



Supporting Children with Medical Conditions Policy

Documents Consulted:

This policy & procedure has been produced based on recommendations in line with:

Equality Act 2010

SEN Code of Practice

SEN and/or Disability Local Offer

Supporting Children at school with Medical Conditions – DfE April 2014

Introduction

The East Street Early Years wishes to ensure that all children with medical conditions, in terms of both physical and mental health, receive appropriate care and support at the setting, so they play a full active role in their learning, remain healthy and achieve their academic potential.

This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting Pupils at School with Medical Conditions".

Ofsted places a clear emphasis on meeting the needs of children with SEN and Disabilities and this includes children with medical conditions.

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Some may also have Special Educational Needs (SEN) and may have a statement, or Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special education provision. For children with medical conditions which require EHCP plans, compliance with the SEND code of practice ensures compliance with the statutory elements of the Department for Education guidance published in September 2014 with respect to those children.

Key Roles and Responsibilities

The Trustees are responsible for:

- The overall implementation of the Supporting Children with Medical Conditions Policy and procedures of the East Street Early Years.
- Ensuring that the Supporting Children with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Ensuring that all children with medical conditions are able to participate fully in all aspects of the nursery setting.
- Ensuring that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting children with medical conditions are available to members of staff with responsibilities under this policy.

- Ensuring that the setting's policy is clear about the procedures to be followed for managing medicines on the premises and that written records are kept of all medicines administered to children.
- Ensuring that the setting's policy sets out what should happen in an emergency situation.
- Ensuring that the setting's policy is explicit about what practice is not acceptable.
- Ensuring that the setting's policy sets out how complaints may be made and will be handled concerning the support provided to children with medical conditions.

The Manager is responsible for:

- The day-to-day implementation and management of the Supporting Children with Medical Conditions Policy and procedures of the East Street Early Years.
- Ensuring the policy is developed and effectively implemented with partners.
- Making sure that all staff are aware of the policy for supporting children with medical conditions and understand their role in its implementation.
- Making sure that all staff who need to know are aware of a child's medical condition.
- Overall responsibility for the development of Individual Healthcare Plans (IHCPs).
- Liaising with healthcare professionals regarding the training required for staff. Including training in the administration of injections.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for staff who support children in line with this policy.
- Contacting relevant health care professionals (e.g. health visitors) in the case of any child who has a medical condition.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include children with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting children with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a child with a medical condition needs help.

Children with medical conditions:

It is recognised that children will often be best placed to provide information about how their condition affects them however the ability to do this is dependent on their age and ability to communicate. Other children will often be sensitive to the needs of those with medical conditions, even at nursery age (3-4 years).

Parents and carers are responsible for:

- Providing the setting with sufficient and up-to-date information about their child's medical needs.

- Keeping the setting informed about any changes to their child/children's health.
- Completing a Parental Agreement form for the setting to administer medicine before bringing medication into the setting.
- Discussing medications with their child/ren prior to requesting that a staff member administers the medication (if appropriate).
- Providing the setting with the medication their child requires and keeping it up-to-date and collecting any leftover medicine at the end of the course or year.
- Involvement in the development and review of their child's Individual Healthcare Plan (IHCP) in collaboration with the Manager, other staff members and healthcare professionals.
- Carrying out any action they have agreed to implement as part of their child's IHCP e.g. provide medicines and equipment.
- Ensuring they or another nominated adult are contactable at all times.

The Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting children with medical conditions.
- Providing support, advice and guidance to settings and their staff.
- Working with settings to support children with medical conditions to attend for their full entitlement.

Healthcare professionals, including health visitors, GPs and paediatricians are responsible for:

- Notifying the setting when a child has been identified as having a medical condition which will require support at the setting.
- Liaising locally with lead clinicians on appropriate support, (e.g. support in the setting for children with particular conditions such as asthma, diabetes, epilepsy).

Providers of health services:

- Should co-operate with the setting that is supporting children with a medical condition, including appropriate communication, liaison with health visitors, school nurses and other healthcare professionals such as specialist and children's community nurses.
- Participate in locally developed outreach and training.
- Provide valuable support, information, advice and guidance to settings, and their staff to support children with medical conditions at nursery.

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 at the East Street Early Years.

Training of staff

- Staff will receive training on the Supporting Children with Medical Conditions Policy as part of their new starter induction.
- Staff will receive regular and ongoing training as part of their development.

- Training will be provided to ensure that staff are competent and have confidence in their ability to support children with medical conditions, and to fulfil the requirements as set out in individual healthcare plans.
- Staff who undertake responsibilities under this policy will receive appropriate training as required.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training (updated to reflect any individual healthcare plans).
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- Records of training undertaken and dates, the name of the clinical lead for the training and a list of staff qualified to undertake responsibilities under this policy will be kept by the Manager.

Individual Healthcare Plans:

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with parents/carers, setting Manager, Special Educational Needs Coordinator (SENCO) and medical professionals.

Individual Healthcare Plans must:

- Be clear and concise.
- Be easily accessible whilst preserving confidentiality.
- Contain details of the medical condition, its triggers, signs, symptoms and treatments.
- List who needs to be made aware of the child's medical condition.
- Outline specific support for the children's Educational, Social and Emotional needs
- Include relevant SEN information.
- Be reviewed annually or when a child's medical circumstances change, whichever is sooner.
- Outline the level of support needed and state who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.
- A plan of what action needs to be taken in an emergency.
- Written permission from parents and the Manager for medication to be administered by staff or self-administered by the child if appropriate.
- Arrangements for trips or other activities outside of normal sessions that will ensure the child can participate (i.e. risk assessments).

Unacceptable Practice

When considering the acceptability of practice, staff should use their discretion and reference to the child's Individual Health Care Plan.

It is not generally acceptable practice to;

- Prevent children from easily accessing their inhalers and medication and administering when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged).

- Send children with medical conditions home frequently or prevent them from staying for normal setting activities, including lunch, unless this is specified in their Health Care Plans.
- If a child becomes ill, leave them unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical conditions e.g. hospital appointments.
- Prevent children from eating, drinking, taking toilet or other breaks whenever they need in order to manage their medical condition effectively.
- Require parents to attend the setting to administer medicine or provide medical support to their child, including toileting issues.
- Prevent children from participating, or create any barriers to children participating in any aspect of nursery life, including trips, e.g. by requiring parents to accompany the child.

Complaints

Parent/carers concerns about the support provided for their child with a medical condition should be directed, in the first instance, to the designated lead for supporting children with medical conditions. If, for whatever reason parents/carers feel their concerns have not been addressed, they may make a formal complaint via the setting's Complaints Procedure.

Review Framework

The policy will be reviewed annually (or sooner in the event of revised legislation or guidance)

Adopted by the East street Early Years Committee on		May 1 st 2019	
Signed by the Chair of the GFA Committee			
Last reviewed:	May 2019	Date of next review	May 2021

Appendix 1

Healthcare plan for a child with medical needs.

Name _____

Date of birth _____

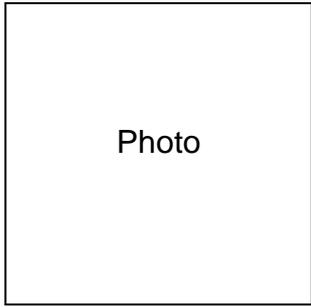
Condition _____

Key worker _____

Name of setting _____

Date _____

Review date _____



Describe condition and give details of child's individual symptoms:

Emergency plan: _____

CONTACT INFORMATION

Family contact 1

Name _____

Phone no. (Work) _____

(Home) _____

Relationship _____

Family contact 2

Name _____

Phone no.(Work) _____

(Home) _____

Relationship _____

Clinic/hospital contact

Name _____

Phone no. _____

G.P.

Name _____

Phone no. _____

Appendix 2

Description of the condition

It is not necessary to provide a full medical history. Staff members only need to know information relevant to the person's attendance, learning and well-being in education, childcare or community support services.

Implications for education and care settings

Please include only information that supervising staff need to teach and care for this person, for example:

- Impact on capacity to attend and participate in routine learning activities
- Limitations on physical activities
- Need for rest/privacy
- Need for additional emotional support
- Behaviour management plan
- Considerations for camps, excursions, social outings

Appendix 3

Medication

Name/type of medication (as described on container)

For how long will your child take this medication_____

Date dispensed_____

Full directions for use

Dosage and method_____

Timing_____

Special precautions_____

Self-administration/staff member to administer medication

Procedures to take in
emergency_____

Appendix 4

Positive Handling Plan

Name: _____

Date: _____

Trigger behaviours: describe common behaviours/situations which are known to have led to a positive handling being required. When is such behaviour likely to occur?

Description of behaviour: (what behaviour looks/sounds like)

Preferred supportive & intervention strategies (other ways of reducing behaviours, Strategies that where and when possible should be attempted prior to positive handling.)

verbal advice and support		Distraction	
Reassurance		Time out	
CALM talking/ stance		Withdrawel	
Negotiation		Cool off (directed/offered)	
Choices/ Limits		Humour	
Consequences/ rewards		Change of adult	
Planned ignoring		Success reminder	
other			

Praise points/ strengths: - areas that can be developed and built upon.

- 1.
- 2.
- 3.

Medical conditions that should be taken into account:

Preferred handling strategies (describe preferred holds, number of staff and preferred staff if available; get outs for staff and student)

Debriefing process following incident: (where, when and additional care to be provided)

Recording and notifications required: (parents, social care, etc)

Review date:

Parent/ Guardian:

Signed:

Date:

Staff:

Signed:

Date:

Other key factor to consider:

- **Behaviour difficulties**
- **Staff understanding of behaviour difficulties**
- **Preferred behaviour**
- **Possible environmental changes**
- **Monitoring progress**
- **Help from parents/guardians**
- **Rewards**

(Form adapted from team teach materials)