 Safeguarding and Promoting Children’s Welfare

Health Care Plan Policy

When a child registers with Houston Primary School Nursery and is identified as having a specific medical condition, including those that require PRESCRIBED medication or a special dietary requirement, a Health Care Plan must be completed by the Depute Head teacher and Senior Nursery Officer, in conjunction with the child's parents and relevant health professionals (if appropriate).  A child’s medical needs should not prevent a child’s admission to the nursery. Any specialist support or services which are required to meet the child’s individual needs must be discussed with the Depute Head Teacher prior to settling in/admission.

A Health Care Plan consists of the Health Care Plan document, a Risk Assessment (if applicable) and Administration of Medication record (if applicable). A Health Care Plan must consist of accurate detailed information in order to ensure the safety and well being of a child in our care.  Please note that when a Health Care plan identifies medication is required, staff must refer to the Administration of Medication policy.

Detailed information on the condition, symptoms triggers (if appropriate), treatment required, frequency and dosage of prescribed medication must be documented by the child’s parents.

This policy details the procedure for completing and reviewing a Health Care Plan.

Roles & Responsibilities

Prior to a child starting nursery (e.g. following the Pre-entry Visit), a Health Care Plan will be requested from any specialist health professional who oversees the medical needs of a child. When one is not available, the Depute Head Teacher and Senior Nursery Officer will produce a Health Care Plan, in conjunction with the child’s parents.

Prior to settling in, a Risk Assessment must be completed for any child who has a life threatening medical condition. A child who is identified as having any life threatening medical condition and or a special dietary requirement cannot be left solely in our care without a completed Health Care Plan and Risk Assessment.

Parents must ensure that the Nursery are fully informed of all changes to their child’s medical conditions/medication so that the Health Care Plan and Risk Assessment are appropriate to meet the child’s current individual needs.

If a child in our care is diagnosed with any medical condition or special dietary requirement where prescribed medication is required, the Depute Head Teacher and Senior Nursery Officer 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.

The Depute Head Teacher is accountable for sharing this Health Care Plan with all relevant staff and must ensure that the staff are competent in effectively delivering the Health Care Plan requirements. Staff must sign the Health Care Plan Review Schedule, every twelve weeks, to agree that they have read and understood the Health Care Plan. Confidentiality should be considered at all times.

All previous Health Care Plans MUST be stored in their child’s file.

If a child has more than one medical or special dietary requirement, a separate Health Care Plan must be completed. A separate Risk Assessment may also be required.

A copy of the child’s current Health Care Plan, Risk Assessment, Administration of Medication - Parent Consent Form and the Health Care Plan Review Schedule must be stored in the Administration of Medicines folder in the bottom right hand locked drawer in the Depute Head Teacher’s Office.

June 2016