

Supporting Pupils with Medical Conditions Policy

Policy Created Nov 2017

Ratified Nov 2017

Reviewed Sept 2026

To be reviewed Sept 2027

The Nursery School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full-time curriculum or as much as their medical condition allows.

As a maintained nursery school, we are subject to the statutory Early Years Foundation Stage (EYFS) framework. The Department for Education statutory guidance 'Supporting pupils at school with medical conditions', issued under section 100 of the Children and Families Act 2014, excludes maintained nursery schools from its statutory scope. The nursery nevertheless uses relevant principles from that guidance as good practice where they are appropriate to children in the early years.

The nursery will support children with medical conditions so that they can participate as fully as possible in nursery life, with appropriate regard to their individual health, safety and wellbeing.

1) Key roles and responsibilities

a) The Local Authority (LA) is responsible for:

- Providing appropriate support, advice and guidance to maintained nursery schools in relation to health and safety and the support of children with medical needs.
- Working with the nursery and other services where a child's health needs require additional support or arrangements.

b) The Governing Board of The Nursery School is responsible for:

- Ensuring appropriate arrangements are in place to support children with medical conditions.
- Ensuring the policy is implemented effectively and does not discriminate unlawfully.
- Ensuring children with medical conditions are supported to participate as fully as possible in nursery life, including visits and physical activity.
- Ensuring sufficient staff receive appropriate training where specific medical support or procedures are required.
- Ensuring written records are kept of medicines administered to children.
- Ensuring appropriate emergency arrangements are in place.
- Ensuring appropriate insurance arrangements are in place.
- Handling complaints regarding this policy in accordance with the school's Complaints Policy.

c) The Headteacher is responsible for:

- Making staff aware of this policy and overseeing its day-to-day implementation.
- Identifying staff who need to be aware of a child's medical condition.
- Ensuring Individual Healthcare Plans (IHPs) are developed where appropriate.
- Ensuring sufficient appropriately trained staff are available to implement agreed healthcare arrangements, including contingency and emergency arrangements.
- Liaising with parents/carers and relevant healthcare professionals where necessary.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment/care.
- Ensuring the nursery's emergency medication arrangements, including emergency salbutamol and spare adrenaline auto-injectors (AAIs), are maintained in accordance with the relevant nursery policies and procedures.

d) Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures for responding when a child needs help.
- Knowing where emergency medication and controlled drugs relevant to children in their care are stored.
- Taking account of the needs of children with medical conditions in nursery activities.
- Undertaking appropriate training where they have agreed to carry out a healthcare procedure that requires specific knowledge or competence.
- Ensuring emergency medication, including prescribed inhalers and AAIs, remains readily accessible in accordance with individual plans and nursery procedures.

e) Healthcare professionals may support the nursery by:

- Providing relevant medical information and advice to support an Individual Healthcare Plan (IHP).
- Advising on specific healthcare procedures and training requirements where appropriate.
- Supporting review of a child's healthcare arrangements where required.

f) Parents and carers are responsible for:

- Keeping the nursery informed about any new medical condition or changes to their child's health.
- Participating in the development and review of their child's IHP where one is required.
- Completing the required consent before medication is administered.
- Providing the nursery with the medication their child requires, ensuring it is in date and collecting unused or expired medication.
- Providing current healthcare information and remaining contactable, or providing an alternative emergency contact.

2) Training of staff

Newly appointed, supply or agency staff and support staff will be made aware of this policy and of relevant individual arrangements as part of their induction.

Staff carrying out a healthcare procedure that requires specific medical or technical knowledge will receive appropriate instruction or training and must be competent to undertake the procedure.

Routine administration of medicine does not automatically require condition-specific clinical training; staff must follow the Administering Medicines Policy, the child's written instructions and any relevant IHP.

The nursery will keep appropriate records of relevant staff training.

3) Medical conditions register/list

Admissions information will request details of existing medical conditions. Parents/carers must be able to inform the nursery at any point if a condition develops, is diagnosed or changes.

A medical conditions list/register will be kept, updated and reviewed regularly by the nominated member of staff. Relevant staff will have access on a need-to-know basis.

Information will be shared in accordance with data protection and confidentiality requirements.

4) Individual Healthcare Plans (IHPs)

Where necessary, an Individual Healthcare Plan (IHP) will be developed in collaboration with parents/carers, the Headteacher or delegated member of staff, SENCO and relevant healthcare professionals as appropriate.

Not every child with a medical condition will require an IHP. The need for a plan will be considered according to the complexity of the child's needs, the support required in nursery and the potential consequences of an emergency.

IHPs will be readily accessible to staff who need the information while preserving confidentiality.

Where a condition may have life-threatening implications, essential emergency information must be immediately accessible to relevant staff.

IHPs will be reviewed when a child's medical circumstances change and at appropriate intervals, normally at least annually where the plan remains in place.

Where a child has an Education, Health and Care Plan, relevant medical arrangements should be consistent with and, where appropriate, linked to that plan.

5) Medicines

Detailed arrangements for the administration, storage, recording and disposal of medicines are set out in the school's Administering Medicines Policy. The following principles apply:

- Where possible, medicines should be prescribed in frequencies that allow them to be taken outside nursery hours, unless this would be detrimental to the child's health.
- Written parental consent must be obtained before staff administer prescription or non-prescription medicine, except where an emergency arrangement lawfully permits otherwise.

- No child under 16 will be given medicine containing aspirin unless prescribed by a doctor.
- Medicines must be in date, appropriately labelled and supplied in the original container as dispensed, with instructions for administration, dosage and storage, except where the nature of the medicine/device requires otherwise.
- Written records will be kept of medicine administered to children.
- Emergency medication must remain readily accessible to staff and must not be locked away where this would prevent prompt access.
- Controlled drugs will be stored and managed securely in accordance with the Administering Medicines Policy.
- Unused or expired medication will be returned to parents/carers for appropriate disposal.
- Emergency salbutamol inhalers and spare AAls held by the nursery will be managed under the Asthma Policy, Allergy and Anaphylaxis Policy and associated emergency procedures.

6) Emergencies

Medical emergencies will be dealt with under the nursery's emergency and first aid procedures and any relevant IHP, Allergy Action Plan or condition-specific emergency plan.

Where emergency medical help is required, 999 will be called without delay. Parents/carers and the Headteacher or senior member of staff will be informed as soon as practicable.

If a child needs to be taken to hospital, a member of staff will remain with the child until their parent/carer arrives, where practicable.

7) Day trips and physical activities

Arrangements will be made to enable children with medical conditions to participate in visits and physical activities wherever it is safe and reasonable for them to do so.

Risk assessments will take account of individual medical needs. Required emergency medication and relevant healthcare information will accompany the child and remain readily accessible.

8) Avoiding unacceptable practice

Each case will be considered individually. In general, it is not acceptable to:

- Prevent children from readily accessing their medication when it is needed.
- Assume that children with the same condition require the same treatment.
- Ignore the views of parents/carers or relevant medical evidence or advice.
- Send children home unnecessarily or prevent them from participating in nursery activities solely because of a medical condition.
- Send an unwell child to another area alone or with an unsuitable escort.
- Require parents/carers to attend nursery routinely to administer medication or provide medical support where reasonable arrangements can be made by the nursery.
- Create unnecessary barriers to participation in nursery life, including visits.
- Prevent a child from eating, drinking or using the toilet when this is necessary to manage their medical condition.

9) Insurance

Staff undertaking agreed responsibilities under this policy will be covered in accordance with the nursery/local authority's current insurance arrangements. Any specific insurance requirements will be checked with the relevant insurer or local authority rather than assumed within this policy.

10) Complaints

All complaints should be raised with the school in the first instance. Details of how to make a formal complaint can be found in the School Complaints Policy.

11) Definitions

'Parent(s)' includes birth parents, adoptive, step and foster parents, and other persons with parental responsibility for, or care of, a child.

For this policy, a medical condition is a physical or mental health condition which requires particular support, adjustment, treatment or emergency arrangements during the nursery day.

'Medication' includes prescribed and non-prescription treatment administered in accordance with nursery policy.

'Staff member' means any member of staff employed at The Nursery School.

12) Developing an Individual Healthcare Plan

1. Parent/carer or healthcare professional informs the nursery that a child has a medical condition or that their needs have changed.
2. The Headteacher or delegated member of staff considers the child's medical needs and whether an IHP is required.
3. Where an IHP is required, the nursery works with parents/carers and relevant healthcare professionals to agree the support needed.
4. Training needs are identified and appropriate training/instruction arranged where necessary.
5. The IHP is implemented and made available to relevant staff.
6. The IHP is reviewed when needs change and at appropriate intervals.

13) Related policies and procedures

- Administering Medicines Policy
- First Aid Policy
- Asthma Policy
- Allergy and Anaphylaxis Policy
- Emergency AAI procedure
- Safeguarding Policy
- SEND Policy

This policy will be reviewed regularly and sooner where statutory requirements, nursery arrangements or relevant guidance change.