



Fledgelings Day Nursery

Critical Care Plan Policy

Policy Name:	Critical Care Plan
Adopted By:	Louise Farrow-Brookes
Next Review Date:	11/12/2026



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1. Policy Overview

Any Specialist support or services that are required to meet the child's individual needs must be discussed with the Nursery Manager prior to settling in/admission.

Detailed information on the condition, symptom trigger (if appropriate), treatment required, frequency and amount of medication must be documented by the child's parents/carers.

This Policy details the procedure for completing and reviewing a Critical Care Plan.

All "Manager" responsibilities and actions referred to throughout the policy, would usually be undertaken by the most senior person in charge, in the absence of the Nursery Manager.

2. Roles and Responsibilities

- 2.1** During the admissions process and manager/parent meeting if a medical condition (including allergies) is identified as requiring specialist treatment and/or prescribed medication, a Critical Care Plan (appendix 1) and individual risk assessment if required, must be completed prior to the child's settling in sessions being booked.
- 2.2** The Nursery Manager must ensure that staff have the technical and medical knowledge and training to administer any medication prior to the child's start date. If this has to be arranged we may have to set a delay or push back the child's start date.
- 2.3** The Manager is accountable for sharing a critical care plan with all relevant staff. The Manager must ensure that the staff are competent to effectively deliver any Critical Care Plan requirements.
- 2.4** The Area Manager must be consulted to approve the Critical Care Plan and risk assessment. When next attending the site at their earliest convenience must sign this document.
- 2.5** Parents/carers must ensure that the Nursery is fully informed of all changes to their child's medical conditions/medication so that the critical care plan and risk assessment is reviewed to meet the child's current individual needs. All Critical Care Plans and risk assessments must be reviewed at least every 4 months, regardless of changes.
- 2.6** If an existing child(ren) in our care is/are diagnosed with any medical condition or special dietary requirement where prescribed medication is required, the Nursery Manager must ensure that staff have the technical and medical knowledge and training to administer medication. On rare occasions this may lead to the child being excluded for their own safety while this training is accessed.
- 2.7** A critical care plan must be completed for all staff members who are diagnosed with any medical condition or special dietary requirement where prescribed medication is required.

3. Procedures

- 3.1** Critical care plan box must be checked daily to ensure medication is present, correct and in date and recorded on the Daily Room Opening Check List. (See site specific room open checklist.) Parent/carers must be informed without delay if medication is running low or due to expire.
- 3.2** Staff must record any administration of medicine in line with the Medication and Illness Policy and Procedure.
- 3.3** Where a Critical Care Plan requires medication, the Manager must ensure it is stored as follows:
- In the child's room designated high-level cupboard or evacuation bag (which must never be in reach of the children).
 - Stored in an individual clear sealed storage box with a lid, or an individual medipac.
 - This box must have a coloured recent photograph of the child with their full name.
 - It must contain the prescribed medication, risk assessment and/or the Critical Care Plan.
- 3.4** All previous Critical Care Plans must be stored in the child's online file and within the child's room individual needs folder. This shows transparency of changes.
- 3.5** If a child has more than one medical or special dietary requirement, a separate Critical Care Plan and risk assessment must be completed. Medication for each Critical Care Plan must not be stored together.
- The Manager must ensure that the company management I.T system is updated to reflect the child's individual needs.
- 3.6** The Manager must ensure that the Critical Care Plan Index (appendix 2) is kept up to date and any changes are recorded on the Critical Care Plan Review Sheet (appendix 3) and stored in the OFFICE individual needs folder.
- A copy of the child's current Critical Care Plan and Risk Assessment must be stored in the following locations:
- Manager's office in Individual Needs folder.
 - Child's Medication Box.
 - The original must be stored in the child's file within the OneDrive of the nursery.
- Critical Care Plan boxes must accompany the child if they transition to other areas of the nursery and on trips and outings. In the event of an evacuation, they must be transferred in the room's yellow rucksack.

4. Supporting Additional Information

If a child has a special dietary requirement, staff must refer to the safer and effective mealtime policy.

When a Critical Care Plan identified medication is required, staff must refer to the Medicine and illness Policy and Procedure..

5. Appendices

Appendix	Description
1	Critical Care Plan
2	Critical Care Plan Index
3	Critical Care Plan Review Sheet

Review History

Date Approved	Reviewed By
27/11/2023	Louise Farrow-Brookes
11/12/2025	Louise Farrow-Brookes