

Newbridge Day Nursery

Long Term Medical Needs Policy

Statement of Intent:

Newbridge Day Nursery will endeavour to support any child with long term medical needs by identifying sufficient information about the child's medical condition before the child starts in the setting, ideally through parents, carers and relevant health care professionals. We will carry out regular assessments on an individual basis to ensure that the medical needs of the child are being met so providing their entitlement to high quality care and education.

Procedures

Prior to admission or on first diagnosis of a long term medical condition:

1. The Manager and the child's key worker will arrange a meeting with the child's parents.
2. At the meeting information will be discussed and recorded on a health care plan to support the child's needs. The parents will be asked to give consent to share information with other members of staff. This needs to be done with the parents prior to admission or on first diagnosis of the medical condition. Any literature about the child's condition and contact details of health professionals need to be provided by the parents.
3. The health care plan will identify the level of support and resources that are required for the individual child, including daily care requirements and actions to be taken in an emergency. This will act as a written agreement between Newbridge Day Nursery and the parents of the child to ensure that both parents agree to keep each other up to date with any changes to the child and to their medical treatment including changes in medication. The health care plan will be updated with any changes.

4. If the child's long term medical condition requires staff to receive specific training to administer medicines and to care for children e.g. blood sugar tests, insulin injections or administration of an Epipen, this will be organised prior to admission.
5. Staff will be consulted about specific responsibilities relating to the child's care before responsibilities are assigned.
6. A copy of this Policy will be given to the parents when they make their initial visit to the Nursery, prior to admission, or on diagnosis.
7. Any resources or equipment which is required for the child's care will need to be obtained prior to admission e.g. a sharps box for the safe deposit of needles.
8. The Manager will check with the Nursery's insurance company that there is full cover on the insurance policy for staff to care for the child appropriately. The Manager will ensure that any conditions are fulfilled before staff can care for the child.

Daily management of condition after admission / diagnosis.

1. The Manager will gain written permission to administer medication from the child's parents.
2. The child will have an identified key person to ensure there is at least one person in the Nursery at all times who has knowledge of the child's individual needs.
3. These staff will be fully informed of the child's medical condition and any symptoms that they need to be aware of.
4. Information will be shared with other members of staff with the written permission of the child's parents if there are any alterations in the child's condition so that everyone is

aware e.g. if the child is feeling unwell, has had a bad night etc...which could alter their medical condition.

5. Staff will ensure that any medication administered or blood sugar testing performed is witnessed and recorded in the medication record book or on a separate sheet and the child's specific record book. All records will be stored in the filing cabinet, in the office and will only be accessed by the Manager and the child's key person.
6. Each child with a long term medical condition will have a 'Home/Nursery book' to log information received from parents and to keep a daily diary of how the child has been at Nursery and to record any observations made relating to the child's condition.
7. The health care plan will be reviewed with the child's parent/carers and any other health care professionals e.g. Diabetic Nurse, on a regular basis (at least annually) or when there are changes in the child's care.
8. Staff required to undertake additional tasks relating to the care of children with long term medical needs will have this outlined in their job descriptions and any training attended will be documented. Training certificates will be stored in the staff file.

Trips and Outings

1. Advice from the parents or health professionals will be sought prior to outings, including medication and specialist equipment e.g. sharps boxes-travel version.
2. Risk assessments will be amended to include any requirements for the individual child.
3. Any adjustments will be considered and made to enable the child with long term medical needs to take part in outings. This needs to be recorded on the child's individual health care plan.