



WRAPAROUND CARE

Pre-Admission Additional Needs Policy

2026-2027

1. Policy Statement

Herringthorpe Infant School is committed to ensuring the safety, wellbeing and full inclusion of all children attending our wraparound provision.

We recognise our duty to make reasonable adjustments while ensuring that appropriate medical support, training and staffing arrangements are in place before a child with medical needs begins attending wraparound care.

No child requiring medical support will be admitted to wraparound provision until all safety checks outlined in the Pre-Admission Medical Safety Check Proforma have been completed.

2. Purpose

This policy ensures that:

- Medical needs are identified prior to admission.
- Appropriate documentation is obtained and reviewed.
- Sufficient trained staff are available during wraparound hours.
- Medication is safely stored and accessible.
- Risk assessments and emergency procedures are in place.
- Parents/carers are appropriately informed.
- Decisions are clearly recorded and signed off.

This policy applies to:

- All children attending wraparound provision.
- All staff working within wraparound care.
- Senior Leadership Team (SLT) responsible for oversight.
- Administrative staff involved in admissions.

3. Legal & Safeguarding Framework

This policy operates in line with:

- Statutory safeguarding duties
- Health and Safety at Work legislation
- Equality legislation regarding reasonable adjustments
- Department for Education guidance on supporting pupils with medical conditions

4. Roles & Responsibilities

Senior Leadership Team

- Ensure systems are in place for medical, additional needs admission checks.
- Monitor staff training compliance.
- Approve final admission where medical needs are identified.
- Ensure contingency staffing arrangements are in place.

Primary Wraparound Care Assistant

- Complete the Pre-Admission Medical Safety Check Proforma ([Appendix 1](#)).
- Verify training coverage before confirming start dates.
- Ensure medication is received and correctly stored.
- Communicate clearly with parents/carers regarding arrangements.

All Staff

- Attend required medical training.
- Follow individual healthcare plans and risk assessments.
- Respond appropriately in medical emergencies.
- Report any concerns immediately.

5. Pre-Admission Process

Before a child with a medical need begins wraparound provision:

1. Medical information must be declared by parents/carers at application stage.
2. A healthcare plan must be provided where required.
3. The Pre-Admission Medical Safety Check Proforma must be fully completed.
4. Medication must be received and checked (where applicable).
5. A minimum of one appropriately trained staff must be available during wraparound sessions.
6. A risk assessment must be completed.
7. Final approval must be signed by SLT/Manager before a start date can be confirmed with parents/carers.

Admission will not proceed until all requirements are met.

6. Staff Training Requirements

- A minimum of one staff member trained in the relevant medical procedure (e.g., EpiPen administration) must be present during wraparound sessions.
- Training must be in date.
- Training expiry dates will be centrally monitored.
- Refresher training will be arranged in advance of expiry.
- Contingency staff will be identified where possible.

7. Communication with Parents/Carers

Where medical needs affect wraparound provision:

- Parents will be informed promptly.
- Significant changes affecting attendance will be communicated by telephone in addition to written confirmation.
- Any delays to start dates will be explained clearly and documented.

8. Contingency Arrangements

If trained staff are unavailable:

- Immediate review of staffing deployment will occur.
- Alternative trained staff will be sought where possible.
- If safe cover cannot be guaranteed, attendance may be temporarily suspended in the interest of the child's safety.
- Parents will be contacted directly by phone.

9. Record Keeping

The following will be securely retained:

- Medical information forms
- Healthcare plans
- Completed Pre-Admission Medical Safety Check Proforma
- Risk assessments
- Staff training records
- Communication records with parents/carers

10. Monitoring & Review

This policy will be reviewed annually or sooner if:

- A medical incident occurs.

- A complaint identifies procedural weaknesses.
- Legislation or statutory guidance changes.

Lessons learned from complaints or incidents will be formally recorded and used to strengthen procedures.

11. Equality & Inclusion Statement

We are committed to inclusion and will make reasonable adjustments to support children with medical conditions. However, the safety of the child remains paramount, and attendance at wraparound provision is conditional upon appropriate medical safeguards being in place.

Appendix 1



WRAPAROUND CARE

PRE-ADMISSION HEALTH/SEND CHECK LIST

Child's Full Name: _____
Date of Birth: _____
Parent/Carer Name(s): _____
Contact Number(s): _____
Requested Start Date: _____
Completed By (Name/Role): _____
Date of Check: _____

Parent/carers to be informed immediately that a start date cannot be confirmed until staff have completed the pre-admission medical safety check and it has been signed off by the Headteacher.

Does the child have any of the following that staff need to be aware of?

SEND Information

☐

Safeguarding Information

☐

Medical/Allergies Information

☐

Approved for Start Date: ☐ Yes ☐ No

Official start date: _____

If no, reason and action required:

Manager/SLT Name: _____

Signature: _____

Date: _____

Information given by: _____

1. SEND Information

Information including child's SEND Needs, documents to read eg EHCP, risk assessments, behaviour plans etc. Any adaptations needed to provision?

2. Safeguarding Information

Any involvement from social care/early help? Any restrictions on pickups? Any safety plans that need to be shared? Any risk to staff?

3. Medical/Allergies Information

- ☐ Medication required on site
- ☐ No medication required

If medication required, specify type:

- ☐ EpiPen
- ☐ Inhaler
- ☐ Insulin
- ☐ Other: _____

2. MEDICATION & EQUIPMENT

- ☐ Medication received in original packaging
- ☐ In-date and clearly labelled
- ☐ Dosage instructions confirmed
- ☐ Storage requirements confirmed
- ☐ Spare medication provided (if applicable)
- ☐ Location of medication agreed and recorded

Medication storage location: [Wraparound's lockable medication box](#)

3. STAFF TRAINING & COVER

Condition requiring training: _____

- ☐ Staff training required
- ☐ Staff training not required

If training required:

Staff Name Training Completed Date Expiry Date

☐ Yes ☐ No

☐ Yes ☐ No

- ☐ Training is in date
- ☐ Contingency staff identified

Contingency staff: _____

If training is pending, confirmed training date: _____

4. RISK ASSESSMENT CHECKLIST

Have wraparound staff located and read:

- ☐ Individual risk assessment
- ☐ Triggers identified
- ☐ Signs/symptoms staff must monitor listed

- ☐ Emergency response procedure clearly outlined
- ☐ Parent/carers emergency contact process confirmed

Summary of key risks:

5. PARENT COMMUNICATION

- ☐ Named trained staff shared with parent/carers
- ☐ Emergency procedures explained
- ☐ Parent/carers informed of medication storage arrangements
- ☐ Start date confirmed
- ☐ Medication administration form in with the medication.

Any additional parent comments:
