Nexus Education Schools Trust

Supporting Children with Medical Needs Policy

Date: June 2024

Review Date: June 2027

Supporting Children with Medical Needs Policy

Contents

1. Aims 2
2. Legislation and statutory responsibilities 3
3. Roles and responsibilities 3
4. Equal opportunities 4
5. Being notified that a child has a medical condition 4
6. Individual healthcare plans 5
7. Managing medicines 6
8. Emergency procedures 9
9. Training 9
10. Record keeping 9
11. Liability and indemnity 9
12. Complaints 9
13. Monitoring arrangements 10
14. Links to other policies 10

1. Aims

Where children have been prescribed medication by a doctor, another appropriately qualified health care professional or over the counter (OTC) medication, we understand it may be necessary for them to continue with their treatment in Nest Nursery. Our policy is to ensure children with medical needs and those requiring medication during Nest Nursery hours have these needs met.

This policy aims to ensure that:

- Children, staff and parents/carers understand how our Nest Nursery will support children with medical conditions in a safe and sensitive manner.
- Children with medical conditions are properly supported to allow them to access the same education as other children, including nursery trips and sporting activities.

The named person with responsibility for implementing this policy is The Nest Nurseries Lead.

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 The Trust to make arrangements for supporting children at their Nursery with medical conditions.

It is also based on the Department for Education's statutory guidance: Supporting children at School with medical conditions.

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The Nest Nurseries Lead

The named lead will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all Individual Healthcare Plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that Nest Nurseries' staff are appropriately insured and aware that they are insured to support children in this way
- Contact the nursing service in the case of any pupil who has a medical condition that may require support at the nursery, but who has not yet been brought to the attention of the Health Visitor or relevant healthcare professional
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.
- Delegate everyday overall leadership to the Nursery Teacher

3.2 Staff

Supporting children with medical conditions during Nest Nursery hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to children with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff 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.

Staff will take into account the needs of children with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.3 Parents/Carers

Parents/Carers will:

- Provide the nursery with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP 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 regularly check that these are in date.

3.4 Children

Children with medical conditions will often be best placed to provide information about how their condition affects them. Children should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

3.5 Health Visitors and other healthcare professionals

Nest Nursery and parents/carers will endeavour to contact health visitors or other relevant healthcare professionals when a child has been identified as having a medical condition that will require support in the nursery. This will be before the child starts nursery, wherever possible.

Healthcare professionals, such as GPs and pediatricians, will liaise with the child's health visitor and notify them of any children identified as having a medical condition.

The nursery will seek advice from relevant healthcare professionals on IHPs.

4. Equal opportunities

Our setting is clear about the need to actively support children with medical conditions to participate in nursery trips and visits, or in sporting activities, and not prevent them from doing so.

The nursery will consider what reasonable adjustments need to be made to enable these children to participate fully and safely on our trips, visits and sporting activities.

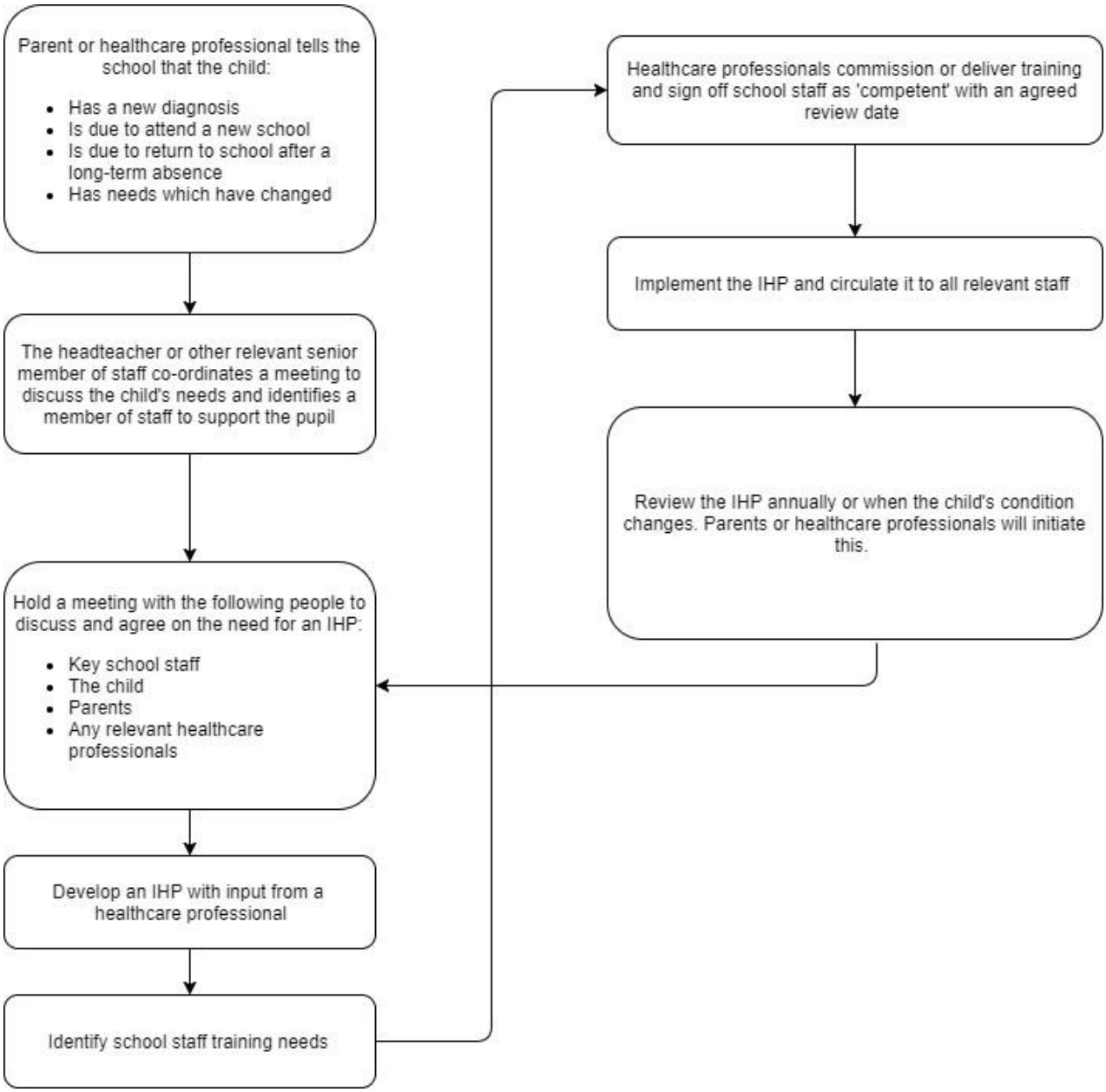
Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that children with medical conditions are included. In doing so, children, their parents/carers and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When nursery is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The 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 settings.

Being notified that a child has a medical condition flowchart



**The flow chart above is adopted from a school based policy, where 'school' is referred to, where applicable 'nursery' should be used.*

Where it reads Headteacher please refer to Nursery Lead/Teacher

6. Individual Healthcare Plans

The NEST Nurseries Lead has overall responsibility for the development of IHPs for children with medical conditions.

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

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 IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Nest Nurseries Lead will make the final decision.

Plans will be drawn up in partnership with the nursery, parents/carers and a relevant healthcare professional, such as the Health Visitor, specialist or pediatrician, who can best advise on the child's specific needs (Appendix 1). The child will be involved wherever appropriate.

IHPs will be linked to, or become part of, any Education, Health and Care (EHC) Plan. If a child has SEND but does not have a statement or EHC plan, the SEND will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Nest Nurseries Lead and the Special Educational Needs and Disability Coordinator (SENDCo) 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, transitions
- Specific support for the child's educational, social and emotional needs. For example, how absences will be managed, use of rest periods or additional support in catching up with learning
- The level of support needed, including in emergencies.
- 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
- Who in the nursery needs to be aware of the child's condition and the support required
- Arrangements for written permission from parents/carers and the Nest Nurseries Lead for administered by a member of staff during nursery hours
- Separate arrangements or procedures required for nursery trips or other activities outside of the normal nursery timetable that will ensure the child can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/child, 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. Managing medicines

Prescription and non-prescription medicines will only be administered at the nursery:

- When it would be detrimental to the child's health or attendance not to do so **and**
- Where we have parents'/carers written consent

Children under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a child any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/carers will always be informed.

The nursery will only accept prescribed and non-prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The nursery will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. staff will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to staff and not locked away.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer

required.

Any medications given to children during the nursery day will be recorded using Appendix 3.

7.1 Short term need for medication

If a child returns to nursery following an illness and still requires a dose/s of medicine, we ask that, where possible, parents/carers make arrangements themselves for the dose/s to be administered. Named adults in our settings are permitted to administer **prescribed medicines** in the event that parents/carers are unable to make their own arrangements.

Where medicines are prescribed, for example, to be administered 3 times daily – as in the case with antibiotics – the expectation would be that this would mean early morning, after nursery and in the evening. In this case, there would not be the need for Nest Nursery staff to be involved in the process.

Where a parent/carer requested that the setting administers medicines, the child's name and stated dose needs to be clearly visible on the bottle, container or packaging in the form of a standard pharmaceutical label (thereby verifying the prescribed status of the medicine).

Parents/carers will also need to sign a medicine consent form (Appendix 2). If this has not be signed, the medicine will not be administered.

Parents/carers are advised that children who are unwell should not be sent to nursery. Please note that this must include children who have vomited and/or had diarrhoea. Children must be absent from nursery for 48 hours following the last bout of illness.

7.2 Over the counter medicines (OTC)

Over the counter medicines (non-prescription medication), can be administered by the nursery, when they are required at least four times a day. Written consent will need to be given from a parent/carer and the appropriate Nest Nursery documentation completed in order for this to happen (Appendix 2).

NB: Medication for pain relief should never be administered without first checking maximum dosages and when the previous dose was taken.

Exceptions to this are:

- Where an OTC medicine is outside of its marketing authorisation, also known as "off label use" or "unlicensed use".
- Where an OTC medicine is being prescribed for a long term (chronic) condition.

7.3 Use of generic Epipens and inhalers

Two generic Epipens and inhalers are kept in Nest Nursery for emergency use. These epipens will need to be signed in and out using the record book provided.

Use of generic Epipens

If a child displays signs of anaphylactic shock and hasn't previously been identified as someone who needs an Epipen, the nursery will immediately call 999 and ask for advice. Advice then needs to be followed and the parents/carers called.

Medical advice must be sought before giving an asthma inhaler to anyone without an asthma plan.

7.4 Chronic Illness or Allergy

In the event of a child suffering from a chronic illness or allergy such as diabetes or asthma and where they cannot self-administer medication, the nursery will administer, if possible, the necessary medication, provided:

- Nest nursery has a qualified member of staff who opts to receive appropriate training that is validated by a qualified member of the Primary Care Trust.
- There is a full Individual Health Care Plan in place, drawn up by the school nursing team or other relevant health care professional who will advise the nursery on how to appropriately look after and support the child. Health care plans will be reviewed annually or earlier if evidence is presented that the child's needs have changed.
- Asthma cards are completed by parents and reviewed annually to ensure information is up to date.
- The parent has given written permission and a signed disclaimer absolving the Nest Nursery from liability in respect of consequences of administering the medication.

Parents/carers should note:

- That there are designated members of staff who have been appropriately trained in First Aid and Paediatric First Aid. Details of children with chronic allergies are known to all adults working in the nursery.
- The advice from the central safety unit at the Local Authority is that no member of staff, can be **required** to administer prescribed medication and that, therefore, where staff do, it is purely on a **voluntary** basis. Medication will be kept safely according to the instruction on its container. Where medication needs to be kept in a refrigerator, the nursery teacher will decide how this is stored.

7.5 Children managing their own needs

It is not appropriate for nursery age children to administer their own medication.

Children will be allowed to carry their own medicines and relevant devices wherever possible e.g. hold their Asthma pump. Staff will not force a child to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.6 Unacceptable practice

Nest Nursery staff should use their discretion and judge each case individually with reference to the child's IHP, 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 the child or their 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 IHPs
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- 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 the nursery is failing to support their child's medical needs
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of nursery life, including nursery trips, e.g. by requiring parents to accompany their child
- Administer, or ask children to administer, medicine in nursery toilets

7.7 Storage of medicines

Asthma inhalers (2 for each child) will kept in an individually named zip lock bag in the child's class first aid bag and in the Nest Nursery office. This will be visibly hung (out of reach from children) on the outside side of the cupboard door. All staff will be informed that inhalers for each child will be stored in this way. All other medication will either be kept in the Nest Nursery office in a shut cupboard, or on the top shelf of the first aid room fridge for medicines requiring refrigeration. All medicines stored must be clearly labelled with the child's name and dosage to be given. Correct storage of medicine for children with chronic conditions will be considered when initially completing the IHP for the child.

All medication kept in our setting will be sent home on the day before the end of each full term for parents/carers to check expiry dates.

8. Emergency procedures

Staff will follow the Nest Nursery normal emergency procedures (for example, calling 999). All children' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a child needs to be taken to hospital, staff will stay with the child until the parent/carer arrives, or accompany the child to hospital by ambulance.

9. Training

Staff who are responsible for supporting children with medical needs will receive suitable and sufficient training to do so. Epipen and asthma training will take place annually for all staff as needed.

The training will be identified during the development or review of IHPs. Staff 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 Nest Nurseries Lead. Training will be kept up to date.

Training will:

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

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training 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.

10. Record keeping

The Nest Nursery Teacher will ensure that written records are kept of all medicine administered to children. Parents/Carers will be informed if their child has been unwell at the setting.

IHPs are kept in a readily accessible place which all staff are aware of.

11. Liability and indemnity

The Nest Nurseries Lead will ensure that the appropriate level of insurance is in place and appropriately reflects the Nest Nurseries' level of risk.

We will ensure that we are a member of the Department for Education's risk protection arrangement (RPA).

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Nest Nurseries Lead in the first instance. If the lead cannot resolve, then the next steps are outlined in the Nest Nursery complaints procedure.

13. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints Policy
- Equality information and objectives
- First Aid Policy
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Special educational needs Information Report and policy

Monitoring arrangements

- This policy will be reviewed and approved by The Trust every 3 years.

Appendix 1: Individual Healthcare Plan

Name of Nest Nursery	
Child's Name & Address	
Date of Birth	
Class	
Medical Diagnosis or Condition	
Triggers	
Date	
Review Date	

FAMILY CONTACT INFORMATION

Name of Parent/Carer	
Telephone Numbers	
Relationship to Child	
Name of Parent/Carer	
Telephone Numbers	
Relationship to Child	

CLINIC/HOSPITAL CONTACT

Name	
Phone Number	

GP CONTACT

Name	
Phone Number	

NEST NURSERYCONTACT

Who is responsible for providing support in Nest Nurseries	
Name/role of person who completed this IHP	

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 child's educational, social and emotional needs	
Arrangements for Nest Nurseryvisits/trips etc. **(e.g. risk assessments, who is responsible in an emergency)**	
Other relevant information	
Who needs to know about child's condition & what constitutes an emergency	
Action to be taken in Emergency and by whom	
Staff training needed/undertaken – who, what, when	
Form distributed to	

Appendix 2: Parent Agreement for Administering Medication at Nest Nurseries

The Nest Nurserywill not give your child any medication unless this form is completed and signed.
(one form to be completed for each medicine)

Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine: To be brought in original container with label as dispensed by the pharmacy

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Time to be given	
Special precautions/other instructions	
Are there any side effects that the Nest Nurseryneeds to be aware of?	
Self-administration Yes/No	
Procedures to take in an emergency	

PARENT/CARER CONTACT DETAILS

Name	
Daytime Telephone Number	
Relationship to child	
Address	

I understand that I must deliver the medicine personally to the Nest Nurseries' office.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Nest Nursery staff administering medicine in accordance with the Nest Nurseries' policy. I will inform the nursery immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature _____ Date _____

Appendix 3: Record of Medicine Administered to an Individual Child at Nest Nurseries

Name of child		**Class**	
Name & strength of medicine provided by parent		**Date of medicine provided by parent**	
Quantity received		**Expiry date**	
Dosage & frequency of medicine		**Quantity returned & date**	

Staff Signature _____ **Signature of Parent/Carer** _____

Date	Time	Dose given	Any reactions/observations	Name of staff member administering	Signature of staff member

Appendix 4: Contacting Emergency Services

Request an ambulance – dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number
2. Your name
3. Your location – Nest Nurseries' name and address
4. **State the postcode**
5. Provide the exact location of the patient within the Nest Nursery setting
6. Provide the name of the child and a brief description of their symptoms
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. Put a completed copy of this form by the phone

Appendix 5: Letter inviting parents to contribute to Individual Health Care Plan development

Dear Parent/Carer

DEVELOPING AN INDIVIDUAL HEALTH CARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the Nest Nurseries' policy for supporting children at Nest Nursery with medical needs for your information.

A central requirement of the policy is for an Individual Health Care Plan (IHP) to be prepared, setting out what support each child needs and how this will be provided. IHPs are developed in partnership between the nuresry, parents, children and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although IHPs are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgments about how your child's medical condition impacts on their ability to participate fully in nursery life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's IHP has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve the following people: xxxxxxxx. Please let us know if you would like to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached Individual Health Care Plan template and return it, together with any relevant evidence, for consideration at the meeting. I (or another member of staff involved in plan development/child support) would be happy for you to contact me (them) by email or to speak by phone if this would be helpful.

Yours sincerely