

Castle Vale Nursery School

Head Teacher: Christina Meakin

Making a difference. All of our children, all of the time.



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Signed:	Signed copy in Governors file			Chair of governors	

Castle Vale Nursery School

Medical Needs, Medicines and Personal Care Policy

It is the aim of the Governing Body of Castle Vale Nursery School and Children's Centre to support the implementation of policies and procedures which support the vision of:

Making a difference. All of our children, all of the time.

This policy has been written in line with the EYFS Statutory Framework, Section 3 – The safeguarding and welfare requirements. And with reference to *The Administration of Medicines in Schools and Settings: A Supplemental Guidance Jan 2026* and *Personal Care Matters: Supplementary Guidance for education settings support children and young people with their personal care (toileting needs) Jan 2026*.

Legal Duty

In developing this policy, Castle Vale Nursery School has considered the principles and recommendations outlined in the following statutory guidance documents:

- Supporting pupils at setting with medical conditions (statutory guidance for governing bodies of maintained settings and proprietors of academies in England) DfE (December 2015) <https://www.gov.uk/government/publications/supporting-pupils-at-setting-with-medical-conditions--3>
- The Equality Act (2010)
- Special Educational Needs and Disabilities Code of Practice (2015) <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>
- Statutory Framework for the Early Years Foundation Stage' https://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf
- Mental Health and behaviour in settings (2018) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/755135/Mental_health_and_behaviour_in_settings_.pdf
- Guidance on the use of adrenaline auto-injectors in settings (2017) <https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-settings>
- Emergency asthma inhalers for use in settings (2014) <https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-settings>
- [Supporting pupils at setting with medical conditions](#)
- [First aid in settings, early years and further education - GOV.UK](#)



Legal Duty	1
Statutory Guidance.....	Error! Bookmark not defined.
DESIGNATED HEALTH NEEDS COORDINATOR	3
Key Principles.....	4
Introduction	4
Roles and Responsibilities	4
The Headteacher	5
Designated Health Needs Coordinator	6
Setting Staff	6
Support Services available to schools and settings in supporting CYP with Medical Needs	7
School Nurses (mainstream schools).....	Error! Bookmark not defined.
Special School Nursing Service:	Error! Bookmark not defined.
Other health professionals	Error! Bookmark not defined.
The Local Authority.....	8
School or Setting procedure following notification of a medical need	8
Training	9
Health Care plans	9
Children and young people.....	10
Administering medication at setting	11
First Aid	11
Intimate Care –	11
Mental Health Conditions.....	11
Emergency Procedures	12
Extra-curricular activities and external visits	12
Record Keeping	13



In line with “Supporting Pupils at Setting with Medical Conditions” (2014) this setting considers it unacceptable practice to:	13
Complaints Procedure:	14
Appendix 1: SAMPLE Consent Form to Administer Medicines on Setting site and off-site activities	14
Appendix 2: Sample Record of medicine administered to an individual child ...	17
Appendix 3:	Error! Bookmark not defined.
CONSENT FORM FOR MEDICATION TO BE GIVEN IN SPECIAL SETTINGS	Error! Bookmark not defined.
Appendix 4: Parent Information Sheet – SPECIAL SETTING NURSING	Error! Bookmark not defined.
Appendix 5: Notification of paracetamol administered in SPECIAL setting	Error! Bookmark not defined.
Appendix 6: Contacting the emergency services Prompt Poster	19
Appendix 7: Individual Health Care plan template	20
Appendix 8.....	22
Appendix 9.....	22

Name of person responsible for policy:	Christina Meakin
DESIGNATED HEALTH NEEDS COORDINATOR	
<i>This should be a named member of SLT or Head.</i>	Izzie Darby

At Castle Vale Nursery School our aim is to ensure that all children and young people (CYP) with medical conditions, in terms of both physical and mental health, are properly supported in setting so that they can play a full and active role in setting life, remain healthy and achieve their academic potential. We recognise that CYP may require ongoing support, medicines, or care while at setting to help them manage their condition and keep themselves safe and well. We recognise the social and emotional implications associated with medical conditions and will work in partnership with families, education, and health colleagues to support CYP to achieve the best outcomes possible.



Key Principles

- Children and young people at our setting who have medical conditions should receive appropriate support to ensure they can participate fully in education and be included in all aspects of setting life, such as trips, residentials, and after-setting clubs.
- We will work in partnership with LA education, health, and social care professionals, CYP and parents/carers to ensure that the needs of CYP with medical conditions in our setting will be properly understood and effectively supported.
- We will establish support systems for children and young people with medical conditions at our setting, including ensuring that staff receive current and appropriate training.

Introduction

This policy outlines how support will be given to children and young people (CYP) with medical needs, covering both physical and mental health conditions, and explains the steps for effective implementation.

The policy covers:

- Roles and responsibilities within the setting and local authority, including a named person who has overall responsibility for policy implementation.
- The administration of medicines to CYP in setting and related record keeping.
- Procedures, resources, and staffing for first aid in setting.
- Training is provided for staff with the support of health and social care colleagues so that staff acquire confidence and knowledge to provide support to students.
- Identification of medical needs and record keeping.
- The role of Health Care plans for those CYP who need them. It identifies who is responsible for the development of Health Care plans in supporting CYP at setting with medical conditions.
- Arrangements to actively support CYP with medical conditions to participate in educational visits (day and residential) or in sporting activities.
- Considerations regarding emotional health or wellbeing concerns
- Medical emergency procedures.
- Managing the educational impact of medical needs

Roles and Responsibilities

The Governing Body will ensure, through this policy, that arrangements are in place to meet the statutory responsibilities of the setting in supporting CYP with physical or mental health conditions, including:



- Policies, plans, procedures, and systems are properly and effectively implemented and regularly reviewed.
- Setting leaders collaborate with health and social care professionals, as well as children, young people (CYP), and their parents or carers, to ensure that CYP with medical conditions receive effective support for their needs.
- Arrangements take account of the individual CYP needs and how their medical condition impacts on their setting life.
- Staff are appropriately insured to deliver support to CYP - Governing bodies of maintained schools should ensure the appropriate level of insurance is in place: [Supporting pupils with medical conditions at school - GOV.UK](#)

The Headteacher will ensure that:

- Every staff member is informed of this policy, receives proper training, and clearly understands their responsibilities in carrying it out.
- Staffing levels are adequate for policy implementation, including emergencies and contingencies.
- Staff are appropriately insured to deliver support to CYP.
- A suitably qualified staff member is on hand to assist CYP with medical requirements during periods when regular staff are unavailable, and supply teachers receive thorough briefings regarding important details about allergies or physical and mental health conditions.
- The needs of children and young people (CYP) with medical conditions are clearly understood and effectively met by collaborating with relevant health and social care professionals, as well as pupils and parents or carers.
- Where appropriate, Health Care plans for individual CYP are in place.
- Secure storage and proper maintenance of records are ensured, particularly those concerning medication administration.
- Blended approaches are used to support absence due to medical needs: [School attendance advice for schools and professionals | School attendance advice for schools and professionals | Birmingham City Council](#)



Designated Health Needs Coordinator

The Headteacher ensures that there is a named member of staff responsible for the daily implementation of this policy.

In our setting the DESIGNATED HEALTH NEEDS coordinator is:

Izzie Darby

The First Aiders at Castle Vale Nursery School are:

Christina Meakin

Izzie Darby

Helen Brennan

All members of staff working directly with children are Paediatric First Aid Trained to be included in ratios.

Our Health needs coordinator is responsible for:

- Provision for CYP with medical needs including provision of First Aid.
- Provision of training for designated First Aiders and other staff as required : [First aid in schools, early years and further education - GOV.UK](#)
- Development, quality assurance, and oversight of Health Care plans in collaboration with health professionals.
- Coordination of support for CYP with medical needs.
- Liaison with the SENDCo / Inclusion Lead to monitor and review medical needs identified in EHC plans.
- Working with Health and Safety leaders in a setting to address issues relating to child safety and wellbeing.
- Information sharing (with parental/carer consent) to ensure that staff working with children understand their medical needs.
- Regularly involve and consult both CYP and their parents or carers when reviewing and planning medical support arrangements within the setting.
- Act as a point of contact between the Setting and the Setting Nurse/other health care professionals where appropriate.

Setting Staff

- All staff should consider and make reasonable adjustments for the needs of CYP who have medical conditions.
- All staff should familiarise themselves with the health needs of CYP.



- Every staff member needs to be familiar with the procedures described in the CYP Health Care plan.
- Staff should undertake and participate in training to achieve necessary competency/understanding to support CYP with medical conditions, if they are required to undertake that responsibility as part of their job role.
- Any staff member may be asked to provide support to CYP with medical conditions, including the administering of medicines, although they cannot be required to do so unless stated in their job role.
- Staff who undertake responsibilities and or delegated health tasks within this policy are also required to be covered by the setting insurance.

Support Services available to schools and settings in supporting CYP with Medical Needs

Castle Vale Nursery school recognises the important role of health and specialist services in supporting children and young people (CYP) with medical and developmental needs. In Birmingham, support for children in early years settings is delivered through a range of services appropriate to age and level of need.

Health Visiting Service (0–5 years)

For children who are not yet of statutory school age, health and developmental support is primarily provided by the Health Visiting Service.

Health Visitors:

- Lead on developmental reviews for children under 5
- Support early identification of health and developmental needs
- Work in partnership with families and early years settings
- Contribute to safeguarding and Early Help processes
- Support transition into school

Castle Vale Nursery School will work collaboratively with Health Visitors and share information appropriately (with parental consent).

Contact: Health Visiting Hub: 0121 683 2330

SEND Therapy Team (Birmingham Community Healthcare NHS Trust)

Nursery-age children with additional needs may be supported by the SEND Therapy Team, including:

- Occupational Therapy
- Speech and Language Therapy

The service:

- Provides assessment and advice for children with developmental, communication or physical needs
- Offers training and support to early years settings
- Supports delivery of personalised strategies within the setting

Contact: bchc.sendtherapy@nhs.net



Speech and Language Therapy Advice Line

An advice line is available for children aged 0–19 to support communication and swallowing concerns.

The service provides:

- Advice and practical strategies for staff and parents
- Signposting to further assessment where required

Contact: 0121 466 6231 (Monday–Friday, 9:00am – 4:00pm)

Other Health Professionals

The setting may also work with:

- GPs
- Paediatricians
- Continence services
- Physiotherapists
- Sensory and Physical support team

These professionals:

- Provide specialist advice
- Contribute to care planning
- Support staff training where required

The Local Authority

The Local Authority liaises with partners in education, health and social care who provide support, advice, and guidance, including suitable training for setting staff. The Local Authority must promote the physical and mental wellbeing of children and young people (CYP) and ensure that the support outlined in each individual Healthcare plan is delivered effectively. Local authorities also work with settings to support CYP with medical conditions to access educational provision.

School or Setting procedure following notification of a medical need

Information concerning medical needs will be collected from all CYP on admission to setting or setting will be notified by the setting nurse that a CYP has medical needs that require consideration at setting.

- This will be followed up by Izzie Darby and further details obtained in consultation with parents/carers and relevant health professionals.
- At the start of the setting year, a list should be given to the setting of the CYP who require a Health care plan.
- The setting will liaise with parents/carers and setting to draw up individual Health care plans for CYP where needed.
- Health Care plans should be reviewed by setting and any changes considered



should be discussed with the setting/school nursing team. Any changes should not be done by the setting without health oversight and parental/carer approval.

- The Health Needs coordinator will ensure that class teachers and other relevant staff (e.g. lunchtime supervisors) are made aware of CYP medical conditions and medication and will have appropriate access to health care plans.
- The Health Needs Coordinator will ensure that catering staff are aware of CYP with food allergies and relevant care plans.
- Setting will ensure that when a CYP transfers to another setting that relevant details about the pupil's condition are shared with parental/carer consent and in line with GDPR.
- The Health Needs Coordinator will make Health Care plans readily available to those who need them.
- Health care plans must remain confidential from the public, though they should be readily available to authorized staff members.

Training

- All setting staff attend annual training in the medical procedures associated with specific conditions i.e. asthma, allergy, epilepsy and diabetes.
- Advice and training are sought from health professionals when a CYP is admitted to setting for other health conditions.
- Relevant members of setting staff attend mental health first aid training.
- The setting maintains close links with Birmingham Setting Health Support Service / Special Setting Nursing Service for advice and training.
- Trained staff in settings must maintain their competencies and be abreast of any updates in relation to relevant training.

Health Care plans

A Health Care plan is sometimes known as a 'medical needs care plan' or 'Health alert card'. This document refers to the term "Health Care plan."

A Health Care plan will be produced by the setting nurse team for any CYP with a medical condition that is long term and complex and which may require medical intervention from education staff. The Health Care plan will include:

- Information about the CYP condition, special requirements, and medicines required.
- What constitutes an emergency for the child and young person?
- Specify who is responsible for each task and when those tasks should be completed and provide instructions for what actions to take if an emergency occurs.

Health Care plans will be updated by the setting nurse if evidence is provided by parents that CYP's needs have changed.

See **Appendix 7 for the** Health Care plan template



Children and young people

Children and young people are often best placed to provide information about how their condition affects them and should be fully involved in discussions as much as possible about their medical support needs. This will include encouraging CYP who are competent to develop their own independence in managing their own medicines and procedures as reflected in their health care plans.

If the child, parent or carer, and healthcare professionals agree a child is competent to manage their own medication and procedures, they will be encouraged to do so. This will be incorporated into the Health Care plan and supported by suitable storage and supervision arrangements.

Parents and Carers

As a setting, we will work in partnership with parents/carers to understand and support their CYP's physical and mental health needs. To help us to do this, parents and carers should:

- Provide the setting with sufficient and up-to-date information about their child's medical needs and let the setting know immediately if their child's needs change.
- Work in partnership with the setting and health care professionals to develop and review their child's Health Care plan and follow agreed actions. e.g. provide medicines and equipment / emergency contact details.
- Keep children at home if acutely unwell or infectious for the recommended period.

For a CYP who requires medication during setting time, parents and carers must:

- Provide complete written and signed instructions for any prescribed medication (**Appendix 1**). Where the CYP travels on setting transport with guides, parents should ensure they have written instructions relating to any medication sent with the pupil.
- If Nurses are not based on site, it is the responsibility of the setting to obtain written consent & instructions as per their medication policy.
- Renew any medication when supplies are running low and ensure that the medication supplied is within its expiry date.
- Deliver each item of prescription medication in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the child's name, name of medication, dosage, frequency of administration, date of dispensing, storage requirements, and expiry date. For over-the-counter medications such as paracetamol or antihistamines, parents or carers must write the dosage on the packaging according to the manufacturer's instructions and complete the parental agreement form.



Administering medication at setting

Please refer to Local Authority guidance “The Administration of Medicines in Settings and Settings” June 2020 APPENDIX 8

First Aid

Designated members of staff at Castle Vale Nursery School regularly undertake training in the administration of first aid. The minimum First Aid training required is below

<https://www.gov.uk/government/publications/first-aid-in-settings>

- All staff working directly with children have received paediatric first aid training
- All SLT have received paediatric first aid training
- A supply of first aid materials is stored securely and used to replenish first aid boxes placed in each classroom and strategic positions around setting. “Best before” dates are regularly checked and items refreshed as needed.
- First aid materials are available for staff to use when taking CYP on visits outside of setting.
- The setting has a process to notify parents or carers if their child experiences an accident, either promptly by phone or verbally/in writing at the end of the day, depending on the nature of the incident.
- Injuries will be entered into the setting accident book in line with health and safety guidelines (see setting health and safety policy)
- Resources are available to protect staff from infection or contamination when dealing with accidents or personal care needs.
- A regular programme is followed to maintain sufficient qualified first aiders to ensure the safety of CYP and staff across the setting.
- A trained first aider accompanies all residential visits.

Intimate Care – Please see Personal Care Matters Guidance Appendix 9

- All CYP are entitled to safety, personal privacy, and being treated with respect and dignity. Staff involved in intimate care should be particularly sensitive to CYP's individual needs.
- CYP will be involved in decision making around their intimate care and supported to achieve the highest level of independence possible given their age and abilities.
- Arrangements for CYP's intimate care will be agreed in consultation with parents in line with setting intimate care policy and Local Authority advice and guidance.

Mental Health Conditions

Staff work closely with all mental health professionals to ensure the pupils needs are met in setting. As a setting we will ensure that:



- There are systems and processes in place for identifying possible mental health needs, including routes to escalate and clear referral and accountability systems.
- All staff understand the risk factors associated with mental health and wellbeing in order to provide timely and appropriate support.
- Staff will understand the most common mental health needs.
- Our Health Needs Coordinator and pastoral team work closely to plan support for the mental health needs of pupils.

Emergency Procedures

The setting will ensure that all staff know what action to take in the event of a medical emergency, including who to contact within the setting, how to contact emergency services and what information to give.

- Procedures should be in place and understood by all staff about how to get help in an emergency first aid situation.
- A list of trained first aiders is maintained and made known to all setting staff.
- Health Care plans contain information on how emergency medication should be stored and administered.
- Notices about emergency aid are clearly shown to assist staff when they call for an ambulance.
- Emergency asthma inhalers and auto adrenaline injectors are available on a shelf in the office for children and young people who need prescribed medication but cannot access it during emergencies.
- If a CYP needs to be taken to hospital, and their parent or carer is not immediately available, a member of staff will accompany them and will stay with them until a parent/carers arrives. Setting has procedures in place so that a copy of the CYP's medical /Health Care plan is sent to the emergency care setting with the CYP.
- For Critical Incidents contact: The Education Safeguarding Team:
EducationSafeguarding@birmingham.gov.uk

Extra-curricular activities and external visits

In line with the Equality Act (2010), reasonable adjustments will be made to enable CYP with medical needs to participate fully and safely in before or after setting clubs, day trips, sporting activities and other activities beyond the usual curriculum. Where needed, advice may be sought from relevant medical professionals to ensure the safety and wellbeing of CYPs engaging in external visits.

- A risk assessment visit will be carried out prior to any external visit, including consideration for CYP with medical needs or significant mental health conditions.
- Individual risk assessments for CYP with significant medical or mental health conditions will outline emergency procedures and be completed with and signed by parents.



- All parents/carers of CYPs attending a setting trip will be asked for consent, together with up to-date information about medical requirements.
- Leaders should be aware of how CYP's medical condition may impact their participation. Where CYPs are required to take medicine, arrangements should be made to administer and store them in accordance with this policy.
- The responsible staff member will bring all relevant medical information, including the CYP's Health Care plan, on day and residential visits.
- A named member of staff is responsible for first aid on the visit and for ensuring that CYP's medication is taken.

Record Keeping

The following records will be securely stored by setting as outlined in this policy

- A setting accident book
- Health Care plans
- Asthma register
- A list of staff training, including regular training (e.g. asthma / anaphylaxis), settings qualified First Aiders, those who hold a pediatrics certificate and specialist training for particular conditions e.g. diabetes.
- Risk assessments
- Parental/carer permission for administration of medicines
- Records of medication given
- Record of intimate care interventions.

In line with "Supporting Pupils at Setting with Medical Conditions" (2014) this setting considers it unacceptable practice to:

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- Prevent CYPs from easily accessing their inhalers and medication.
- Assume that every CYP with the same condition requires the same treatment.
- Ignore the views of the CYP or parent/carer.
- Ignore medical evidence or opinion.
- Send CYP with medical conditions home frequently for reasons associated with a medical or mental health condition or prevent them from staying for normal setting activities.
- Penalise a CYP for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent CYPs from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
- Prevent CYP with medical conditions from participating in any aspect of setting life, including setting trips.



Complaints Procedure: Parents/carers' concerns should be directed, in the first instance, to the Health Needs Coordinator or headteacher, where parents/carers feel their concerns have not been addressed, they should make a formal complaint via the school's complaint procedure.

Appendices

Appendix 1: Consent Form to Administer Medicines on setting site and off-site activities- Mainstream setting

Appendix 2: Record of medicine administered to an individual child

Appendix 3: Contacting the emergency services prompt poster

Appendix 4: Individual Health Care plan template

Appendix 5: Administration of Medicine in schools supplementary Guidance

Appendix 6: Personal Care Matters Guidance

Appendix 1: Consent Form to Administer Medicines on Setting site and off-site activities

Castle Vale Nursery School will not give your child medication unless this form is completed and signed.

Dear Headteacher

I request and authorise that my child* be given/gives himself/herself the following medication:
(*delete as appropriate)

Name of child		Date of birth	
Address			
Daytime Tel no(s)			
Group/Rainbow/Greenhouse			



Medical Condition or Illness, and reason for medication			
Name of medicine:	N.B Medicines must be in their original container, and clearly labelled		
Special precautions e.g. take after eating			
Are there any side effects that the setting needs to know about		Dose	
Time of Dose		Maximum Dose (if applicable)	
Start Date		Finish Date	

I confirm that:

- I have received medical advice stating that it is, or may be in an emergency, necessary to give this medication to my child during the setting day and during off-site setting activities;
- I agree to collect it at the end of the day/week/half term (delete as appropriate) and replace any expired medication as soon as possible, disposing of any unused medication at the pharmacy;
- This medicine has been given without adverse effect in the past/ I have made the setting aware any side effects that my child is likely to experience, and how the setting should act if these occur (delete as appropriate);
- The medication is in the original container labelled with the contents, dosage, child's full name and is within its expiry date; and
- The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to setting staff administering medicine in accordance with the setting policy and my child's Care Plan. I will inform the setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signed (parent/Carer)	
Date	
Based on the above information the Head Teacher acknowledges	



that it is, or may be, necessary for your child to be given medication during setting hours Signed (Head teacher)	
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Birmingham and Solihull

Appendix 2: Record of medicine administered to an individual child

Name of setting/setting	
Name of child	
Date medicine provided by parent	
Group/Rainbow/Greenhouse	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____ Date

Signature of parent/carer _____ Date

OFFICIAL

Record of medicine administered to an individual child

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Appendix 3: Contacting the emergency services Prompt Poster

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert setting/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

Appendix 4: Individual Health Care plan template

Individual Health Care plan

Name:
Date of birth:
Class:
Setting:



Emergency contact telephone numbers		
Name:	Home:	Mobile:
Name:	Home:	Mobile:
GP:		
Hospital contacts:		
Medical condition:		
Describe the condition and give details of individual symptoms:		
Treatment of symptoms:		
Care in an emergency:		
Special requests from parents:		

Parent/Carer Signature Print Name	
Setting Nurse Signature Print Name:	
Setting Staff Signature Print Name	

If this card is to be displayed anywhere other than in the class register, parental consent must be obtained.



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Appendix 8 Administration of medication in schools guidance (See below for link)

Appendix 9 Personal Care Matters guidance. (See below for link)

<https://www.localofferbirmingham.co.uk/health-and-wellbeing-3/medical-needs-in-settings-and-schools/>