

GUIDANCE FOR SUPPORTING CHILDREN WITH MEDICAL/PHYSICAL NEEDS INTO EARLY YEARS PROVISION

Before the child starts: Be flexible, adaptable, listen and learn

- Gather information about the child from the parent. Ask about the child's medical/physical condition and how it affects them.
- Ensure your registration paperwork has space for parents to detail any medical/physical needs/ medication
- Find out which other professionals are supporting the child and gather names and contact details
- Use the care navigator to find out information the parent may have lost/forgotten. Use this [link](#) to gain parents consent
- Carry out a home visit
- Arrange a meeting with parents and relevant professionals prior to the child starting
- During the meeting write an Individual Health Care Plan together. This must include details of all medication taken even those just given at home.
- Consider staff job descriptions and include meeting needs of children with medical/physical conditions
- Consider what training staff will require. Book any training needed as soon as possible, such as [The Diana Children's Community Service Training](#) as there is often a waiting list. It may be necessary to delay the child starting at your setting until the training has been completed. Be open with parents about this so they can plan alternative arrangements.
- Identify at least two people to be trained who will regularly administer treatment and who will be working with the child
- Check with your insurance provider about any medications or procedures they may need to know about. You will need to provide a letter from a health professional, proof of training and parent signature.
- If you will have oxygen on site you must also inform the fire service
- Complete any risk assessments needed
- Arrange for the child to meet their key worker prior to starting at the home visit when possible
- Be flexible about the planned transition for the child starting. They may need additional visit sessions; their parents may need to stay for longer than usual.
- Be flexible on session times – the child may need shorter sessions than usually offered.
- Plan where any equipment they need will be stored
- Remember, no matter what their medical need they are a child. Their medical need does not define them. Find out about them as an individual, what they like, dislike etc.

Once the child has started:

- Ensure the environment enables the child to access all aspects of learning.
- Continually monitor and adapt provision to ensure needs are being met
- Ensure there is a safe rest area available if the child needs this
- Encourage the child to have periods of independence throughout the day. Time to be a child and not have an adult with them all of the time.
- Support the child to build friendships with peers
- The Individual Health Care Plan must be reviewed at least termly or if something significant changes. It is a working document that should have updates on it, such a change to dosage of medication.

- Plans should be shared with all who need to be aware and be readily available where the child is.
- Ensure regular communication with parents. A home/setting communication book can support this.
- Refer the child to the Early Years SEND Inclusion team who can support their inclusion and advise when needed such as at times of transition.

Funding and support available to help you include the child:

[Inclusion funding](#)

[Disability Access Fund \(DAF\)](#)

[Graduated Approach Booklet](#)

[Ordinarily Available Provision](#)

For further information please refer to our [website](#) or call the Duty desk on 0116 3057136

Support for families:

- Ask the parents if they receive [Disability Living Allowance](#). If they don't share information on this.
- Share information about the local [Family Hub](#)
- Share information about the [Leicestershire Local Offer](#) with the parent.
- Share information about Leicestershire [Parent Carer Forum](#) (Leicestershire SEND Hub PCF).

Top tips for supporting children with medical/physical needs into Early years provision

1. Gather as much information as possible about the child. Use admission forms and All About me booklets	
2. Talk to parents about their child, their strengths and interests and how their medical/physical needs may impact on them	
3. Visit the child at home.	
4. Arrange a transition meeting with parents and setting, parents and any professionals involved before the child starts.	

5. Gain permission to speak to other professionals who support the child and ensure an Individual Health Care Plan, agreed with a health professional, is written.	
6. Ensure staff receive any training that may be needed in good time before the child starts	
7. Have in place any specialist equipment the child may need, plan ahead as this may take time to source	
8. Think about who would be a suitable key person. Support and create opportunities for them to build a relationship with the child and parents	
9 Consider the room layout to ensure mobility, the provision of a quiet area, toilet adaptations	
10. Agree an admission and settling in plan with parents	