

Medical Needs Policy

This policy has been drawn up in accordance with the DFE guidance 'Supporting pupils at school with medical conditions.'

This policy aims to define the way in which we at Kintore Way support the needs of children at the Centre with medical conditions either temporary and long term whilst safeguarding staff and children. This will be done by providing clear guidelines for the support that is offered whilst keeping our fully inclusive practice.

Most pupils will at some time, have a medical condition which may affect their participation in school activities. For some this will be a short term situation, perhaps finishing a course of medication or a broken arm.

Other children will have medical conditions that, if not properly managed, could limit their access to education.

These children are regarded as having 'medical needs' most children with medical needs are able to attend school regularly and with some support from the school, can take part in most daily activities.

Managing Long Term Medical Conditions

Children with medical conditions are entitled to a full education and have the same rights of admission to school as other children.

It is important to have sufficient information about the medical condition of any child with long term needs. Children with long term medical needs will have an individual health care plan.

Additional measures may need to be taken for outside visits and added to a risk assessment. Care plans should be carried to ensure emergency information is to hand. All children will be given the opportunity to join in with visits outside of nursery.

Administering Medication

All staff can volunteer to administer medication and key people are encouraged to administer medication for their key child. The Centre ensures there are qualified First Aiders on site who can also administer medication when needed.

Training is provided for staff who are caring for children with more complex medical needs such as; anaphylaxis, feeding tubes or a tracheostomy.

Health care Plans

The purpose of the health care plan is to identify the level of support that is needed for an individual child. Health care plans are written in partnership with parents, Centre staff and health professionals. The Headteacher makes the final decision on whether a health care plan needs to be in place.

- It is the parent's responsibility to inform staff of any medical conditions or changes to children's medical conditions.

- Care plans will be written and kept up to date by the child's key person, teacher, SENCo assistant and other medical professionals.
- Care plans to be agreed and signed by the Headteacher, and the child's parents, copies of care plans are given to parents.
- All Procedures will only be adopted with the consent of the parents.
- Plans will be shared when the child transitions to another setting.
The health care plan will include:
 - Details of the child's condition.
 - Special requirements.
 - Medication information and correct dosage.
 - What constitutes an emergency.
 - What action to take in an emergency.
 - Who to contact in an emergency.

Medical information

- Medical information folders are to be kept in the office, classrooms and SEN room, with an information sheet on the walls for adults to use as reference. These will be easily accessible in case of emergencies.
- Medical information should be considered confidential and only shared with appropriate adults.
- It should not be assumed that similar conditions require the same treatment.

Training

- Professionals will be contacted for appropriate training or advice.
- It is the responsibility of the SENCo and SENCo assistant to arrange appropriate staff training.
- Training wherever possible will be put in place before the child has started nursery in exceptional circumstances this will be within the first half term that the child starts nursery.
- It is the responsibility of the key person to gather the information that is needed to be included on the care plan and the key person is responsible for updating care plan information
- The SENCo and SENCo assistant will review plans annually or earlier if information is updated.

Medication

- Medication including asthma pumps must be prescribed by a GP and have the child's name and date on the packaging. Non prescribed medicines will not be given by staff members at Kintore way Nursery. Parents are required to complete a medicines administrations form before staff can give medication to their child.
- Medicines should be in original containers and will be administered in accordance with instructions on the packaging.
- All medication will be stored in sealed containers within the classroom out of children's reach.

- Parents will be informed and a record kept of the time and date that medication was administered.
- It is the responsibility of the parent to ensure that all medication stored at nursery are in date.

Medicines that are no longer needed or out of date should be passed to the parents for safe disposal

If a medical emergency occurs trained staff, with the support of qualified 1st aiders, will follow the procedures on the child's care plan and inform the parents immediately.

Responsibility and Complaints

Ultimate responsibility for the management of this policy is the Headteacher and the Governing Body with the SENCo , SENCo assistant and Deputy Head of Daycare managing the day to day implementation.

Insurance

Our insurance policy provides liability cover relating to the administration of medication.

Complaints

Parents who are not happy with the level of support or service can make a complaint following our complaints policy.

Links to Other Policies

Managing Medicines
Safeguarding and child protection
Special Educational Needs
Health and Safety

Kintore Way Nursery School and Children's Centre

Policy Name

Medical Needs Policy

Adopted and signed on behalf of the Centre by the Governing Body at the meeting on

Name of Governing Body Representative

Signature of Governing Body Representative

Date signed _____

Date to be reviewed: Term Year