



Batford Day Care

BATFORD DAY CARE LIMITED

SUPPORTING CHILDREN WITH MEDICAL NEEDS POLICY (including Administration of Medication; Intimate Care; Pre-existing injuries and First Aid)

Version	2.0
Based on Model Policy	Not Applicable
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Target audience:	All stakeholders

Version	Date	Notes
V2.0	September 2024	New Format

Batford Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole Batford Day Care community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any staff member, child or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Day Care, Holcroft Road, Harpenden AL5 5BQ

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SUPPORTING CHILDREN WITH MEDICAL NEEDS

1. Introduction

Batford Day Care is committed to ensuring that, where possible, children with medical conditions can access day care provision and will make reasonable adjustments for disabled children including those with medical needs.

2. Policy

Batford Day Care will provide support to any children with medical conditions so that they can have full access to all aspects of the day care provision.

The Batford Day Care management team will consult health and social care professionals and parents/carers to ensure that the needs of children with medical conditions are properly understood and effectively supported.

3. Responsibilities

3.1. Batford Day Care Board of Directors

The Directors of Batford Day Care are responsible for ensuring that:

- Children with medical conditions are supported to enable the fullest participation possible in all aspects of life.
- Any members of staff who provide support to children with medical conditions are able to access information and other learning support materials as needed.

3.2. The Batford Day Care Management Team

The Batford Day Care Management Team is responsible for:

- The development of this policy and its effective implementation. This includes ensuring that all staff are aware of the policy for supporting children with medical conditions and understand their role in its implementation.
- Ensuring that all staff who need to know are aware of the child's condition.
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- The development of individual healthcare plans.
- Ensuring that medication is correctly and safely stored.

3.3. Staff

There is no legal duty that requires any staff member to administer medicines.

Nevertheless, this setting will ensure that there are sufficient members of staff who are appropriately trained to manage medicines as part of their duties and any member of staff who agrees to accept responsibility for administering medicines to a child must receive appropriate training and guidance.

All members of staff should know what to do and respond accordingly when they become aware that a child with a medical condition needs help.

3.4. Parents/carers

Parents/carers are responsible for providing Batford Day Care with sufficient and up-to-date information about their child's medical needs.

Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are always contactable.

4. Identification of Children with Medical Conditions

Parents/carers have the prime responsibility for their child's health and must Batford Day Care with information about their child's health and wellbeing.

Batford Day Care asks parents/carers if their child has any physical or mental health condition on the medical questionnaire as part of the registration process. Batford Day Care asks for explicit consent to share this information with relevant staff and healthcare professionals.

Batford Day Care ensures that every child with a medical condition has an individual healthcare plan (Appendix 1) in place before they start at the setting.

Parents/carers must inform the day care of any new diagnosis, or changes to their child's medical condition, as soon as possible. The day care will then act promptly on this information.

5. Record Keeping

Batford Day Care keeps details of children with medical conditions to identify and safeguard them. The details are held in the medical cupboards based in each room, with access by staff as appropriate, and includes the child's individual healthcare plan.

Batford Day Care ensures that children's confidentiality is protected in line with the General Data Protection Regulation (GDPR) and will only share this information with relevant members of staff and healthcare professionals as appropriate.

6. Individual Health Care Plans

Batford Day Care recognises that needs are specific to an individual child. As such, all children with a medical condition require an individual healthcare plan.

All parents/carers of a child with a medical condition will require a meeting to discuss the individual healthcare plan. This will be as part of the induction or admissions process. For more severe/complex conditions, an additional meeting between relevant staff (including those who will be providing support to the child), and the parent/carer will normally be required to complete the individual healthcare plan and may also involve health professionals.

The format of an individual healthcare plan may vary according to the nature and severity of the medical condition. All individual healthcare plans should detail the medication and care requirements at Batford Day Care, what to do in an emergency and details of the child's GP.

For more severe and/or complex medical conditions, the individual healthcare plan should also include an individual risk assessment and an assessment of how the condition may impact on the child's learning, behaviour, performance and wellbeing, and plans to mitigate these risks and minimise disruption.

If a child has special educational needs or disabilities (SEND), these needs should be made clear in the individual healthcare plan and linked to their SEN or Education, Health and Care (EHC) plan if they have one.

Batford Day Care recognises that needs change over time. As such, individual healthcare plans will be reviewed termly, or whenever the child's needs change. It is good practice to meet with parents/carers termly to review the individual healthcare plans and Batford Day Care considers ways of doing this, parent/carer consultations or telephone calls.

A copy of the individual healthcare plan is maintained and updated by Batford Day Care and is easily accessible to staff who need to refer to it, while also preserving confidentiality in line with the General Data Protection Regulation (GDPR).

7. Children Becoming Unwell at Batford Day Care

- Parents/carers are informed of policy and procedure regarding medication and illness and are advised to keep children at home if they are unwell.
- Staff will inform parents/carers if their child becomes unwell during the day and request that the child is collected. Staff will ensure that the child remains comforted and comfortable and will complete the Child Health Monitoring Record (Appendix 3) until they are collected.
- If a child has a raised temperature (38.0°C or above), staff will phone parents/carers and monitor for 30 minutes. If the temperature remains 38.0°C or above parents/carers will be asked to collect the child.
- Provided parental permission has been given, staff will administer a paracetamol suspension if the child has a raised temperature of 39°C or above, whilst waiting to be collected.
- Staff will call the emergency contact number if a parent/carer cannot be contacted.

8. Returning after Illness

- The exclusion period for sickness and/or diarrhoea is 48 hours after their last bout.
- For other illnesses and infectious diseases, Batford Day Care will follow the most current guidelines set out in the exclusion table for children and young people settings published by the UK Security Agency which can be found at <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources>
- A member of the Batford Day Care Management Team will contact Ofsted immediately if a child is thought to be suffering from a notifiable disease which is listed in the Public Health (infectious Diseases) Regulations 1998 or any serious outbreak of disease.
- Children can return to Batford Day Care if they are well and non-infectious. They must not have had any paracetamol/ibuprofen before attending the day care.
- If a child has had a raised temperature of 38.0°C or above for more than one day within a short period of time, they will not be able to return to day care until they are 24 hours clear of a raised temperature of 38.0°C or above.
- Children must not have had any paracetamol/ibuprofen before attending the day care.
- Parents/carers will be informed of policies and procedures in the Welcome Pack.

9. Identification of Children with Medical Conditions

Parents/carers have the prime responsibility for their child's health and must provide the setting with information about their child's medical condition and it should be noted that there is no legal duty that requires staff to administer medicines.

Batford Day Care will ensure that it has sufficient members of staff who are appropriately trained to manage medicines as part of their duties, if required.

Any member of staff who agrees to accept responsibility for administering medicines to a child will have appropriate training and guidance.

9.1. Short-Term Medication Needs

Many children will need to take medicines during the day at some time during their time in the setting. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. However, such medicines should only be taken to the setting where it would be detrimental to a child's health if it were not administered during the session or day. Parents/carers should allow at least 24 hours after the start of a

course of antibiotics or other prescribed medication before sending a child back to Batford Day Care. Children should only return if they are well enough to do so.

9.2. Longer-Term Medication Needs

If medication is required in day care, this will only be given as detailed in the child's individual health care plan, which must be accompanied by a specific medication consent form.

9.3. Administration of Medication

Parents/carers should provide full information about their child's medical needs, including details on medicines their child requires. New medication and health care plans must be signed off by a member of the management team.

The setting will only accept medicines that are in the container as originally dispensed and will not deviate from the prescribing instructions on the original packaging.

Medication consent forms will be countersigned and witnessed by another qualified member of staff prior to medication being administered.

Medicines should only be taken to the setting when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the session or the day in the case of children in full day care.

Medication will only be administered by the management team and room leads/room lead supports.

Parents/carers can be encouraged to ask the prescriber if medicines can be prescribed in dose frequencies which enable them to be taken outside attendance hours.

Medicines will be administered only after the medicines form has been completed and signed by the parent/carer or if there is prior signed consent to do so and the parent/carer is a distance away and is therefore going to be delayed in reaching the setting to collect the child.

Staff will ensure that this information is the same as that provided by the prescriber or instructions on the original packaging.

In all cases it is necessary to check that written details include:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

If in doubt about any procedure, staff will not administer the medicines but check with the parents/carers before taking further action.

If staff have any other concerns related to administering medicine to a particular child, the issue will be discussed with the parent/carers.

The day care will keep completed medicine forms each time medicines are given, and all forms will be signed by the member of staff administering and witnessing.

9.4. Refusing Medicines

If a child refuses to take medicine, staff will not force them to do so but should note this in the records. Parents/carers will be informed at the time of refusal. If a refusal to take medicines results in an emergency, Batford Day Care emergency procedures will be followed.

9.5. Record of Medication Administered

Batford Day Care keeps an accurate record of all the medication administered, including the dose, time, date and supervising member of staff (Appendix 2). Records offer protection to staff and children and provide evidence that agreed procedures have been followed.

9.6. Storing of Medication and Equipment

Batford Day Care ensures that all medication is stored safely, and that staff know where it is at all times, and – in the case of medication required to be held securely – who holds the key to the storage facility.

All emergency medicines, such as asthma inhalers and adrenaline pens, will be readily available and will not be locked away.

Where medicines need to be refrigerated, these can be kept in a locked refrigerator containing food but must be in an airtight container and clearly labelled.

Batford Day Care will only store, supervise and administer medicine that has been prescribed or provided for an individual child. Where a child needs two or more medicines, each should be provided in its own separate packaging.

Batford Day Care ensures that medication is in date and labelled in its original container where possible (although insulin will generally be supplied in an insulin injector or pump), and in accordance with its instructions including storage temperature.

Each child's medication is stored in a name storage box, with a photograph of the child and medication form.

9.7. Disposal of Medicines

Batford Day Care should not dispose of medication. It is the parent/carer's responsibility to collect and dispose of out-of-date medicines.

9.8. Offsite visits

If children with medical needs are taken offsite, the staff are responsible for ensuring that medication accompanies them.

9.9. Training and Support for staff who administer medication

Batford Day Care recognises that different levels of training are required for different members of staff to meet the company's duties to support children with medical conditions.

10. Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

Staff have access to protective disposable gloves and must take care when dealing with spillages of blood or other body fluids and disposing of dressings.

The spillage kit should be used when cleaning up vomit or large amounts of urine.

11. Training and support for staff who administer medication

11.1. All staff

Batford Day Care ensures that all staff, including temporary staff, are aware of this 'Supporting Children with Medical Conditions' policy and their role in implementing the policy as part of induction. *All staff will be required to sign up to this policy. This will be recorded in the staff file.*

11.2. Staff with specific responsibilities for supporting children with medical conditions

Batford Day Care ensures that there are sufficient numbers of staff trained to support children with specific medical conditions, taking into account staff absences, staff turnover and other contingencies.

Training should be sufficient to ensure that these members of staff are competent and have confidence in their ability to support children with medical conditions and to fulfil the requirements as set out in individual healthcare plans.

The family of a child should be key in providing relevant information to Batford Day Care about how their child's needs can be met, and parents/carers should be asked for their views. They should provide specific advice but should not be the sole trainer.

Staff who may be regularly expected to administer medication and undertake medical procedures should have this responsibility recognised in their job description. Staff are encouraged to volunteer for this role as part of their duty of care.

The board of directors will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

12. Day Care Environment

Batford Day Care is committed to providing an accessible physical environment for children with medical conditions.

All staff are aware of the potential social difficulties that children with medical conditions may experience and use this knowledge, alongside Batford Day Care anti-bullying procedure, to help prevent and deal with any issues.

Batford Day Care uses teaching and learning opportunities to raise awareness of medical conditions to help promote a positive environment.

Batford Day Care recognises that any measures to identify children with medical conditions for their safety should be proportionate and take into account confidentiality and emotional wellbeing.

13. Confidentiality and complaints

13.1. Confidentiality

The Manager and staff will always treat medical information confidentially. Ideally, the Manager will always seek parental agreement before passing on information about their child's health to other staff.

13.2. Complaints

Batford Day Care responds to all concerns and complaints related to implementation of this policy, in line with its complaints policy.

INTIMATE CARE

1. Principles of intimate care

We understand all children develop differently and we undertake to meet children's individual needs, as necessary. We aim to be inclusive to all children and to give consideration to the individual needs of the child.

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but some children are unable to do because of their young age, physical difficulties or any other needs. It also includes supervision of children involved in intimate self-care.

Examples of intimate care covered by this policy include helping with toileting, changing nappies, and washing children who have soiled themselves.

All staff responsible for the intimate care of children will undertake their duties in a sensitive and professional manner. Children will be afforded dignity and respect when receiving support with intimate care.

- Every child has the right to be safe
- Every child has the right to personal privacy
- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities
- Every child has the right to express their views on their own intimate care and to have such views taken into account
- Every child has the right to have levels of intimate care that are as consistent as possible.

2. Provision of intimate care

Staff will encourage and support children to be as independent as possible to help improve their confidence and self-esteem. Staff will positively encourage children to do as much intimate care for themselves, giving consideration to their age and level of development.

When intimate care is required, staff will inform another adult in the setting when the intimate care is due to take place and when it has concluded. Staff will communicate with the child requiring intimate care to be aware of any needs and to maintain respect and dignity for the child.

Children communicate using different methods, *e.g.* words, signs, symbols, body movements and eye pointing. It may be possible to determine a child's wishes by observation of their reactions to the intimate care they receive. Do not assume that a young child cannot make a choice. It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication.

Unless the care plan requires it, there is no need for more than one member of staff to be involved in a child's personal care.

3. Nappy changing

Batford Day Care will work with parents/carers towards independent toilet training, unless there are any medical or developmental reasons why this would be inappropriate. Nappies will be checked at regular intervals and changed when required. A child's nappy will always be changed promptly when soiled.

- Staff members must wear a disposable apron for nappy changing.
- Staff members must wear a fresh pair of disposable gloves each time they change a nappy.
- Staff members must wash their hands after every nappy change using soap and water or alcohol gel.
- Sensitive skin wet wipes will be used for every nappy change, if authorised by parents/carers.
- A soothing cream will be applied if a child has sore skin or if a parent/carer specifically requests for it to be applied to their child.
- Soiled nappies will be placed into a tie handle bag then placed into the designated nappy bin.
- Staff members must ensure that the changing mat is cleaned after every use with an antibacterial cleaner and dried off with a paper towel.
- Staff members will ensure that potties are available for children being toilet trained and cleaned with antibacterial cleaner after every use.
- Nappy changes will be recorded on the nappy sheets (Appendix 4).

4. Parental responsibilities

Batford Day Care works in partnership with parents/carers and asks them to assist us by ensuring:

- They understand that they will be asked to collect their child from the day care if their child becomes unwell.
- Their child wears nappies or protective underwear to day care until they are dry and clean the majority of the time.

5. Safeguarding

- Batford Day Care's Safeguarding and Child Protection policies will be followed by staff at all times.
- Staff will ensure that personal safety skills are taught and discussed with children if they are of an age and have a level of understanding to comprehend what is being explained.
- Members of staff undertaking intimate care who suspect a child protection issue must inform the designated senior person for child protection immediately.
- If a child appears distressed or unhappy about any aspect of intimate care the staff member must stop immediately and seek advice from the management team. The child's parents/carer will be contacted as soon as possible to discuss how best to proceed. Advice and support from partner agencies or professionals will be sought if necessary.
- Any allegations made against staff will be dealt with following the provisions set out in the Child Protection policy.

6. Children with medical needs

Batford Day Care will do everything possible to ensure that children with medical needs receive the highest quality intimate care.

Children with medical conditions may require staff to perform invasive or non-invasive medical procedures, such as assisting a child with a colostomy bag. These procedures must only be carried out after authorisation has been obtained from the child's parents/carers. A Health Care Plan will be completed, and a copy will be kept with the child's personal details and in the room that the child attends.

Any members of staff who undertake medical interventions will be appropriately trained and where medical procedures are required there must be two members of staff present.

7. Record Keeping

- Staff will complete a written record sheet every time a child has received assistance with an aspect of their intimate care plan.
- If intimate care has been provided to a child for whom there is no care plan, information will be shared with parents/carers. Information will be shared with parents/carers in a sensitive manner and will be kept confidential at all times.

FIRST AID FOR CHILDREN

1. Trained first aiders

Batford Day Care provides Paediatric First Aid training for all staff.

The Paediatric First Aid training covers the management of common medical emergencies and basic life support, including Cardiopulmonary Resuscitation (CPR), and is refreshed at least every three years.

Batford Nursery School EYP (LA), the Day Care Manager (AG) and Day Care EYP (AC) are trained to First Aid at Work level.

Batford Day Care keeps a record of staff training. First aid qualifications remain valid for three years. The management team will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

2. Emergency procedures

All staff are aware of the specific members of staff trained to administer medication or medical procedures in an emergency situation and are familiar with the procedure for calling the emergency services.

All staff are aware that if a child is taken to hospital by ambulance, a member of staff must accompany them and remain with them until a parent/carer arrives. Children should not be taken to hospital in staff cars.

Information for emergency procedures is provided in the medical cupboard and displayed in the Kitchenettes. All staff are aware of which children have emergency health care plans.

3. First Aid Boxes

First aid boxes are located at the following points:

- Chaffinch Room
- Robin Room
- Kingfisher Room
- Cuckoo Room
- Bunting Room
- Kitchen

AC is responsible for regularly checking monthly that the contents of first aid boxes (including travel kits) belonging to Batford Day Care are complete and replenished as necessary. Staff are asked to advise AC if stocks of any item are running low in the interim.

The school has an automated external defibrillator, situated in the Headteacher's office. The site Manager checks the AED on a monthly basis.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and, in the case of children, with the parents/carers.

4. Record keeping and communication with parents/carers.

Parents/carers are required to advise the day care of any bumps or bruises that occur outside the setting. Batford Day Care will complete with the parent/carer a Pre-existing injury form and body map (Appendix 5) when the child arrives at day care and will ask for details about how the injury happened. This will be corroborated with the child separately where appropriate.

When a member of staff notices an injury that has not been notified to them by the parent/carer, the pre-existing injury form will be completed and the staff will either ring the parent/carer or speak to them at the end of the session to see if an explanation for the injury can be given.

If a child has any kind of accident at Batford Day Care, the accident book will be used, and a copy of the record will be given to the parent/carer at the end of the session. If it is a head injury, however minor, the staff will be asked to telephone the parent/carer to explain what has occurred. If the child is very distressed and cannot

be comforted or if staff have any concerns about the injury, a health care monitoring form will be carried out and the decision will be made whether the parent/carer will be called to collect their child from the setting.

5. Procedure for dealing with pre-existing injuries

Disclosure/Incident Report form

- Staff will record information given by the parent/carer where a child arrives at the setting with a pre-existing injury. Parents/carers will be asked to sign to confirm that the information is correct.
- Staff will ask for details of any visible injury if the parents/carers omit to provide information proactively. This will be documented on the Pre-Existing and Body Map form and the parent/carer will sign to confirm that the information is correct.
- If the injury is noticed after the parent/carer has left the premises, the staff member will notify a member of the management team and document the information and location of the injury immediately. Staff will contact the parent/carer to enquire if they have knowledge of the incident. Any information given will be added to the form, which the parent/carer will be required to sign upon collection of the child.

Child Protection

- Staff will inform the designated safeguarding lead for Child Protection (DSL) if they are concerned about the location of the injury or the account given by the parent/carer. The DSL will complete the Pre-Existing and Body Map form alongside a staff member. Staff must always adhere to the guidelines of the Safeguarding policy
- If it is deemed that the child could be at risk, the information will not be shared with the parent/carer.

The DSL will document the incident using the Safeguarding Incident Log and make the decision, if necessary, to follow procedures outlined in the Child Protection Policy.

Appendix 1: Health Care Plan

Name of setting	Batford Day Care
Child's name	
Date of Birth	
Home address	
Medical diagnosis or condition	
Date	
Review date	

Family contact 1		Family contact 2	
Name		Name	
Phone number (Mobile)		Phone number (Mobile)	
Phone number (Home)		Phone number (Home)	
Phone number(work)		Phone number (work)	

GP		Health visitor	
Name		Name	
Phone number		Phone number	

Other agencies involved		Other agencies involved	
Name		Name	
Phone number		Phone number	

Describe the child's medical needs and give details of any symptoms:

--

Daily requirements: (i.e. physical activity, outdoor play, lunchtime) What should staff do to support your child?

--

Describe what constitutes an emergency for the child and the action to take if this occurs:

--

Any other information or follow up care:

--

Signatures:

Parent/Guardian..... Date

For Batford Day Care..... Date

Appendix 2: Medicines Form

To be completed by the senior staff member

Qualified staff members will administer drugs and medication. **Medicines must be administered according to the directions stated on the original container (non- prescribed) or as dispensed by the pharmacy (prescribed).**

Child's Name:		Date of Birth:	
Prescribed Medication (please tick)	<input type="checkbox"/>	Non-Prescribed Medication (Please Tick)	<input type="checkbox"/>
Name of Medication:		Expiry Date:	
If antibiotics, have they been on them for at least 24hours?			
Dispense date:		Time and date of first dose given:	
Method of Administration:			
Reason for Taking:			
Dosage:		Frequency at Batford Day Care:	
Any noted side effects:			
Time of last dosage given:			
Parent contact phone number 1:			
Parent contact phone number 2:			
Parent's signature:		Date:	

Administration of Medicine

All checks made **before** administration by

Date	Time of dosage given at home	Times to be given at setting	Dosage	Details checked before administering medicine	Administered by senior staff	Parent's signature

Appendix 3: Child Health Monitoring Record

This form records concerns about a child’s health whilst in our care. This includes if a child appears to be unwell or following an accident. The senior person in charge and parent collecting the child should sign all records

Name of Child					Date and Time				
Cause of concern									
Description of symptoms and action taken									
Who was contacted? (parent/emergency contact)			What time were they contacted?			What was the outcome?			Initial
Type of medical treatment given: (State none if necessary)									
Temperature/wellbeing (Check every 15 minutes)									
Time									
Temp									
Wellbeing (Drowsy/upset/ Content/playing)									
Initials									
Senior staff member			Name:			Signed:			
Parent signature:									
Follow up action if applicable									

Appendix 4: Nappy Change Chart

Week commencing _____
nappy change record box if nappy rash or soreness is observed*

***Place a red dot or cross in each**

Child's Name	Monday			Tuesday			Wednesday			Thursday			Friday		
	c/w/s	time	sign	c/w/s	time	sign	c/w/s	time	sign	c/w/s	time	sign	c/w/s	time	sign

Appendix 5: Pre-existing Injury Form

Pre-existing Injury Form



Batford Day Care

Name of Child: _____ DOB: _____

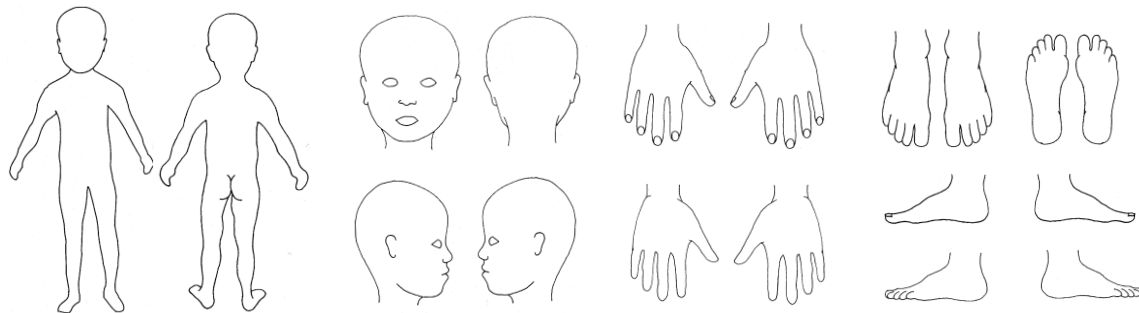
Staff member completing the form: _____

Date of observation: _____ Time: _____

When, how and where injury took place: _____

Describe nature and site of injury on the child's body: _____

Child's voice: _____



Front

Back

Head

Hands

Feet

Full body map must be completed at time of observation

Staff signature: _____ Date: _____

Parent Signature: _____ Date: _____

Signature of Designated Person: _____