications to be stored in the nursery or administered by staff.
- Must always ensure the medication form is filled out in Pen, clearly stating the reason for medication.
- Parents should be signing and printing their names on all medical forms.
- Parents signature must be clearly seen at the bottom of the medication form.
- No medication should be left in children's bags.

Children are responsible for:

- Providing information on how their medical condition affects them, if able to.
- Contributing to their IHCP if able to do so.
- Complying with the IHCP and self-managing their medication or health when appropriate.

Training of staff

- Newly appointed staff, students, volunteers and support staff will receive training on the 'Supporting children with Medical Conditions' Policy as part of their induction.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing paediatric first aid training. Additional training specific to individual medical conditions will also be compulsory, where staff will be required to be signed off as competent.
- Mrs Bonds Village nursery will keep a record of medical conditions supported, training undertaken and a list of practitioners qualified to undertake responsibilities under this policy.

Medicines

- Where possible, unless advised it would be damaging to health, medicines should be prescribed in frequencies that allow the child to take them outside of nursery hours, this includes those prescribed three times a day – before nursery, after nursery and bedtime.
- If this is not possible i.e. medicine prescribed four times a day, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- No child will be given any prescription medicines without written parental consent.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- Medications will be stored appropriately, in a sealed container either in the fridge, office or cupboard.
- Parents will be asked to collect medications at the end of the day, apart from inhalers, EpiPen's and creams.
- Written records will be kept of any medication administered to children.
- Staff members will not administer the first dose of medicine to the child. Parents should have given their child one dose to ensure no allergic reaction is caused by administering the medication.
- Mrs Bonds Village Nursery cannot be held responsible for side effects that occur when medication is taken correctly.
- The medicine administration form will detail the name of the qualified practitioner who prescribed the medication (if applicable) and another staff member will sign as a witness to the administration of the medication.
- Before medicine is administered, the designated member of staff should check the medicine administration form for any changes.
- The medicine administration form should be completed each time the child receives their medication, this form must be completed and signed by the person administering the medication, witness and be countersigned by the parent or carer when they collect their child.

Auditing Medication

- The manager and staff must ensure that all medications are inaccessible to children, stored out of children's reach, in their original containers and clearly labelled with their contents and the child's name. It should be noted that specific medications have storage implications for the setting:
- Pain medications: All medications will be kept in a cupboard out of the children's reach; each child's medication will be kept in the "medication" container with the child's name on the bottle / box. Staff should record when medication comes into nursery, detailing the name of medication, child's name, date when the medication was given to the setting and date returned home.
- Mrs Bonds Village Nursery has a policy of keeping a minimum supply of pain medication (calpol) for children in emergency situations. Parents will be contacted to gain permission before administration.

Over the Counter Medication

- The Nursery will administer over the counter medicines only with written consent from parents. A medication form must be filled in.
- We will administer the over the counter medicines only in circumstances we agree to
- We require to know the time of the last three doses given in a twenty-four-hour time period.

Emergencies

- Medical emergencies will be dealt with under the nurse's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- If a child needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Day trips, residential visits and sporting activities

- Children with medical conditions will be able to participate in day trips, sports days and not prevent them from doing so unless it would not be safe to do so.
- To comply with best practice risk assessments are undertaken, in line with our Outings Policy on day trips, in order to plan for including children with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHCP requirements for the nursery day.

Avoiding unacceptable practice

The following behaviour is unacceptable Mrs Bonds Village nursery;

- Assuming that children with the same condition require the same treatment.
- Ignoring the views of the child and/or their parents or ignoring medical evidence or opinion.
- Sending children home frequently or preventing them from taking part in activities at nursery.

This policy will be revised should any child apply to the setting with an additional medical condition which is not covered in this policy.

This Policy was revised on the Monday 18th November 2019. The owner of Mrs Bonds Village nursery holds the rights to this policy and is responsible to review the policy on a yearly basis.

Complaints

Please adhere to the Nursery Complaints Procedure if you have any concerns regarding issues highlighted within this policy.

Definitions

'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child requiring special adjustments for the nursery day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. *Being 'unwell' and common childhood diseases are not covered.*

'Medication' is defined as any prescribed or over the counter treatment.

'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.

Medical / Allergies / Food Avoidance Questionnaire

Pupils Name _____

Parent/Guardian
Name _____

Telephone No / Mobile
No. _____

Name and address of Family
Doctor _____

Telephone No. _____

Immunisation Status:

Are all of your child's inoculations up to date? Please circle: Yes No

If no, please give details:

Does your child suffer from any known medical conditions? If so, please give details:

Does your child suffer from any known allergies? (e.g. food, insect bites, materials etc.) If so, please give details:

Do you have drugs or medication that has been prescribed for any of the above and if so please indicate what it is? (Please note you will be required to come in and complete a 'Parental Agreement for the school to Administer Prescribed Medicine' form allowing us to administer emergency medication.)

Food allergies – please be very specific. For the safety of your child we need to know exactly what your child may or may not have. If you consider it serious enough to put onto the form, we need precise details of the allergy. It is not adequate, for example, to put 'dairy produce'. We would need to know exactly what food the child can have. Please write on the back of this form if needed.

Are there any foods your child must avoid because of cultural or religious beliefs?

Please give details: _____

Signed _____ (Parent/Guardian Date _____)

Administration of Medication Consent Form

Child's name	
Child's Date Of Birth	
Name of GP	
Reason of Medication	
Name of Medication	
Date Dispensed	
Ongoing treatment:	YES / NO
Medication Expiry Date	
Dose to be administered	
Time to be administered	
Time last given (last three doses)	
I agree the above information is to my best knowledge and accurate at the time of writing, I give consent for the staff at the nursery to administer the medication in accordance with their policy. I will inform the school daily of the time medication was last given and of any changes to administration information.	
Parents/carer Name	
Parents/ Carer Signature	
	Date

Child's Information	
Child's name	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	
Family Contact Information	
Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
Home	
(mobile)	
Clinic/Hospital Contact	
Name	
Phone no.	
G.P.	
Name	
Phone no.	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily Care Requirements

Specific support for the pupil's educational, social and emotional needs

Describe what constitutes an emergency, and the action to take if this occurs

Staff training needed/undertaken –_who, what, when (school to fill in this section)

Parents Signature _____ Date

Illness Record

Child's Name	
Date	
Initial concerns	
Incident log (include times, and details such as temperature, sleeps, sickness)	
Staff Signature	
Parent Signature	