



## Child Care Plan Policy

### Policy statement

Little Elms has a legal obligation to ensure the safety and wellbeing of the children in our care. This includes a responsibility to ensure before offering a place to a child, we have undertaken appropriate assessments to ensure we can safely meet their individual needs.

This policy and process for children who are either:

- Registering for a place at Little Elms and have identified medical (including severe allergies) and/or SEN needs.
- Already in attendance at the nursery and develop a medical (including severe allergies) and/or SEN needs.

### Procedure

#### *New Child Registration*

When a parent expresses interest in a place at Little Elms they will need to complete a Registration Form. All places are subject to satisfactory completion of this procedure (where necessary to ensure a child's safety), nursery bookings and staffing levels.

Does the registration form indicate any additional/medical needs? ***If Yes:***

1. Set up additional meeting with the parent ASAP (and before settling in sessions commence where possible)
2. Fill out Child Care Plan alongside the parent (Ask parent to bring all supporting documentation around child's current medical/SEND needs to this meeting).
3. Refer to Additional Need levels (below) and allocate level of support required for child.
4. The management team will then need to undertake specific actions/risk assessment to ensure that they can make an informed decision in partnership with other professionals and parents about how and if the nursery can meet the needs of the child safely.

#### **Medical (including severe allergies) / SEND Needs - Levels of Need/Intervention**

The below is not meant to be an exhaustive list of actions which will be required, as each individual and circumstances will be completely different. This should be used as a guide and Nursery Management Teams must use their own judgement when determining appropriate action to safely meet the needs of children.

<p><b>Level 1</b></p> <p>Child with a learning / development need (for example, delay in speech and language)</p> <p style="text-align: center;">Or</p> <p>Low level medical need (for example, anaemia)</p>	<p><b>Actions for nursery management team</b></p> <p>Introduce appropriate immediate support for the child. Determine what information will be required from parents to ensure nursery can support the child straight away. Child can begin attendance. Monitor child's development/medical need and take next steps if necessary. Consider referral to external agency if required (for example, SALT)</p>
<p><b>Level 2</b></p> <p>Child with multiple development needs (for example, delays in several areas of learning)</p> <p style="text-align: center;">Or</p>	<p><b>Actions for nursery management team</b></p> <p>Manager to contact all other involved agencies/professionals to request copy of most recent report/next steps etc Completion of Child Care Plan risk assessment (if required for medical need)</p>

<p>Child whose has a more serious medical need (For example, child has a history of febrile convulsion)</p>	<p>Manager to assess if any reasonable adjustments are required and put into place.            Implement any actions detailed within the Child Care Plan Risk Assessment (if any)            Prior to offering place, consider need for securing appropriate funding prior to child starting (if required)            If needs can be met, child can start and ensure termly reviews are undertaken to ensure we are continuously meeting the child's needs.</p>
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<p style="text-align: center;"><b>Level 3</b></p> <p style="text-align: center;">Child with significant learning and development need</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">Child with a serious medical condition (for example, epi pen allergy)</p>	<p><b>Actions for nursery management team</b></p> <p>Manager to arrange Team Around the Child meeting inviting all professionals involved with the child's care. The purpose of this meeting is to understand the child's needs, the possible risks for the child and to determine how all professionals propose the child's needs can be met within the nursery environment.</p> <p>Undertake completion of Care Plan Risk Assessment.</p> <p>Send all documentation to Head of Operations for review.</p> <p>Head of Operations will consider if insurers and/or directors need to be informed to seek confirmation of placement prior to offer.  <b><i>*note: where there is a serious medical condition, we MUST inform our insurers before child starts settling at nursery as they need to confirm with us if we are allowed to accept the child*</i></b></p> <p>If agreed, ensure all control measures detailed within the risk assessment are implemented prior to offering of place.</p> <p>Once all in place, child can start.</p> <p>If no place is offered, inform the parent of decision and give the reasons.</p>
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### **Existing Child – New Medical / SEND**

Where a child who already attends nursery subsequently is diagnosed with a new medical and/or SEND it is important to ensure the safety and welfare of the child at nursery whilst the appropriate assessments and control measures can be put in place.

For a child who develops a serious medical condition and/or SEND (Level 3), it may be necessary for the child to pause attending until the process detailed above within the policy has been completed. This decision will be made in partnership with the child's family, the Head of Operations, Company Directors and Little Elms Insurers.

### **Dietary Needs and Admissions**

#### **Allergies**

In the event of a child wishing to register at the nursery who has a dietary allergy, the nursery manager needs to determine the most appropriate course of action on a case-by-case basis. A Dietary Needs Form will need to be completed in the first instance as per Little Elms Food Provision and Dietary Needs Policy and the decision for any

further action will be agreed by the manager based on the information provided. This decision will need to be formed based on the severity of symptoms and actions required in the event of the need arising.

*Allergy Process Example:*

Child Care Plan + Risk Assessment Required		Child Care Plan + Risk Assessment Not Required	
<b>Allergy</b>	Dairy	<b>Allergy</b>	Dairy
<b>Symptoms</b>	Hives, Rash, Swelling	<b>Symptoms</b>	Diarrhoea, Upset Stomach
<b>Action Required</b>	Administer Epi-Pen and Inform Parents	<b>Action Required</b>	Inform Parents
<b>Action in emergency situation</b>	Administer Epi-Pen, call 999 and inform parents.	<b>Action in emergency situation</b>	No emergency situation should occur.

**Intolerances and Preferences**

All dietary intolerances and preferences will be supported by each nursery team as part of Food Provision and Dietary Needs Policy and these do not require a Child Care Plan or risk assessment.

**Reviews**

Following completion of a Child Care Plan, regular reviews must be undertaken with the parent and must never exceed 6 months. In the event of a review being conducted whereby there are no changes to be made, the parent must sign the Child Care Plan Review Declaration alongside the nursery manager.

The nursery manager must carefully consider appropriate length of time for review on an individual basis with consideration given to each based on the level of need. For example, it is advisable that any child who has Level 3 identified as area of need, the first review for this must not exceed 1 month.

*Associated Documents:*

- *Food Provision and Dietary Needs Policy*
- *Dietary Needs Form*
- *Child Care Plan*
- *Child Care Plan Risk Assessment Guidance*
- *Child Care Plan Parent Review Declaration*