SCMA Care Plan Organiser

SCMA’s Care Plan Organiser helps you record all the information you need on your minded children as set out by the Public Services Reform (Scotland) Act 2010. This Act is the legislation the Care Inspectorate use when inspecting your service. While the forms provided in the Care Plan Organiser are thorough and cover everything required by the Act, you may consider keeping additional information about a child where necessary (i.e., when additional support needs are identified).

Your Care Plan Organiser contains six individual Care Plan Packs which include:

- Record of Information (this information must be recorded for each child, as required by the Public Services Reform (Scotland) Act 2010)
- All About Me
- Accident/Incident Report
- Permission for Extended Outings
- Medication Permissions and Record of Medication Given
- Child Protection Documentation (Standard Recording System, Baby and Child Body Plans and Pro-forma Example for Recording Concerns)
- Personal Development Plan
- Ages and Stages of Development Checklist

The Care Plan Organiser also provides you with the following additional records you are required to keep for your service:

- Risk Assessment
- Risk Assessment for Outdoor Activities
- Fire Escape Plan
- Fire Safety Record

Do you have the following records to hand, should the Care Inspectorate ask to see them (tick all that apply)?

- Care Inspectorate Registration Certificate
- Public Liability Insurance Certificate
- Protecting Vulnerable Groups Scheme Registration Certificate
- Disclosure Scotland Certificate(s) (for everyone over 16 years old resident on your premises)
- Proof of registration as a food business (if necessary)
- Proof of registration with the Information Commissioner’s Office (if necessary)
- Motor insurance certificate (if you use your car when childminding)
- Boiler care/service plan
Record of Information

It is very important to keep accurate records for the children you look after. Use one Record of Information form per child and please remember to keep this information confidential.

This form should be completed with the parents/guardians prior to or on the day the contract is signed. It should also be signed and dated by both the childminder and the parents/guardians and reviewed on a six monthly basis.

It is important to make the parents/guardians aware that they MUST inform you as soon as possible if any details change.

Who to Contact in an Emergency?
Emergency contacts should be aware of where the childminder lives as they may need to collect the child.

Who will Collect the child?
Anyone collecting the child must be over 16 and must provide photographic ID or have been introduced to you by the parent/guardian. Ensure parents/guardians are aware that for safety reasons they must let you know about any change to the routine, especially if someone new is collecting the child.

Does your Child have any Health Problems or Allergies?
It is very important to know about any allergy a child may have as this may affect the food they eat and the materials they can be in contact with. Remember that allergies can change or develop over time.

Immunisations/Vaccinations
It is important to know if a child has been immunised and vaccinated as this will help you to determine the risk of infection to that child or when to exclude a sick child to protect your other minded children.

Any Special Diet or Requirements?
Some parents may wish their child to have a specific diet or to avoid certain foods for medical, religious or cultural reasons. This should be discussed with the parents and recorded here.

Anything else the childminder should know about the child
You should be having a full discussion with parents about the child so you know their likes, dislikes, any particular fears, special words or close relationships the child has with family or friends. Use this form to record anything that may be useful for you to know when dealing with the child.
**All About Me**

The All About Me form can be a useful way to record your minded child’s thoughts and feelings. Do they enjoy coming to your service? Is there anything they’ve achieved they’re particularly proud of? Is something worrying them? Sometimes children aren’t forth-coming with this information so asking them to help you fill in this form may help them express themselves.

Use this form in conjunction with the child’s Personal Development Plan.

**Accident/Incident Report**

A record must be kept of any accident or incident which has had an effect on the health or welfare of the children being cared for. You may find the following definition useful in identifying the difference between an accident and an incident:

**Accident:** an accident is something which happens purely by chance, there was no intention involved – unexpected and undesirable - usually resulting in harm.

**Incident:** an incident, usually a minor event, an occurrence, that interrupts normal procedures or routines, e.g. biting, fighting.

If you think an insurance claim may be made against you please contact SCMA on 01786 445377 for an insurance claim form.

Please remember to separate your Accident/Incident Report duplicate forms using the card provided.

**Permission for Extended Outings**

You must get permission to take children on outings that are outwith the normal childminding routine e.g., instead of going to the local playground you want to take the children to an adventure playground in the next town.

Use this form to gain permission and to inform the parents/guardians of the trip.

You should always ensure that transport is appropriate for the journey taken and if you are travelling by car it is your responsibility to ensure you are using the correct restraints appropriate for the height and weight of the children.

If, for any reason, the outing is cancelled or you are unable to adhere to the times indicated on the form, you must inform the parents as soon as possible. It is inappropriate to charge for extra time if you are late back from a trip.

Please ensure the parent/guardian signs the permission slip.
Child Protection
(Standard Recording System, Baby and Child Body Plans and Pro-forma Example for Recording Concerns)

Why is it important to know about child abuse?
- After their homes, a child spends more time with their childminder than anyone else
- Childminders have close daily contact and knowledge of the child
- Childminders see the child in a relaxed informal setting
- Children who are being abused may display unusual behaviour and the childminder may be the first to notice
- Childminders know the child, they are trusted and the child may tell the childminder
- Statistics indicate that abuse occurs across all classes and locations therefore you may encounter it.

Fortunately, serious child protection concerns are rare. However, childminders need to be vigilant and must know how to identify and deal promptly with concerns.

The Scottish Government produced Getting it Right for Every Child (GIRFEC), highlighting that everyone has a responsibility to keep children safe (see below).

Childminders can do this by:
- Helping children to be confident and to learn how to keep themselves safe
- Having a thorough knowledge and understanding of the signs of possible abuse and neglect
- Having clear procedures in place, which conforms with local authority guidelines, so they know what to do if they have concerns about a child
- Explain their procedures clearly to parents
- Keep contact details readily available so they can obtain advice or report concerns without delay.

Personal Development Plan and Ages and Stages of Development Checklist

As a childminder you continually assist in a child’s development. GIRFEC tells us that all adults in a child’s life should ensure that child is: Safe, Healthy, Active, Nurtured, Achieving, Responsible, Respected and Included. These are known as the Wellbeing Indicators.

Use the Personal Development Plan form to assess the individual needs of your minded child and identify any areas for development. For example; do they need help with their fine motor skills such as holding a pencil or doing the buttons on their coat? Do they need to build up their confidence in social situations? When this need has been identified you can put a plan in place to help the child make improvements in this area. Regularly note how the child is making progress and refer back to the Wellbeing Indicators where you can. You will find full information on GIRFEC and the Wellbeing Indicators in the Learning Library on childminding.org. The Plan should be reviewed fully after a six month period. If you feel further progress should be made after the initial review date simply add this to your next six-month plan.

The Ages and Stages of Development Checklist is an easy way for you to check the child is reaching the milestones you would expect them to. Use this Checklist when completing the Personal Development Plan as it may help you identify some areas of need.

Remember that each child is an individual and may develop some skills and abilities earlier or later than stated. This checklist is for general guidance only.

If you have concerns about a child’s development always discuss this with the parent first. Impartial, confidential guidance can also be sought from the SCMA Helpline on 01786 449063 (Monday to Friday, 10 am - 4 pm).
Medication Permissions and Record of Medication Given

Medication should only be administered with prior written consent from the appropriate person (*see below). Please ensure the person signing the form has the appropriate authority to do so and if they live separately from the child an address is obtained. Part of your initial discussion with parents/guardians should have identified any allergies or special requirements in relation to the child’s physical care (on the Record of Information form).

Childminders should have a system in place to ensure they discuss with parents/guardians when any medication is given to children in their care. It is best practice to have parents/guardians sign a consent form for both prescribed and non-prescribed over the counter medication. It is advisable for parents to administer the first dose of prescribed medication to ensure the child has no adverse reaction.

All medication should be clearly labelled with the child’s name and stored appropriately.

Parents/guardians should be requested to provide topical creams such as sun cream or nappy cream for their own child. A common sense approach should be taken in relation to how and when a preparation such as sun cream should be applied, and an agreement could be made for an emergency supply to be on hand at the childminders. To ensure that medication is administered appropriately and the child is not over medicated, it is best practice to request parents/guardians sign record sheets to acknowledge time and dosage of medication given during the day. Always make sure you know if the child has had the first dose before being left in the morning and record on the medication form. Ask the parent to sign this and be sure to share this with the parent/guardian at the end of the day to reduce the risk of possible overdose.

Guidance from the Care Inspectorate titled ‘Management of medication in daycare of children and childminding services’ (available from careinspectorate.com) advises that the following should be recorded when administering medication to children:

- name of the medicine as stated on the dispensing/product label
- strength of the medicine as appropriate, for example 500mg or 5mg/10ml
- form of the medicine, for example capsule, tablet, liquid
- quantity of medicine, for example quantity received, quantity given
- dosage instructions, for example one tablet to be taken three times a day
- date of record, for example date medicine received or given
- time of administration
- signature and name of the person making the record
- reasons why a regular medicine is not given as prescribed, for example child refused the medicine, medicine was not available.

How to use the medication forms:

- Use one medication form per child. The front of the form should be completed and signed by the appropriate person. A table is provided to list details of any medication the child requires.
- The back of the medication form should be completed by the childminder when medication has been administered. This enables the childminder to keep a full history of what medication was administered and when.
- Use the Record of Medication Given tear-off slips when medication has been administered. The slips are on duplicate paper so both the childminder and the parent have a copy of this information. This slip acts as evidence that you have informed the parent/guardian of all medication administered to the child throughout the day.
- Please note, these forms are suitable for short-term medications only. Should the child require long-term medication you will require further information such as triggers, symptoms, how often the medication can safely be repeated, what to do if the medication is not effective etc.
Who are the appropriate people to sign the permission form?

- The biological mother (unless removed by court order)
- The biological father (provided he was married to the child’s mother at the time of conception, or birth, or the father has acquired parental responsibility via a court order or parental responsibility agreement, or the parents have subsequently married (unless removed by court order).
- The child’s legally appointed guardian.
- A person to whom the court has awarded a residence order in relation to the child
- A local authority designated in a care order for the child (but not where the child is being “accommodated” or in “voluntary care”).
- Any person or organisation holding an emergency protection order for the child.

Please remember to separate your Record of Medication Given duplicate forms using the card provided.
Risk Assessment and Risk Assessment for Outdoor Activities

To ensure that your childminding service provides a safe environment you should consider the following when undertaking risk assessment:

- Think carefully about the safety of all areas of your home and how to keep children safe on outings without limiting children’s access to exciting learning opportunities.
- Consider all activities and make any necessary adjustments to ensure all children can participate safely at all times.
- Check all areas used by children daily.
- Make sure any required safety equipment is in place.
- Make sure the places they visit, such as parks, toddler groups or friend’s homes, are safe.

Risk assessment is about hazards and risks. A hazard is anything that could cause harm e.g., bleach or electricity. A risk is the chance, be it high, medium or low, that someone will be harmed by the hazard.

The following definitions will help you carry out your risk assessment:

- A high risk is one that is very likely to happen unless action is taken.
- A medium risk is one that could possible happen unless action is taken.
- A low risk is one that is remotely possible and less likely to happen.

There are five basic steps to carrying out risk assessment. These are:

- Identify the hazards.
- Assess the risks (these are usually categorised as high, medium or low).
- Take action (either remove or minimise the risk).
- Record the assessment (to show how you reached your decision).
- Review the assessment (if there are any changes to be considered and as part of a regular process).

Carry out a thorough review of your risk assessment annually as well as every time a new child attends or something changes.

Further information on Risk Assessment is available in the Strong Foundations Pack.
Fire Escape Plan and Fire Safety Record

It is important that you have read and understood ‘Fire Precautions in Domestic Premises’. This can be found on the My Membership Dashboard at childminding.org.

You should use the Fire Escape Plan to draw out your home and your escape route, remember to include windows, doors and furniture.

You should carry out regular fire safety checks and these should be recorded. You should practice your fire drill at least four times per year or within two weeks of a new child starting with you. These checks should include smoke/fire detectors, changing a smoke detector’s battery and fire drills. When recording fire drills always note details of everyone who took part.

Use the Fire Escape Plan to:

- Draw a layout of your house and your escape route.
- Decide on a meeting point for everyone once outside.
- Make sure everyone knows the plan.
- Practise regularly, crawling with eyes closed.