



Wentworth Drive
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Putnoe Woods Preschool Health Care Plan Policy and Procedures

Introduction

The main purpose of an Individual Health Care Plan for a child or member of staff with medical needs is to identify the level of support that is needed.

When any child registers with Putnoe Woods Preschool and is identified as having any medical condition or a special dietary requirement a Health Care Plan **MUST** be completed.

When a new member of staff is employed by Putnoe Woods Preschool and is identified as having any medical condition or a special dietary requirement a Health Care Plan **MUST** be completed.

A Health Care Plan consists of the Health Care Plan document, a Risk Assessment and Care Plan Review Sheet, and in some cases Prescribed Medication Form.

A Health Care Plan **MUST** consist of accurate detailed information in order to ensure the safety and wellbeing of a child or member of staff in our care.

The following information **MUST** be documented by the parents on the child's registration form and inputted onto the IConnect system. The member of staff are required to complete a Health Declaration form:

- Detailed information on the condition, symptoms triggers
- Treatment required
- frequency and amount of medication

Under no circumstance will a child's or potential member of staff's medical needs prevent their admission to Putnoe Woods Preschool.



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However, any specialist support or services which are required to meet the child's or member of staff's individual needs **MUST** be discussed with either the Preschool Manager, Keyperson and / or SEND Coordinator prior to settling in/ admission.

To ensure the health, safety and wellbeing of the child or member of staff who may require a Health Care Plan, it is essential that the following procedures are strictly adhered to:

- 1.1 Prior to settling in sessions / admission or a condition being diagnosed a Health Care Plan **MUST** be documented by the Nursery Manager in conjunction with the child's parents and Keyperson / SENDCO if required
- 1.2 Prior to settling in sessions / admission or a condition being diagnosed a Risk Assessment **MUST** be developed for the child
- 1.3 Prior to settling in visits / admission the Preschool Manager or Business and Finance Manager **MUST** ensure that the child's registration form is fully completed with regard to any medical conditions and / or special dietary requirements
- 1.4 Prior to settling in visits / admissions the Keyperson **MUST** ensure that the child's All About Me is fully completed with regard to any medical conditions and / or special dietary requirements
- 1.5 The Preschool Manager is responsible in updating the allergy / medical needs poster to be displayed in the child's play room and office with a colour photograph of the child and details
- 1.6 The Preschool Manager is responsible in updating the special dietary requirement card to be displayed in the child's playroom, office and kitchen with a colour photograph and detail on the special dietary requirement
- 1.7 A child who is identified as having any medical condition and or a special dietary requirement cannot be left solely in our care without a completed and approved set of Health Care Plan and Risk Assessment



- 1.8 The Health Care Plan must give clarity for staff, parents and the child that help can be provided and it is important that staff are **guided by the child's GP or paediatrician**
- 1.9 It is essential that an agreement is made between staff and parents how often they should jointly review the Health Care Plan - at least once a year of dependant on the nature of the child's particular needs
- 1.10 Those who may also contribute to a Health Care Plan in addition to the preschool staff (the Preschool Manager in conjunction with the child's parents and Keyperson / SENDCO if required) include:
 - Support staff (if applicable)
 - Staff trained to administer medicine
 - Staff trained in emergency procedures
- 1.11 It is the duty of parents / carers to ensure that Putnoe Woods are fully informed of all changes to their child's medical conditions / medication so that the Health Care Plan and Risk Assessment is reviewed to meet the child's current individual needs
- 1.12 Should there be a requirement the Preschool Manager **MUST** ensure that staff have the technical and medical knowledge and training to administer the medication. On rare occasions this may lead to the child's start date being delayed whilst this training is accessed
- 1.13 Should an existing child(ren) in our care is/are diagnosed with any medical condition or special dietary requirement where prescribed medication is required Nursery Managers **MUST** ensure that staff have the technical and medical knowledge and training to administer the medication. On rare occasions this may lead to the child being excluded whilst this training is accessed
- 1.14 Confidentiality **MUST** be considered and maintained at all times
- 1.15 The Preschool Manager is accountable for sharing this Health Care Plan with all relevant staff
- 1.16 The Preschool Manager **MUST** ensure that the staff are competent to effectively deliver the Health Care Plan requirements



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- 1.17 Staff **MUST** sign the Health Care Plan Staff Compliance sheet to agree that they have read and understood the Health Care Plan
- 1.18 Where a Health Care Plan requires medication, the Pre School Manager / Deputy Manager / Room Leader **MUST** ensure it is stored as follows:
 - In the child's room in a designated high-level cupboard / or shelf
 - Stored in a clear sealed storage box with a lid
 - This box **MUST** be labelled with a coloured recent photograph of the child with their initials
 - In this box you **MUST** store the prescribed Medication, Risk Assessment and the Health Care plan, Medication - Parents Consent Form and the Prescribed Medicines Daily Administration Sheet
- 1.19 All previous Health Care Plans **MUST** be stored in the child's file
- 1.20 If a child has more than one medical or special dietary requirement, a separate Health Care Plan and Risk Assessment **MUST** be completed
- 1.21 Medication for each Health Care Plan cannot be stored together
- 1.22 The Preschool Manager **MUST** ensure that the Preschool Health Care Plan Register is updated
- 1.23 Copies of the child's current Health Care Plan, Risk Assessment, Medication and Parents Consent Form and the Critical and Health Care Plan Review Sheet **MUST** be stored in the following locations:
 - Preschool Office in Health Care Plan Folder
 - Child's medication box
 - The original of all the above documents **MUST** be stored in the child's file

Staff

- 2.1 Prior to employment the member of staff **MUST** complete a Health declaration with the Preschool Manager / Deputy Manager



- 2.2 Prior to employment or a condition being diagnosed a Risk Assessment **MUST** be developed for the member of staff
- 2.3 Prior to employment the Preschool Manager or Administration Assistant **MUST** ensure that the employee's application and health declaration form is fully completed with regard to any medical conditions and / or special dietary requirements
- 2.4 The Preschool Manager is responsible in updating the allergy / medical needs poster to be displayed in the office with a colour photograph of the member of staff and details
- 2.5 The Preschool Manager is responsible in updating the special dietary requirement card to be displayed in the office and kitchen with a colour photograph and detail on the special dietary requirement
- 2.6 An employee who is identified as having any medical condition and or a special dietary requirement cannot be left solely in our care without a completed and approved set of Health Care Plan and Risk Assessment
- 2.7 The Health Care Plan must give clarity for staff that help can be provided and it is important that staff are **guided by the employees GP**
- 2.8 It is essential that an agreement is made between the employee and Preschool Manager how often they should jointly review the Health Care Plan - at least once a year of dependant on the nature of the employee's particular needs
- 2.9 Those who may also contribute to a Health Care Plan in addition to the preschool staff (the Preschool Manager in conjunction with the employee may include:
 - Support staff (if applicable)
 - Staff trained to administer medicine
 - Staff trained in emergency procedures
- 2.10 It is the duty of the employee to ensure that Putnoe Woods are fully informed of all changes to their child's medical conditions /medication so that the Health Care Plan and Risk Assessment is reviewed to meet the child's / employee's current individual needs



- 2.11 Should there be a requirement the Preschool Manager **MUST** ensure that staff have the technical and medical knowledge and training to administer the medication. On rare occasions this may lead to the employee's start date being delayed whilst this training is accessed
- 2.12 Should an existing employee be diagnosed with any medical condition or special dietary requirement where prescribed medication is required the Preschool Manager **MUST** ensure that staff have the technical and medical knowledge and training to administer the medication. On rare occasions this may lead to the employee being excluded whilst this training is accessed
- 2.13 Confidentiality **MUST** be considered and maintained at all times
- 2.14 The Preschool Manager is accountable for sharing this Health Care Plan with all relevant staff
- 2.15 The Preschool Manager **MUST** ensure that the staff are competent to effectively deliver the Health Care Plan requirements
- 2.16 Staff **MUST** sign the Health Care Plan Staff Compliance sheet to agree that they have read and understood the Health Care Plan
- 2.17 Where a Health Care Plan requires medication, the Pre School Manager / Deputy Manager / Room Leader **MUST** ensure it is stored as follows in an agreed place with the employee during their working hours, namely the preschool office
- 2.18 Medication **MUST** be:
 - Stored in a clear sealed storage box with a lid
 - This box **MUST** be labelled with a coloured recent photograph of the employee with their initials
 - In this box you **MUST** store the prescribed Medication, Risk Assessment and the Health Care plan, Medication Form and the Prescribed Medicines Daily Administration Sheet
- 2.19 All previous Health Care Plans **MUST** be stored in the employee's file
- 2.20 If an employee has more than one medical or special dietary requirement, a separate Health Care Plan and Risk Assessment **MUST** be completed



- 2.21 Medication for each Health Care Plan cannot be stored together
- 2.22 The Preschool Manager **MUST** ensure that the Preschool Health Care Plan Register is updated
- 2.23 Copies of the employee's current Health Care Plan, Risk Assessment, Medication Form and the Health Care Plan Review Sheet **MUST** be stored in the following locations:
 - Preschool Office in the Health Care Plan Folder
 - Employees medication box
 - The original of all the above documents **MUST** be stored in the employee file

The Preschool Manager **MUST** ensure:

- 3.1 Staff **MUST** have received technical /medication knowledge and training to administer medication linked to individual Health Care Plans prior to the child's settling in sessions/admission / employees start date
- 3.2 Copies of the child's current Health Care Plan documents **MUST** be stored in the child's care plan box within the room and in the Preschool Health Care Plan Folder and with the original set of documents in the child's file
- 3.3 Copies of the employee's current Health Care Plan documents **MUST** be stored in the employee's care plan box within the office and in the Preschool Health Care Plan Folder and with the original set of documents in the employee's file
- 3.4 If the child is on a settling in session in another room or rooms have combined the child's Health Care Plan Box **MUST** be placed in the room that they are based in.
- 3.5 Health Care Plan boxes **MUST** accompany children / employees on trips/outings and in the event of an evacuation
- 3.6 The Preschool Manager / Keyperson and /or SEND Coordinator **MUST** review the Health Care Plan and Risk Assessment every three months with the parents or more frequently if circumstances change



- 3.7 The Preschool Manager the Health Care Plan and Risk Assessment every three months with the employee
- 3.8 All reviews of Health Care Plan documents MUST be recorded on the Health Care Plan Review Sheet
- 3.9 The Preschool Manager MUST ensure that the Health Care Plan register is correct at all times

The following daily checks must also take place:

- 3.10 The Preschool Manager / Deputy Manager or Team Leader MUST check the HealthCare Plan boxes and the contents are in place
- 3.11 The Preschool Manager / Deputy Manager or Team Leader MUST ensure that the medication within the Health Care plan boxes are within their expiry date
- 3.12 The Preschool Manager / Deputy Manager or Team Leader MUST ensure that the medication within a Health Care Plan is clearly labelled
- 3.13 The Preschool Manager / Deputy Manager or Team Leader may only administer prescribed medication to a child with the written consent of the parent/carer and clear instructions with child's name / dosage must be on the medication bottle
- 3.14 These checks must be completed during the Daily Opening and Closing checks

'Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge. Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor)



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Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable'

The Statutory Framework for the Early Years Foundation Stage 2014

**This policy is in compliance with GDPR (General Data Protection Regulations)
May 2018**

Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.

Date of Policy: September 2014	Created By: Jo Skelton	
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Review Date	Reviewer	Amendments
December 2015	Jo Skelton	
September 2016	Jo Skelton	The main purpose of an individual health care plan for a child with medical needs is to identify the



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		level of support that is needed. 1.7, 1.8, 1.9 IConnect added
September 2017	Jo Skelton	
May 2018	Jo Skelton	Policy applicable to both child and employee
May 2018	Jo Skelton	1.18 full name changed to initials Compliance with GDPR statement
November 2019	Nikki Adams	New email address

Putnoe Woods Health Care Plan

Name of setting

Child's name

Room



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Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

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Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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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 pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

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Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken - who, what, when

Form copied to



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Parental Agreement for Putnoe Woods Preschool to Administer Prescribed Medicine

The Putnoe Woods Preschool will not give your child medicine unless you complete and sign this form, and the preschool has a policy that the staff can administer medicine.

Name of Child			
Age		Room	
Medical Condition or Illness			

Name of Prescribed Medication	
Duration of Medication	Long Term / Short term
Expiry Date	
Dosage and method of administration	
Times of Dosage	
Prescribed By	
Name of Pharmacy	

Special precautions/other instructions	
Are there any side effects that the preschool needs to know about?	

Medicines MUST be in original containers as dispensed by the pharmacy and clearly labelled with the child's name and dispensing instructions

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to preschool staff administering medicine in accordance with the preschool policy.



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I will inform the preschool immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Name (Print)	
Signature	
Date	



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Template C: record of medicine administered to an individual child

Name of school/setting
 Name of child
 Date medicine provided by parent
 Group/class/form
 Quantity received
 Name and strength of medicine
 Expiry date
 Quantity returned
 Dose and frequency of medicine

Staff signature _____

Signature of parent _____

Date
 Time given
 Dose given
 Name of member of staff
 Staff initials

Date
 Time given



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Dose given

Name of member of
staff

Staff initials



C: Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			