



Summary of Specific Responsibilities regarding medical needs

PARENTS:

1. To be advised of those infectious diseases which should mean that their child is not sent to the setting
2. Not to send child to the setting when they are ill.
3. To request in writing when medication needs to be given in the setting.
4. To label all medication clearly with the child's name, the name of the medicine, dosage frequency, and storage requirements if appropriate.
5. To supply measuring spoon or medicine syringe as appropriate.
6. To collect, dispose of, or replace, all medicines, which are no longer required or expired medicines.
7. To inform manager of any changes in a medical condition which impacts upon the child in the setting.

MANAGER:

1. To ensure that the policy regarding health care is available to parents.
2. To consider parental requests for medicines to be administered.
3. To be responsible for the practice of meeting health care needs in the setting.
4. To ensure that staff who agree to administer or supervise medication receive appropriate training, updating as necessary, from qualified professionals.
5. To ensure that all staff, including peripatetic and supply staff are aware of children in the setting who have health care needs, bearing in mind confidentiality
6. To ensure a health care plan is drawn up where appropriate.
7. To ensure the safe storage of medicines.
8. To ensure that all policies relating to health care are kept under review.
9. To be responsible for drawing up arrangements for notifying parents when medicines have been administered.
10. To be responsible for drawing up procedures for disposing of dressings or equipment.

STAFF, SUPPLY STAFF AND STUDENTS:

1. To take account of the identified health needs of any child under his/her care.
2. To follow Health and Safety guidelines with regard to basic hygiene and contact with bodily fluids.
3. To act in good faith and fulfil the responsibility professionally.
4. To follow the procedures laid down in the health plan.
5. To undertake suitable and sufficient training as identified necessary by the nursery.
6. To ensure the accurate recording of administration or supervision of medication.
7. To inform the manager if, at any time, they wish to withdraw from a previous agreement to administer medicine.
8. To bear in mind the need for confidentiality.

This leaflet has been adapted from the guidance document for schools
from Bolton Metro "Supporting Inclusion with Medical Needs"

Early Start Team

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