



**Nursery Strategic Leader & Nominated Individual Mrs E Williams BEd. Hons NPQH**  
**Nursery Manager: Miss C Bates**

Initial Policy date	November 2021	Next scheduled review	January 2025
Governor approved	January 2024	Key person/people	Senior Site & Facilities Strategic Lead, NI
Model Policy	Linked to HCC ISS Policy in Appendix 2	Model localised	x

## Supporting Children and Babies with Medical Conditions Policy

### 1. Aims.

This policy aims to ensure that:

- Employees, and parents understand how Rotherly Nursery will support Children and Babies with medical conditions
- Children and Babies with medical conditions are properly supported to allow them to children participating in any aspect of Nursery life
- The Nominated Responsible Persons (NRP) will implement this policy by:
  - Making sure sufficient employees are suitably trained
  - Overseeing a process for colleagues to be aware of children’s conditions, where appropriate
  - Making sure there are cover arrangements to ensure someone is always available to support children with medical conditions
  - System is in place developing, monitoring, and ensuring Individual Care Plans (ICPs) are in date

### 2. Legislation and statutory responsibilities.

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting children within the Early Years setting with medical conditions. It is also based on the Department for Education’s statutory guidance on supporting children with medical conditions at school.

### 3. Roles and responsibilities.

#### 3.1 The governing board.

The governing board has ultimate responsibility to make arrangements to support children with medical conditions.

### **3.2 The Responsible Manager.**

The Responsible Person (RP) is the Nursery Strategic Leader & Nominated Individual, who will ensure that sufficient employees have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### **3.3 The Nominated Responsible Person (NRP).**

The Nursery Manager is the person to whom the (RP) has delegated the management of this policy to and will be the Nominated Responsible Person (NRP) who will work to implement the following;

- Ensure that there is a sufficient number of trained available to implement this policy and deliver against all ICPs, including in contingency and emergency situations
- Make sure that Nursery colleagues are appropriately insured and aware that they are insured to support children in this way
- Liaise with Nursery Manager in cases where a child holds an ICP, or has Additional Needs.
- Ensure that all colleagues who need to know are aware of a child's condition and take overall responsibility for the development of IHPs
- Contact the school nursing service in the case of any child who has a medical condition that may require support at Rotherly Nursery, but who has not yet been brought to their attention
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Oversee the family tracker system recording administration of care and medicines whilst checking consent process

### **3.5 All Employees.**

Supporting children with medical conditions during the operating hours of Rotherly Nursery is not the sole responsibility of one person. Any employee may be asked to provide support to children with medical conditions. This includes the administration of medicines.

Those employees who take on the responsibility to support children with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Nursery employees will take into account the needs of children with medical conditions in their care. All employees will know what to do and respond accordingly when they become aware that a child with a medical condition needs help.

All colleagues, are to view this information on the child's medical information and identification held with the family tracker system.

### **3.6 Parents.**

- Provide the Rotherly Nursery with sufficient and up-to-date information about their child's medical needs
- All medication provided is to be in date
- Written consent is required to be completed for the prescription or non-prescription medicines onsite, and during nursery activities
- All emergency contact numbers, details provided continuously updated
- Be involved in the development and review of their child's ICP and may be involved in its drafting

- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

#### **4. Equal opportunities.**

Rotherly Nursery is clear about the need to actively support children with medical conditions to participate all aspects of nursery life.

The nursery will consider what reasonable adjustments need to be made to enable these children to participate fully and safely with our activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that children with medical conditions are included. In doing so, parents and any relevant healthcare professionals will be consulted.

The Nursery will comply fully with Hampshire County Council's Inclusion Support Service 'Policy for young people with medical needs' (HCC, July 2022), Appendix II to this policy.

#### **5. Being notified that a child has a medical condition.**

When the Rotherly nursery is notified that a child has a medical condition, the process outlined below will be followed to decide whether the child requires an Individual Care Plans (ICP). Our Nursery will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for children who are new to our school. See Appendix 1.

#### **6. Individual healthcare plans.**

The Nursery Manager has responsibility for the development of ICPs for children with medical conditions.

Plans will be reviewed at least annually, or earlier if there is evidence that the child's needs have change

Plans will be developed with the child's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all children with a medical condition will require an ICP. It will be agreed with a healthcare professional and the parents when an ICP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the RP will make the final decision.

Plans will be drawn up in partnership with the nursery, parents and a relevant healthcare professional, specialist or paediatrician, who can best advise on the child's specific needs. The child will be involved wherever appropriate.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. Those outlined in the Roles and Responsibilities section (3) with delegated responsibility for developing ICPs, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The child's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the child's social and emotional needs.
- The level of support needed, including in emergencies.
- Who in within our nursery needs to be aware of the child's condition and the support required
- Where a child is returning following a period of being in hospital or alternative provision the nursery will follow its 'return to learn procedure'
- Arrangements for written permission from parents and the Nursery Manager for medication to be administered by an employee,
- Where confidentiality issues are raised by the parent, the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency, including who to contact, and contingency arrangements

### **7.1 Controlled drugs.**

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments.

Controlled drug prescribed for a child must be kept in a locked cupboard or respective controlled area.

Controlled drugs are to be stored safely, including being easily accessible in an emergency. A record of any doses used and the amount held will be kept.

### **7.2 Unacceptable practice.**

Nursery employees should use their discretion and judge each case individually with reference to the child's ICP, but it is generally not acceptable to:

- Prevent children from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every child with the same condition requires the same treatment
- Ignore the views of parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal nursery activities, including lunch, unless this is specified in their ICP
- Prevent children from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend the nursery to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because a nursery is unable to support their child's medical needs
- Prevent children from participating, or create unnecessary barriers a child participating in any aspect of nursery life

## **8. Emergency procedures.**

Employees will follow normal emergency procedures (for example, calling 999). All children's ICPs will clearly set out what constitutes an emergency and will explain what to do. This must be followed up by immediately calling the Parent/Carer as per the cascaded contact details.

## **9. Incidents reactive reporting.**

We adopted the HCC corporate procedure for recording and investigating all incidents (excludes minor child accidents – recorded on the tracker) which is an on-line reporting system. The school will no longer be required to report accidents through to the Health & Safety Executive (HSE) under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as the Children's Services Health & Safety Team (CSHST) will be completing, on notification of incidents via this reporting procedure.

## **10. Training.**

Employees who are responsible for supporting children with medical needs will receive suitable and sufficient training to do so. A record of this training is to be updated and uploaded onto the school's medical tracker system, by the Medical Welfare Officer

The training will be identified during the development or review of ICPs. Colleagues who provide support to children with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher/role of individual. Training will be kept up to date. Training will:

- Be sufficient to ensure that employees are competent and have confidence in their ability to support the child
- Fulfil the requirements in the IHPs
- Help colleagues to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Employees receive training/notices/briefing so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction by the Nursery Manager.

## **11. Record keeping.**

The Nursery Manager will ensure/oversee that written records are kept of all medicine administered to children for as long as these children are at the nursery. This will be recorded on the family tracker system that will automatically notify the parents. Parents will also be informed if their child has been unwell at school. IHPs are kept in a readily accessible place about which all relevant employees will be aware.

## **12. Liability and indemnity.**

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

Our insurance policy/cover procured through Hampshire County Council.

### **13. Complaints.**

Parents with a complaint about their child's medical condition should discuss these directly with the Nursery Manager in the first instance via [nursery@westgate.hants.sch.uk](mailto:nursery@westgate.hants.sch.uk). If the Nursery Manager cannot resolve the matter, they are to direct toward the Nominated Individual, who will attempt to resolve, or direct the parents toward to the school's complaints procedure.

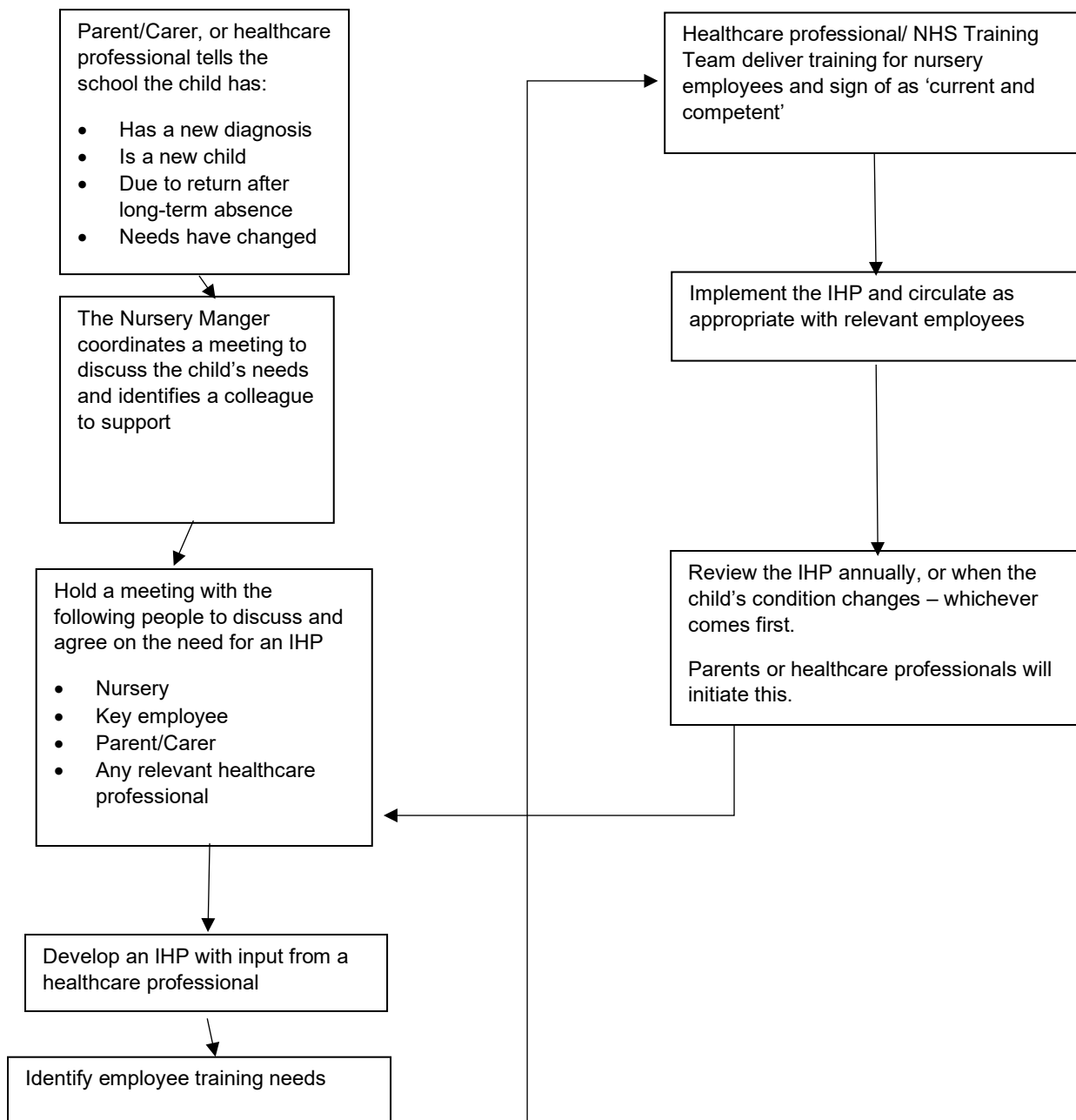
### **14. Monitoring arrangements.**

This policy will be reviewed and approved by the governing board as outlined in the header of this policy document.

**Appendix I:** Being notified that a child has a medical condition.

**Appendix II:** HCC/ISS policy for access to education for school age children and young people with medical needs.

**Appendix 1: Being notified a child has a medical condition.**



**Appendix 2: HCC/ISS policy for access to education for school age children and young people with medical needs.**

Please click on the following links for the HCC update Medical Policy and Referral form – July 2022.

<https://hants.sharepoint.com/sites/InformationHubforEducationalSettings/SiteAssets/Forms/AllItems.aspx?id=/sites/InformationHubforEducationalSettings/SiteAssets/SitePages/Exclusions/HCC-Medical-Policy-July-2022.pdf&parent=/sites/InformationHubforEducationalSettings/SiteAssets/SitePages/Exclusions>

[MEDICAL-REFERRAL-FORM-July-2022.docx \(sharepoint.com\)](#)