

Supporting Children with Medical Needs

Statement of Intent

BEST Nurseries Ltd. ensures that children with medical conditions receive appropriate care and support in the setting. This policy has been developed in line with advice from the DfE: The Statutory Framework for the Early Years Foundation Stage (EYFS) sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe and the standards set out within this document should be met before other advice is considered on top of it. Supporting pupils at school with medical conditions (DfE 2015) has been used as an advice document as it provides “best-practice” information and is the most up to date reference point for the issues it covers.

Key Roles and Responsibilities

The Manager is responsible for:

- The overall implementation of this policy and the procedures within it, and ensuring that it is embedded within day-to-day practice
- Ensuring that the Supporting Children with Medical Needs policy, does not discriminate on any grounds, including, but not limited to: ethnicity, nationality, culture, religion, gender, disability
- Handling complaints regarding this policy as outlined in our Complaints Policy
- Ensuring that all children with medical conditions are able to participate fully in all aspects of the provision
- Ensuring that all relevant training is provided to staff members who take on responsibility to support children with medical conditions
- Ensuring that external support and advice is accessed as necessary to enable staff with responsibility to support children with medical needs
- Ensuring that information and materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy
- Ensuring that written records of any and all medicines administered to individual children are accurate and concise
- Making staff aware of this policy
- Appointing a Managing Medicines Coordinator

The Managing Medicines Coordinator is responsible for:

- Making staff who need to know aware of a child’s medical condition
- Developing individual Care Plans for pupils
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver care plans in normal, contingency and emergency situations
- Administering medication alongside the senior management team
- Undertaking training to support them in their role

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions
- Where necessary making reasonable adjustments to ensure provision is inclusive
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions if they have responsibility
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help
- Notifying the school when a child has been identified with requiring support in school due to a medical condition

Parents and Carers are responsible for:

- Keeping the setting informed of any changes to their child/children’s health
- Completing the necessary permission forms allowing the appropriate staff members to administer medication
- Providing the setting with the medication required by their child and keeping it up to date
- Collecting any leftover medicine at the end of the course or year

Definitions

- “Medication” is defined as any prescribed or over the counter medicine
- “Prescription medication” is defined as any drug or device prescribed by a doctor
- A “staff member” is defined as any member of staff employed by BEST Nurseries Ltd

Training of Staff

Staff will receive regular and ongoing training as part of their development. Staff who undertake responsibilities under this policy will receive the following training externally: First Aid, Epi Pen, Asthma, Epilepsy and any other as necessary. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing the appropriate training specific to the responsibility. No staff member may administer drugs by injection unless they have received specific training for this responsibility. A record of training undertaken and a list of staff qualified to undertake responsibilities under this policy will be kept.

Individual Care Plans

Where necessary, an individual Care Plan will be developed in collaboration with the Senior Management Team, parents/carers, and information from medical professionals. Care Plans will be easily accessible whilst preserving confidentiality. Care Plans will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner. Where a pupil has an Education, Health and Care Plan or Statement of Special Educational Needs the Care Plan will become part of it.

Medicines

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the child to take them outside of setting hours. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign the appropriate permission forms. No child will be given any prescription or non-prescription medicines without written parental consent. 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. Controlled drugs may only be taken on premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy. Medication will normally be stored in the Medical Cabinet. Any medications left over at the end of the course will be returned to the child's parents. Written records will be kept of any medication administered to children. Medication will be administered by an appropriate member of staff and observed by another. Children will never be prevented from accessing their medication when required. BEST Nurseries Ltd. cannot be held responsible for side effects that occur when medication is taken correctly.

Emergencies

Medical emergencies will be dealt with under the Setting's emergency procedures. Where an individual Care Plan is in place, it should detail: what constitutes an emergency and what to do in an emergency. Children will be informed in general terms of what to do in an emergency such as telling a member of staff as appropriate. If a child needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

DATE APPROVED:	19th July 2021
APPROVED BY:	Alison Wilshaw
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