



Bloomsbury and Goodway Nursery School

Medical Needs Policy

Legal Duty

Statutory Guidance

In developing this policy, the setting has considered the principles and recommendations outlined in 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](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](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](#)

Medical Needs Policy: Updated September 2026



Name of person responsible for policy: DESIGNATED HEALTH NEEDS COORDINATOR <i>This should be a named member of SLT or Head.</i>	Tamar Cohen/Rachel Uredi Deputy Head Teacher
Date of Issue:	4 th September 2026
Review Date:	4 th September 2027

At Bloomsbury and Goodway Nursery School our aim is to ensure that all children 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 children 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 children to achieve the best outcomes possible.

Key Principles

- Children 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, children

and parents/carers to ensure that the needs of children 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 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 children in our 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 children who need them. It identifies who is responsible for the development of Health Care plans in supporting children at setting with medical conditions.
- Arrangements to actively support children 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 children 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, and their parents or carers, to ensure that children with medical conditions receive effective support for their needs.
- Arrangements take account of the individual children needs and how their medical condition impacts on their setting life.
- Staff are appropriately insured to deliver support to children- Governing bodies of maintained schools and management committees of PRUs 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 children
- A suitably qualified staff member is on hand to assist children 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 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 children 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 | 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:

Rachel Uredi- Goodway Nursery School

Tamar Cohen – Bloomsbury Nursery School

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The First Aiders in the setting are:

All Educators at Bloomsbury and Goodway Nursery School are Pediatric First Aiders

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Our Health needs coordinator is responsible for:

- Provision for children 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 children 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/carers consent) to ensure that staff working with children understand their medical needs.
- Regularly involve and consult both children 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 children who have medical conditions.
- All staff should familiarise themselves with the health needs of children
- Every staff member needs to be familiar with the procedures described in the children Health Care plan.
- Staff should undertake and participate in training to achieve necessary competency/understanding to support children 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 children 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 CHILDREN with Medical Needs

School Nurses (mainstream schools)

The setting nurse is a key link between educational settings and medical services and works in partnership to support families of children with medical needs. The setting nurse is responsible for notifying the setting when a child has been identified as having a medical condition which will require support in setting. In turn, the setting should notify the setting nurse when a child has been identified as having a medical condition requiring support if they learn of this from another source, such as the parent/carers.

Mainstream settings are supported by Birmingham Setting Health Support Service (BSHSS) and specialist educational settings are supported by the Special School Nursing Service.

School nurses work in partnership with settings and families to:

- Write health care plans for children and provide support for their implementation.
- Liaise with clinicians around individual children's health needs.
- Provide medical needs training for setting staff: asthma, anaphylaxis, diabetes awareness, epilepsy, and administration of buccal midazolam.
- Provide support for families where difficulties with setting attendance are related to health.
- Contribute to Safeguarding and Early Help processes.
- Provide input to holistic assessments for children with Special Educational Needs and Disabilities

Other health professionals

Other healthcare professionals can offer guidance when specialised expertise is needed, and they are also available to help with Health Care plan training and development. The school nurse or Special School Nurse will be able to signpost the setting to the correct support required which may be from primary care or specialist nurses from secondary care.

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 ensure that the support outlined in each individual Healthcare plan is delivered effectively. Local authorities also work with settings to support children with medical conditions to access educational provision.

School procedure following notification of a medical need

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

- This will be followed up by Rachel Uredi/Tamar Cohen 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 school of the children who require a Health care plan.
- The school will liaise with parents/carers and setting to draw up individual Health care plans for children 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 children 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 children with food allergies and relevant care plans.
- Setting will ensure that when a child 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 child 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 nurse / health visitor for any children 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 child's 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 if evidence is provided by parents that children's needs have changed.

See **Appendix 5 for the** Health Care plan template

Children

Children 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 children 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

child'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 child who requires medication during setting time, parents and carers must:

- Provide complete written and signed instructions for any prescribed medication (**Appendix 1**).
- 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

First Aid

All members of staff at Bloomsbury and Goodway 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 educators 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 children 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 onto Tapestry 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 children and staff across the setting.
- A trained first aider accompanies all residential visits.

Intimate Care – Please see Personal Care Matters Guidance

- All children are entitled to safety, personal privacy, and being treated with respect and dignity. Staff involved in intimate care should be particularly sensitive to children's individual needs.
- Children 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 children'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.

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 in the main foyer, for children who need prescribed medication but cannot access it during emergencies.
- A defibrillator is on site, all staff have received training in its use in an emergency.
- If a child 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/carer arrives. Setting has procedures in place so that a copy of the child's medical /Health Care plan is sent to the emergency care setting with the child.
- 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 children with medical needs to participate fully and safely in before or after setting clubs, day trips, residential visits, 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 children engaging in external visits.

- A risk assessment visit will be carried out prior to any external visit, including consideration for children with medical needs or significant mental health conditions.
- Individual risk assessments for children with significant medical or mental health conditions will outline emergency procedures and be completed with and signed by parents.
- All parents/carers of children attending a setting trip will be asked for consent, together with up to-date information about medical requirements.
- Leaders should be aware of how children's medical condition may impact their participation. Where children 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 child'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 the child's medication is taken.

Record Keeping

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

- A setting accident chronology
- 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:

- Prevent children from easily accessing their inhalers and medication.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or parent/carer.
- Ignore medical evidence or opinion.
- Send children 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 child for their attendance record if their absences are related to their medical condition, e.g., hospital appointments.
- Prevent children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
- Prevent children 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 setting's complaint procedure.

Appendices

Appendix 1: - Parental agreement for setting to administer medicine

Appendix 2: Emergency Medication Administration

Appendix 3: Record of medicine administered to an individual child

Appendix 4: Contacting the emergency services prompt poster

Appendix 5: Individual Health Care plan template

Appendix 1- Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Appendix 2: Emergency medication administration

Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Reason for administration	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Date/Time of administration	

Administered by

Name	
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I understand that my child has received emergency medication in line with Bloomsbury and Goodway Nursery School’s medication policy

Name:

Signature(s):

Date:

Appendix 3 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 4: 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 0121 464 3078
2. your name
3. your location as follows Goodway Road
4. state what the postcode is – B44 8RL
5. provide the exact location of the patient within the setting 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 5: Individual Health Care plan template

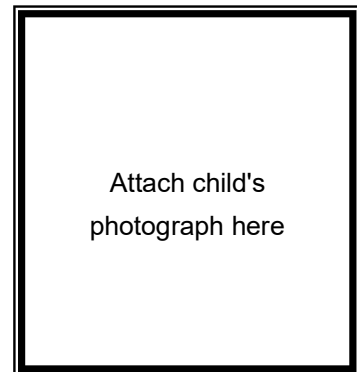
Individual Health Care plan

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.