

Child Protection

Managing Health Care Needs

1. Policy Statement and Overview

This policy sets out how we respond to children's medical needs and incidents. The scope of the policy includes:

- Support for children with ongoing or life-long conditions including allergies
- Managing infectious diseases or illnesses
- Support for children who become ill during a session or who have temporary medical conditions such as a broken bone
- Practice to reduce cross-infection
- Support for children with medical conditions on trips and outings.

This policy also sets out procedures for risk assessments in relation to medical conditions and our insurance arrangements.

2. Children with ongoing or life-long conditions and Health Care Plans

We will work in partnership with parents to support a child with an ongoing or life-long condition. This includes, but is not limited to, conditions such as asthma, diabetes, epilepsy, and diagnosed allergies that may require emergency treatment with an EpiPen or similar.

We ask that parents inform us of any ongoing medical condition or need when a child registers with us. This includes conditions that may already have been diagnosed, and/or where a condition may be suspected, and your child is under the care of a medical professional for further tests or investigation.

Should your child present with symptoms of an ongoing medical condition whilst they are on the Pre-School register, we ask that parents let us know as soon as possible that their child is being seen by medical professionals. Similarly, if staff notice behaviours or symptoms that may suggest a serious or life-long medical condition, they will inform parents promptly of what they have seen and may recommend that your child is seen by their GP.

We will work in partnership with parents to understand the child's needs and how we can manage their condition whilst at Pre-School. We may put in place a Health Care Plan which will set out the symptoms, medication and steps to take to support your child's health and well-being whilst at Pre-School.

In general, Health Care Plans will be reviewed termly. Parents are asked to update staff immediately should any element of the Health Care Plan change in the light of medical advice, and in particular, if their child's medication changes; medical advice on the management of their condition changes; or a condition under investigation is diagnosed.

The form for a Health Care Plan is in the red forms folder and in general, this will be completed and reviewed by the child's Key Person in partnership with parents. A copy of the child's Health Care Plan will be kept with the child's registration details. The Pre-School Leader and Deputy Leader will also be informed of the Health Care Plan and its details to ensure that at all times at least two members of staff are available who are aware of the Health Care Plan and the steps to take to manage your child's medical condition.

When your child transfers to another setting, or to school, the new setting will be informed that a Health Care Plan was in place, but details within the plan will not be shared unless it is specifically requested (and confirmed in writing) by parents.

Where a Health Care Plan is in place, staff will also complete a risk assessment which will look at the possible issues that may arise in the day-to-day management of your child's condition within the Pre-School setting. Please see Section 7 below for more information on risk assessments.

3. Managing medical needs and illnesses including the administration of medicines

This section sets out how we will respond to common childhood illnesses and other temporary medical conditions such as broken bones.

This section also covers when and how we will administer medicines for all conditions.

It also covers the management of some other childhood complaints; and/or health or hygiene matters that may occur.

i) Managing infectious illnesses and temporary medical conditions:

Children should only attend Pre-School if they are well enough to do so. If your child presents with what may be medical symptoms that cause us concern, we may:

- Ask that your child does not come to Pre-School that day
- Ask that your child stays at home until they are better
- Ask that a GP confirms your child is well enough to attend Pre-School before they return

If your child appears to be unwell during a Pre-School session, we may telephone you and ask you to come and collect your child. We then may ask that your child stays at home until they are better and/or a GP has confirmed that your child is well enough to return. If we believe a child's symptoms present as an emergency, we may call the emergency services for assistance and will follow their advice. Procedures for medical emergencies are set out below.

If your child has a temporary medical condition that may take some time to resolve, it may be appropriate to put in place an interim Health Care Plan and/or undertake a risk assessment (see above for Health Care Plans and below for risk assessments).

ii) **Administration of Medicines**

In line with the law¹ we can only administer medicines that have been prescribed by a doctor, dentist, nurse or pharmacist. We will not administer any other medicine, including skin or sun creams, antiseptic lotions etc, unless these have been prescribed for an individual child.

Parents must give prior written permission for a medicine to be administered at Pre-School. We have a Medicines form, in the red forms folder. Medicines will be administered in general by a child's key person, with either the Pre-School Leader or Deputy as a witness. If your child's key person is absent, medication will be administered by either the Pre-School Leader or Deputy, with the other as a witness. If either the Pre-School Leader or Deputy is not available to witness, another member of staff may do so. Once medication has been administered, a record will be kept in the Medicines book. Parents will be asked to sign the record when they collect their child. No child will be allowed to self-administer.

Some parents may ask for medicines to be returned each day. If necessary, a child's medication may be stored at the setting (for example, EpiPen's or antihistamines). The Pre-School will only store medicines that have been provided by the child's parent and have a prescription label which is intact and clearly legible. The medicine must be clearly labelled with the child's name and will be stored out of sight and reach of children.

If a child is prescribed, or is given, a medicine they have not taken before, we ask that parents keep them at home for 48 hours after the first dose, to ensure there are no adverse side effects. If your child is prescribed antibiotics, please keep your child at home for 48 hours after the first dose to ensure there are no adverse effects and to allow time for the medication to begin to work.

If a child appears to have an adverse reaction to a medicine administered at Pre-School (or earlier at home) we will follow basic first aid principles. If necessary, we will call the emergency services and follow their advice. Please see paragraph 5 below for emergency procedures.

If a child refuses to take medicine from a member of staff, we will keep trying unless the child becomes distressed. Staff may telephone the child's parent/carer and inform them that their child has not taken their medicine. Staff may ask for them to come and administer the medicine to the child themselves on that and/or future occasions. If a child is very distressed or reluctant to take their medicine at Pre-School we may advise parents to keep their child at home until they have completed the prescribed course of medication.

Treatments including EpiPen's or other forms of administering medication that may break a child's skin or which require administration other than orally, are considered

¹ Early Years Foundation Stage (EYFS) 2019

‘invasive’. Should a child be prescribed an invasive treatment, we will discuss with parents/carers the correct procedures for administering the medication. This will be part of the discussions when compiling the child’s Health Care Plan.

If staff are concerned about their ability safely to administer invasive treatments, we may ask parents to come into the setting to give their child the medicine. Staff are now trained in the use of adrenaline for anaphylaxis within the Paediatric First Aid course. If an emergency arises during or after the administration of invasive treatments, we will call the emergency services.

iii) **Other infectious diseases**

HIV, AIDS and Hepatitis: If a child is diagnosed with HIV/AIDS or Hepatitis, we will follow the advice of their medical professional. A Health Care Plan and a risk assessment will be put in place.

Vomiting and Diarrhoea: If a child vomits or has diarrhoea during the session, we will contact the parent/carer and ask them to collect their child.

NHS advice identifies that children who have vomiting and/or diarrhoea should be kept at home for at least 48 hours after the last incident.

Notifiable and/or excludable diseases: The Health Protection (Notification) Regulations 2010 set out the details of diseases which are notifiable to the Health Protection Agency (HPA), usually by the child’s GP. Parents are asked to tell the Pre-School if they are told by their doctor that their child has a notifiable disease. We are required to follow the HPA advice and inform OFSTED should a child have a notifiable disease. A full list of notifiable and excludable diseases can be found on the HPA website.

If your child has chicken pox, measles, mumps, rubella, hand-foot-and-mouth, or any other highly infectious childhood illness we ask you to notify us. We will not share personal details, but we will put up a notice to inform other parents that a case of the disease has occurred at Pre-School.

iv) **Other childhood conditions**

Nits/headlice: Please inform us if you find nits/headlice in your child’s hair. Without sharing personal details, we will inform other parents that nits/headlice have been found and will circulate an information sheet about treatment and prevention.

Dietary intolerances and sensitivities: A dietary intolerance is when, if a child is exposed to an allergen, a response is triggered which is not life threatening. This may include, for example, dairy intolerance, childhood eczema or other issues. Please tell us if your child has a food intolerance. A dietary information sheet is prepared for all staff preparing snacks.

Environmental allergies eg: Hay fever, eczema etc: parents are asked to tell us if their child has an allergy or response to an environmental factor or trigger.

For food intolerances, environmental allergies etc we ask that parent provide us with as much information as possible about the triggers for, and management of their child's condition. If medication is prescribed, we will follow the procedures set out above.

Nose-bleeds: We will follow standard first aid practices for supporting children with nose-bleeds. Bleeding due to accidents will also be managed in line with first aid.

4. Hygiene Procedures

The following measures are in place to maintain hygiene and to reduce cross-infection:

- Soiled clothes will be removed, placed in a tied/sealed plastic bag. If necessary, two bags will be used. This can include Pre-School dressing up which, if it has been soiled by your child, we ask you to take home, wash and return when clean.
- Hard surfaces are cleaned with anti-bacterial solution or disinfectant.
- If other children have come into contact with soiling, we will change their clothes, wash hands etc. Clothes will be placed in tied/sealed plastic bags. Parents will be told that their child may be at risk of infection.
- Staff should wear plastic gloves when nappy changing/cleaning a child. Plastic aprons are also available to protect staff clothes. If clothes do become soiled, staff will be offered a change of clothes if practical or be sent home.
- In general, the member of staff on snack duty should avoid nappy changing or cleaning a child who may be ill or infectious.

5. Medical Emergencies

If staff consider a medical emergency has occurred, either in relation to a known medical condition or not, they will telephone the emergency services and follow their advice.

Details of the setting address, postcode, telephone number etc are displayed in the hall.

Our priority is meeting the needs of the child. If it is safe to do so, another member of staff will telephone the child's parent/carer in parallel with the telephone call to the emergency services. If it is not safe or possible to telephone the parents at the same time as the emergency services, we will do so as soon as it is safe/possible.

If an ambulance is sent for a child, and their parent is not on site, at least one member of staff will go in the ambulance with the child and will remain with the child until their parents arrive. As soon as medical professionals attend an emergency, they assume responsibility for any decisions on medical treatment, until the child's parents arrive.

The remaining senior member of staff in the setting will call for cover, if necessary, to ensure ratios are maintained. If ratios cannot be maintained, the setting will close, and parents will be called and asked to collect their children.

6. Risk Assessments in relation to Medical Conditions

A risk assessment will be carried out in relation to managing a child's medical condition when:

- That condition may result in the child's death whilst at Pre-School; and/or
- A Health Care Plan is in place.
- A child has a temporary medical condition which may worsen due to the environment or activities on offer at Pre-School.

This list is not exclusive, and the Pre-School may at any time consider it appropriate to undertake a risk assessment in relation to a child's medical condition.

The risk assessment will take into consideration the details of the child's condition provided by the parents in the preparation of the Health Care Plan. We may also ask the child's parents to provide further information from medical professionals supporting the child relevant to understanding associated risks. The Pre-School may also seek independent advice about risks associated in general with the child's condition. Sources of this advice may include (but is not limited to): the NHS website and affiliate websites; independent medical professionals; and, where appropriate, legal advice and the opinion of our insurers. More information about our insurance cover is set out below. Personal information will not be shared.

The risk assessment will consider what could happen at the Pre-School that may result in the worsening of the child's condition; that may undermine the safe management of the child's condition; or that may pose additional safety risks to the child or others given the nature of the medical condition. The risk assessment will consider the likelihood of these events occurring and the impact on the child, others and/or the Pre-School if they do. An assessment will be made as to whether reasonable and appropriate steps ('mitigations') can be put in place at Pre-School to reduce either or both the likelihood and/or impact of the event. We will also consider whether it is realistic and/or reasonable to put in place any actions advised by the child's medical professional in order to mitigate risks and safely to manage the child's condition.

Any actions (mitigations) that may result in additional costs to the Pre-School, including but not limited to, the provision of specialist physical resources; additional staff time; or possible costs arising from the risk of an insurance claim and/or litigation, will also be considered as part of the risk assessment. These elements of the risk assessment will be considered confidential business information. They will be shared as necessary within the Pre-School Leadership team and, as appropriate, with the Chair of the Committee and/or his/her nominated, named members of the Committee.

The outcomes of the risk assessment, including consideration of any business risks, may be that:

- All mitigations are achievable and in place, and the child can attend Pre-School as planned;
- We need some time to put in place some or all mitigations, and therefore may ask that the child stays at home until we have done so and it is safe for them to come in;

- We consider that the risks outweigh the benefits of your child attending, and/or the Pre-School is unable to put in place all mitigations so that it is safe for your child to attend. We do not expect this circumstance to arise often, but if it does, we will ask your child to remain at home until they are better or until we have been able appropriately to mitigate the risks.

Risk assessments, excepting business risks, and the proposed outcomes will be discussed with parents.

Risk assessments will be reviewed termly or immediately after any risk/issue has occurred.

Risk assessments relating to temporary medical conditions will close once the child is better. We may ask for confirmation that your child is fit to attend Pre-School from your GP or the medical professional leading your child's treatment, before they are able to return.

For ongoing conditions, other medical professionals involved in the treatment of your child may be invited to attend reviews of their Health Care Plan and/or risk assessments. Risk assessments for children with ongoing medical conditions will close when the child leaves Pre-School.

7. Insurance in relation to Medical Conditions

The Pre-School is required to have suitable insurance in place to cover incidents, including those which relate to some medical conditions. We renew our insurance annually and make sure we have the best cover in place that is appropriate to our needs.

If your child has an ongoing medical condition that requires a Health Care Plan, we have to contact our insurers to make sure we have the necessary cover in place. We may ask parents for further information about the child's condition, in order to inform our insurers or in response to their requests.

Our insurers may also advise us on the risks and mitigations resulting from the child's condition, in relation to our insurance cover. We will take account of our insurer's advice when preparing any risk assessment. Advice from our insurers is confidential business information.

Where a child may present with a temporary medical condition, or another illness as detailed above, which may require a risk assessment, we may also contact our insurers for advice on cover, risks and mitigations and will follow their advice.

8. Trips and Outings

We undertake risk assessments for each trip/outing and supporting children with medical conditions forms part of that assessment. When we consider the risks associated with events, trips and outings, we will discuss with parents their child's medical needs

whilst out and about. We may also seek independent advice from medical professionals, our insurers and, if appropriate, legal advice.

As a result, and in discussion with parents, we may propose that:

- It is safe for the child to attend all or part of the event in the care of staff;
- It is safer for the child to attend the event accompanied by their parent for all or part of the time.

On rare occasions, and following professional advice, we may consider that the risks outweigh the benefits of the child attending a trip. Should this be the case, staff will seek other ways to engage and involve the child with the themes/events/outcomes of the trip before and after it takes place.

This policy was adopted at a meeting of	Handsworth Pre-school	name of setting
Held on	10 December 2019	(date)
Date to be reviewed	9 December 2020	(date)
Signed on behalf of the management committee		
Name of signatory	Jonny Cooper	
Role of signatory (e.g. chair/owner)	Chair	

