

ESSENTIAL TASKS-**Including children with Medical and Health care needs in Early Years Settings**

Checklist for safe and successful inclusion – NB child should not attend until training record and health care plan have been signed off by relevant health care professional.

Child's name:

Completed by:

Date:

Review date:

TASK	Action needed, date and person responsible	Task completed/date
1. Arrange Team Around the Child planning meeting , inviting all involved with the child, including parents and health care professionals.		
2. Refer to ' Managing Medicines in Schools and Early Years Settings ' March 2005. https://www.education.gov.uk/publications/standard/publicationdetail/page1/DFES-1448-2005		
3. Setting Insurance Company informed and policy checked to ensure it covers the specific medical intervention.		
4. Staff training with child's specialist health practitioner in administering the intervention/medication.		
5. Training record completed and signed by the trainer, naming all who have been trained		
6. Health Care Plan for child completed and signed by specialist health practitioner, parent and setting		
7. Risk Assessment completed with input from specialist health practitioner		

8. Keep log of medical interventions, with date, time and type of intervention, signed by 2 practitioners who intervened.		
9. Complete 'contacting emergency services form 1. (Found in 'Managing Medicines' document.)		
10. Transition Timeline completed including lead handover from Health Visitor to School Nurse		
11. If child has complex medical needs that would need planned transition to school or another Early Years provider please contact Area SENCO to raise awareness.		
12. If you have concerns re: child's learning and development needs please contact Area SENCO		
13. If you need further advice re: child's Health and Safety contact the Health and Safety Team Tel: 01225 395115 for advice		
Any other actions?		