

## **GUIDANCE FOR SUPPORTING CHILDREN WITH MEDICAL/PHYSICAL NEEDS** **INTO OUT OF SCHOOL PROVISION (OOS)**

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

- Gather information about the child from the parent. Ask about the child's medical condition and how it affects them.
- Ensure your induction paperwork has space to record the child's medical needs, and references that an Individual Health Care Plan will need to be completed.
- Ensure your 'Supporting Children's Medical Needs' policy reflects your practice
- Consider staff job descriptions and include meeting the needs of children with medical/physical conditions.
- Contact the school to request being included in any meetings in relation to care and support of the child's medical/physical needs. Use the information gained to write an 'Individual Health Care Plan' which should include the support the child will require at your setting and all the prescribed medication including those taken just at home.
- If unable to be part of a school meeting, find out if the child is registered with the [NHS Care Navigation Service](#) who can share information from other professionals involved with the child (with the parent/carer's permission). Alternatively request this information from the parent/carer.
- Write the Individual Health Care Plan in partnership with the parent/carer. Use the shared information, any medical care plans written by Health Care Professionals and medication information to assist with this to ensure accuracy. Check that all paperwork has a review date and is still valid.
- 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.
- Providers can claim for the cost of any essential training for two members of staff through the Out Of School Inclusion Funding Panel. The Panel will require a receipt and evidence that the training has been completed.
- 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 inform the fire service.
- Complete any risk assessments needed.
- Plan for how medication will be transported to the OOS and back home if it cannot be stored on site.
- Plan where any medication will be stored, ensuring that this is locked away from children and kept at the correct temperature. Your Medication Policy needs to reflect this arrangement.
- Plan where any equipment will be stored. If you don't own your own premises, then you may need to speak with the property owner to see if this can be arranged.
- Think about the accessibility of the environment e.g is there a quiet and comfortable area for children to rest, suitable toilets etc
- If possible, try to visit the child at school, early years setting or home before they attend your club to gain more insight into the support they require.

### Once the child has started to attend your setting

- Continue to ensure that all of your environment is accessible to the child where it is reasonably possible.
- Continually monitor and adapt your provision to ensure needs are being met.
- Ask a parent to come in to model care if you are at all unsure or don't feel confident. Parent/carers would prefer that you asked for support and it demonstrates that you are taking the time to understand their child's needs.
- Monitor the child's emotional needs to ensure that they are settling, making friends and appear relaxed and happy. Create opportunities for the child to express any worries.
- 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 staff members, and be readily available near the child so they can be referred to easily
- Ensure regular communication with parents so that concerns and changes are shared promptly and recorded. A 'Home – School – OOS' Communication book can support with this.

### Support available from Leicestershire County Council to help you include the child

- [Out of School Inclusion Funding](#)
- The 'Out of School Individual Health Care Plan' template OOSIHCP
- [The Leicestershire County Council Guide to Including Children with SEND in Out of School Settings](#)
- [Out of School Information, Support and Resources](#)
- **Inclusion Support:** To access the Play and Leisure Inclusion Officer who can support you with the inclusion of a child with medical and/or SEND needs call the Duty Desk on 0116 3057136