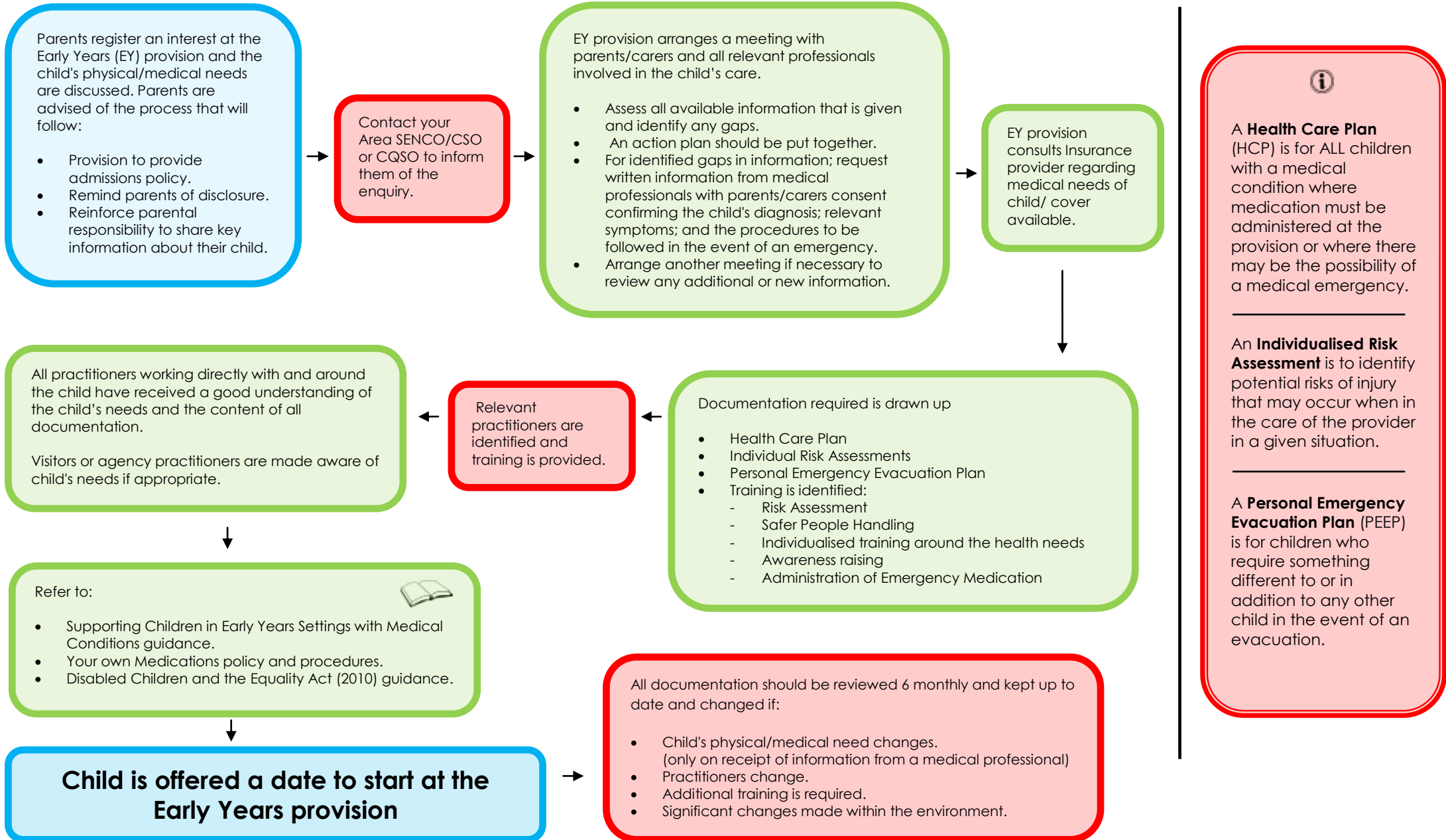


# Children with Physical Impairments & Medical Conditions entering Early Years Provision

CHECK ADMISSIONS POLICY TERMS & CONDITIONS TO ENSURE PARENTS ARE AWARE OF THE DOCUMENTATION THAT MAY NEED TO BE COMPLETED PRIOR TO ACCESSING THE SETTING  
**Setting Management must adhere to the Data Protection Act (2006) and ensure confidentiality at all times**



Parents register an interest at the Early Years (EY) provision and the child's physical/medical needs are discussed. Parents are advised of the process that will follow:

- Provision to provide admissions policy.
- Remind parents of disclosure.
- Reinforce parental responsibility to share key information about their child.

Contact your Area SENCO/CSO or CQSO to inform them of the enquiry.

EY provision arranges a meeting with parents/carers and all relevant professionals involved in the child's care.

- Assess all available information that is given and identify any gaps.
- An action plan should be put together.
- For identified gaps in information; request written information from medical professionals with parents/carers consent confirming the child's diagnosis; relevant symptoms; and the procedures to be followed in the event of an emergency.
- Arrange another meeting if necessary to review any additional or new information.

EY provision consults Insurance provider regarding medical needs of child/ cover available.

Documentation required is drawn up

- Health Care Plan
- Individual Risk Assessments
- Personal Emergency Evacuation Plan
- Training is identified:
  - Risk Assessment
  - Safer People Handling
  - Individualised training around the health needs
  - Awareness raising
  - Administration of Emergency Medication

Relevant practitioners are identified and training is provided.

All practitioners working directly with and around the child have received a good understanding of the child's needs and the content of all documentation.

Visitors or agency practitioners are made aware of child's needs if appropriate.

Refer to:



- Supporting Children in Early Years Settings with Medical Conditions guidance.
- Your own Medications policy and procedures.
- Disabled Children and the Equality Act (2010) guidance.

**Child is offered a date to start at the Early Years provision**

All documentation should be reviewed 6 monthly and kept up to date and changed if:

- Child's physical/medical need changes. (only on receipt of information from a medical professional)
- Practitioners change.
- Additional training is required.
- Significant changes made within the environment.



A **Health Care Plan (HCP)** is for ALL children with a medical condition where medication must be administered at the provision or where there may be the possibility of a medical emergency.

An **Individualised Risk Assessment** is to identify potential risks of injury that may occur when in the care of the provider in a given situation.

A **Personal Emergency Evacuation Plan (PEEP)** is for children who require something different to or in addition to any other child in the event of an evacuation.