



Dorking Nursery School and Children's Centre

MEDICAL NEEDS POLICY AND PROCEDURE

Role of Governing Body

The Governing Body is legally responsible and accountable for fulfilling its statutory duty in regards to supporting children with medical needs. They should ensure that a focus is on an individual child's needs and how their medical condition impacts on school life thus making sure the child accesses and enjoys the same opportunities as other children. They will ensure parents are confident in the centre's ability to support children with medical conditions and that staff are properly trained where relevant. No child can be denied admission due to their medical needs unless their needs are detrimental to the health of the child or others. The Governing Body is responsible for developing and reviewing this policy on a regular basis and making it freely available to staff and parents. The named person responsible for the implementation of this policy is the Headteacher.

Administration of medicines

This policy is in conjunction with the Surrey County Council Young People's Health and the Administration of Medicines Children, September 2013 and Supporting pupils at School with Medical Conditions (Dec 2015)

The SCC Guidance states:

"Surrey County Council fully indemnifies all its staff against claims for alleged negligence providing they are acting within the remit of their employment. As the administration of medicines is considered to be an act of "taking reasonable care" of the child/young person, staff agreeing to administer medication can be reassured about the protection their employer would provide. In practice this means that the County Council, not the employee, would meet the cost of damages should a claim for alleged negligence be successful."

Children who are generally unwell should not be in the Centre and they should not return until they are fit to participate in all normal Centre/ Nursery activities, including going outside in the gardens. Children who have diarrhoea and/or vomiting must stay away from the Centre until 48 hours after all symptoms have disappeared.

The administration of medicines is the responsibility of the parents, and prescribed medication only will be administered by nursery staff in exceptional circumstances as agreed with the Headteacher. Where possible medication timings should be adjusted to avoid the need for medication to be administered at nursery.

Parents must complete and return a consent form from the centre office giving prior written permission with full details of type of medicine, the circumstances under which it should be given, the frequency and dosage levels. The office will ensure it is completed correctly, stored confidentially with access on a need to know basis, and then speak to the team leader and key person to agree who the designated person will be. The parents will be told who the designated person is and discuss the medical requirements fully with them. Where appropriate, a Care Plan is written and signed by parents to ensure correct administration of medicines.

One member of staff (normally the key person or another member of the same team) will be designated to administer the medicine, and be given training if required - but no member of staff is compelled to administer medicines. (If no member of staff volunteers to administer a medication then DNSCC must seek assistance with reference to the Surrey Policy guidance- Section C).

Parents must immediately give the medicine in the original labelled container to the designated person on arrival at the centre, with necessary spoons etc. The medicines are stored in a secure medicine cupboard in the nurseries (except asthma drugs or epipens stored for quick access or in a secure fridge or a locked box in a fridge if required,) in their original containers clearly labelled with the child's name, type of medicine and dosage instructions. Parents must be made aware that it is their responsibility for ensuring the medicine does not exceed its expiry date, and for disposing of date expired medicines and used epipens. If this is not possible then the medications should be taken to a local pharmacy for safe disposal.

Medicines are not administered unless they have been prescribed by a doctor. Written records are kept (in the secure place in the nursery office) of the medicines administered to children, and a copy of the information is shown to the parents and they must sign to say they have seen it.

When administering medicines ensure the following procedures are followed:

- Administer medication 1 child at a time
- Staff must wash hands before and after giving medication
- Check written instructions received by the centre and confirm name and details on medicine container
- Check prescribed dosage
- Check the expiry date
- Check the timing/ frequency details
- Check correct items are there e.g. spoon
- Check the record of the last dosage given
- Measure the prescribed dose
- Do not crush tablet/ dilute medication unless given consent and write down on admin record what you have done
- Check the child's name on the medicine again
- Complete the written record of dosage given, including time date and signature and make sure the parents sign every day to say they have seen and checked this

- If in any doubt do not administer and note on record why medication was not given
- Note down any other reason why drug was not given when it should have been (signed and dated)
- If the child refuses medication: note down that they refused and why. Inform parents if necessary and follow emergency procedures if necessary

Administering intimate or invasive treatment should be done by two adults if possible to ease practical application of the treatment as well as minimise the potential for accusations of abuse. Staff should protect the dignity of the child as far as possible.

Once the child has finished their course of treatment all medicines must be returned to the parent and all forms returned to the office for safe storage.

Children with identified medical needs/conditions

Any child who has an identified medical need or condition will be given a medical care plan. This will be completed by the key worker and along with the parents/carers. The key worker will ensure the Headteacher has signed the completed plan.

Where a special education need is present the SENCo will also be involved. If the child is on SEN Support then the medical care plan will be linked to their SEND Support Arrangements document (SSA). The child's SEND should be mentioned on the healthcare plan. If a child has an EHCP then the medical care plan will be part of it or work in conjunction with this.

The Head teacher/SENCo will ensure all relevant staff are made aware of the child and their condition as well as ensuring staff have the relevant training. This training may be from local health services or private companies. The Headteacher will deem what training is necessary and from what source. Staff will not undertake any healthcare procedures or administer prescription medication without the relevant training. The Headteacher will be responsible for whole centre awareness and will put any relevant information into the induction programme for the centre.

The team leader will complete any necessary risk assessments and provide appropriate cover for when trained staff are not available. The Head teacher/SENCo will be responsible for monitoring all healthcare plans and overseeing any transitions from or to the setting. Any meeting about the child will involve, where possible, all staff who work with the child. A child using home to school transport will have the care process for the journey incorporated into the medical care plan. Health care plans will be reviewed annually or sooner if deemed necessary. If there is not agreement over whether a child should or should not have a healthcare plan then the Headteacher will take the final decision.

Parents are responsible for providing sufficient and up to date information about their child's medical needs. They should be involved in the development and review of the health care plans. They should carry out any action they have agreed to as part of the plan.

Where appropriate pupils should be fully involved in the discussions about supporting their medical needs.

On outings the risk assessment should include information about a child's medical needs and equally a care plan should show arrangements for meeting the child's medical needs if they differ when on an outing. Arrangements should be made to ensure all children with medical needs can participate in outings unless stated otherwise by a clinician.

When considering the medical needs of children, staff will use their discretion and judgement for each child however the following points are generally deemed inappropriate:

- Assume every child with the same condition requires the same treatment
- Ignore the views of the child and/or parent and/or medical advice
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them staying for normal school activities
- Penalise children for their attendance if it relates to their condition
- Prevent children from eating, drinking or using the toilet whenever they need to, to support their medical needs
- Require parents or make them feel obliged to attend school to administer medication or provide medical support e.g. toileting issues
- Prevent children from participating in any aspect of school life or create unnecessary barriers to this

Treatment for serious medical conditions

It is Surrey LA Policy to maximise inclusion for children with medical needs in as full a range of educational opportunities as possible. To promote this aim, the Centre should assist parents and health professionals by participating in agreed procedures to administer medicines when necessary and reasonably practical.

If a child suffers from a chronic medical condition which may require urgent action to prevent a possible life threatening situation developing, the following procedures will be taken:

- The Centre will need to ensure that it can fully meet the needs of the child
- Professional training will be given to all relevant staff to ensure they will recognise the onset of the condition and take appropriate action
- Completed care plan forms will be signed by the parents of children with long term conditions detailing the daily care and medication needs
- An action plan for emergency situations will be devised in conjunction with the parents and medical authorities and made known to all staff. This should include:
 1. Clear procedures for summoning an ambulance
 2. Access to telephones and clear instructions what to do
- For the most severe conditions an individual treatment plan will be established with the parents and health service, which is periodically reviewed. Sample plans can be found in the SCC guidance on "Young people's health and administration of medicines" e.g.:

Allergy and anaphylactic care (agreement re meals and snack with parents with a note that it is not always possible to prevent contact)
Diabetes care (staff should ensure child eats properly)

Epilepsy

Rectal drug administration a specific plan for emergency

Exposure to the sun policy - guidance must be sent to all parents and application of sun screen must not be done when alone with a child

If for any reason the normal routine for treatment breaks down e.g. the trained or appointed staff members are absent; then other willing staff, may give the treatment, exercising their duty of care. The parents should be contacted and emergency services if appropriate.

First Aid

- Regular training in First Aid is provided for Centre staff - and there is always a minimum of one person at both the West Street or Goodwyns Road premises who have a current paediatric first aid certificate, and also one person on outings who has a current paediatric certificate. As most staff are first aid trained this is a minimum and normally there would be more trained first aiders on the premises.
- First aid boxes are provided on both sites. They are checked termly by a designated member of staff to ensure all necessary items are in good condition and in date. However, First Aid boxes are the responsibility of all staff. Staff are required to notify the designated person when any items are used or need replenishment.
- First Aid bags are to be taken on all outings from the centres and the medical needs of the children written on the risk assessment form that is taken. Medication required for children on those outings will be taken and record keeping guidelines followed and then returned to the correct place for storage at the Centre.
- If there is an emergency evacuation of either centre, emergency grab bags (one in the reception office, one in the admin office, one in the 3-5s nursery and one at Goodwyns Road) are available to be taken each of which contains a first aid bag
- A record is completed of accidents and first aid treatments. Parents sign to show that they have been informed of the accident and treatment and are given a copy of the record
- Parents are given an information letter on head injuries when appropriate, this includes all injuries to the facial and mouth area
- If a severe injury takes place requiring hospital treatment: see next section.

Sick or Injured Children

Parents are responsible for ensuring their child is well enough to attend the Centre. Children who are ill or infectious must not attend the Centre. The Centre will ensure that parents are notified when there is an illness in the Centre which could be infectious, such as chicken pox or slap cheek. This will usually be done through signs and posters.

If a child has a long term injury or condition and both Centre staff and parents agree that the child is able to attend the Centre, then parents need to complete a form detailing the condition/ injury and any precautions that may need to be taken to protect the child. This must be signed by the parent and made known to all relevant staff in the Centre.

If a child becomes ill or has an accident that requires medical treatment whilst in the care of the Centre, the parent will be contacted immediately. In the event of being unable to contact the parents the Centre will contact the emergency contacts agreed with the parents. If medical care is needed immediately and it has not been possible to arrange for a parent/carer to accompany the child, a member of staff should attend with the child and remain at the hospital with them unless/ until the parent/carer arrives. Staff should not take children/young people to hospital in their own car. Once the ambulance has been called the office staff must check the child's registration form to check if staff have permission to give consent for treatment at the hospital. They must make sure the member of staff accompanying the child has this information before they leave. Otherwise consent cannot be given for any life saving emergency treatment given in Accident and Emergency Departments. However, awareness is required for any religious/cultural wishes i.e. blood transfusions, which should be communicated to the medical staff for due consideration. In the absence of the parents to give their expressed consent for any other non-life threatening (but nevertheless urgent) medical treatment, the medical staff will carry out any procedures as deemed appropriate by them. The member of staff accompanying the child cannot give consent for any medical treatment, if they do not have parental permission to do so.

In the case of serious accident or injury to or serious illness or the death of any child whilst in the care of the Centre the appropriate authorities will be notified i.e. Ofsted, child protection agencies, Surrey County Council.

The Centre insurance covers all staff supporting children with medical conditions.

All users of the Centre will be informed of the appropriate policy and expected to adhere to this. Any complaint with regards to a medical needs matter should be made to the Headteacher, if this is not possible, it should be made to the Chair of Governors.

Please refer to the Guidance document for detailed information on the following:

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Approved by the Governing Body: September 2017

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Relevant for:-

Children's Centre: Yes	Nursery: Yes	Parents: Yes
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