

## Critical Care Plan Policy

### Early Years Foundation Stage 2017

3.44. The provider must promote the good health of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.

### Aim:

ICP Nurseries aim to ensure that any child who registers with us or is in our care is safeguarded and their welfare is at the forefront of our minds. When a child registers with ICP Nurseries and is identified as having any medical condition or special dietary requirement a **Critical Care Plan** must be completed. A Critical Care Plan Pack consists of the Critical Care Plan document, a Risk Assessment and in some cases where prescribed/ non prescribed medication is needed a Long-Term Medication form. A Critical Care Plan must consist of accurate detailed information to ensure the safety and wellbeing of a child in our care.

Detailed information on the condition, symptoms, triggers, treatment required, frequency and amount of medication must be documented by the child's parents. This policy details the procedure for completing and reviewing a Critical Care Plan.

### Policy

This policy will be implemented in conjunction with the following nursery policies and procedures:

- Medicine Policy
- Outings and Visits Policy
- Dietary Requirements Policy
- Health and safety policy
- Diversity and Promoting Inclusion and Equality policy

A child's medical needs should not prevent a child's admission to the nursery setting. Any specialist support or services which are required to meet the child's individual needs must be discussed with the Nursery Manager prior to settling in/admission. This will be facilitated in line with the company's Valuing Diversity and Promoting Inclusion and Equality Policy.

- If the child has a special dietary requirement staff must refer to the Dietary requirement policy
- When a Critical Care Plan identifies medication is required, staff must refer to the Medication Policy

### Procedure:

- Prior to settling in sessions/admission, all registration documentation should be completed by the parent/guardian which will highlight if the child has any medical conditions
- If the child is identified as having a medical condition, detailed information of the condition and its management should be obtained from the child's parent.
- Prior to a child starting at the Nursery, or where a condition is newly diagnosed, a **Critical Care Plan HS66** must be completed by the Nursery Manager in conjunction with the Child's parents and SENCO if required.

- If the medical condition is a food allergy, the Dietary Policy should be adhered to alongside this procedure.
- A child who is identified as having any medical condition and/or a special dietary requirement must not be left solely in the care of Nursery staff without a completed Critical Care Plan and Risk Assessment.
- Parents must ensure that the nursery is fully informed of all changes to their child's medical conditions/medication so that the Critical Care Plan and Risk Assessment can be reviewed to meet the child's current individual needs.
- If an existing Child in our care is diagnosed with any medical condition or special dietary requirement where prescribed/ non prescribed medication is required, the Nursery Manager must ensure that staff have the technical and medical knowledge and training to administer the medication. On very rare occasions this may lead to the child being excluded whilst this training is accessed.
- The Manager is accountable for sharing the Critical Care Plan and Risk Assessment with all relevant staff. The Manager must ensure that the staff are competent to effectively deliver the Critical Care Plan requirements.
- **Risk Assessment RA01** must be signed by all relevant staff.
- **Critical Care Plan Staff Compliance Record HS66C** must be signed by all relevant staff
- Where a Critical Care Plan requires medication, the Nursery Manager must ensure it is stored in a labelled and lidded container or Med Pac within a safe designated location in the child's room. The container / Med Pac must have a recent coloured photograph of the child with their full name on it. The Risk Assessment, Critical Care Plan & Long term medication form should also be kept in the container.
- If a child has more than one medical or special dietary requirement, a separate Critical Care Plan and Risk Assessment must be completed. Medication for each Critical Care Plan cannot be stored together.
- The Nursery Manager must ensure that the **Critical Care Plan Register HS66B** is kept up to date and stored in the **Office Critical Care Plan folder**.
- A copy of the child's current Critical Care Plan, Risk Assessment and Long-term Medication form (If applicable) must be stored in the following locations
  - Nursery Managers Office Critical Care Plan folder
  - Child's medication container
  - Red clipboard if grade 1
- Once the Critical Care Plan has been approved the Risk Assessment should be reviewed at least termly, using the Critical Care Plan Review Sheet **HS66A**.
- If the child is on a settling session in another room or the rooms have combined the child's Critical Care Plan Pack must be placed in the room that they are based in.
- Critical Care Plan Packs and medication (where applicable) must accompany children on trips/outings and in the event of an evacuation.
- The Nursery Manager must review the Critical Care Plan and Risk Assessment Termly with the parents or more frequently if circumstances changed.
- Room leaders must brief temporary relief staff from other nurseries, or staff covering from other rooms where they have children in attendance who have a Critical Care Plan in place.

### **Staff who require a Critical Care Plan**

Where staff have a medical condition or special dietary requirement a Critical Care Plan must be completed, a copy of which needs to go in the **Office Critical Care Plan folder**, and details noted on the **Critical Care Plan Register HS66B**. The Critical Care Plan must note where any medication is stored. If staff go on an outing, they may take medication with them using a Med Pac if needed.

### **Daily checks**

- Room Leaders must check the Critical Care Plan Containers and the contents are in place and that the medication within the Critical Care Plan Containers is within the expiry date.
- These checks must be completed during the weekly closing checks.