



# John Wilkinson Primary School and Nursery Out of School Hours Provision

## Long Term Medical Needs Policy

Reviewed Spring Term 2026

### STATEMENT OF INTENT

John Wilkinson school, Nursery and after school provision will endeavour to support any child or staff member with long term medical needs by obtaining sufficient information about their condition through liaison with families, parents, carers and relevant health care professionals. We will carry out regular assessments on an individual basis to ensure that the medical needs of the child / staff member are being met, thus facilitating their entitlement to high quality care and education.

### AIM

At Nursery and After School Club we aim to offer after school care to children between the ages of 2 and 11 years old (Key Stage 2, Year 6). We aim to offer play and educational opportunities that are both fun and challenging. We will promote the dignity, privacy, choice, safety, potential and diversity of all users and staff of the club. We will offer healthy snacks and drinks to all children attending after 4:30pm.

### METHODS

- We will obtain and document information on the child's needs from parents and carers prior to admission, or when a child first develops any medical condition. This may be on the home visit or an additional meeting
- We will obtain and document information on the staff member's needs as and when appropriate
- We will obtain a written agreement between John Wilkinson school, Nursery and after school provision and parents of the child / staff member, ensuring both parties agree to keep each other up to date with changes to the child's condition and medical treatment, including any changes to medicines
- The Head Teacher will check with the existing insurance company where necessary, that our policy provides full cover in respect of additional actions that may be taken by staff, e.g. administration of EpiPen
- If necessary, Staff at John Wilkinson School, Nursery and after school provision and after school club will devise a healthcare plan to identify the level of support and resources required for the individual child. The plan will identify daily requirements and actions to be taken in an emergency
- Healthcare plans will be reviewed regularly (at least annually) with the child, parents, carers and healthcare professionals to ensure consistency of care
- Information on any prescribed medicines staff take or administer to a child will be acquired and documented. Staff will endeavor to keep up to date with changes to medicines (see Medicines Policy)
- Permission will be sought from parents to share any information with relevant members of staff and volunteers
- Individual health care plans will be filed in the Health Care file and stored in the locked filing cabinet.
- Any relevant information or observations on a child's condition will be recorded, and may be shared between staff during the session as appropriate
- Staff will take part in specific training for individuals who require special requirements.