



Early Years Quality Improvement Team's Weekly Bulletin

Welcome to this week's bulletin, recent bulletins can be found [here](#)

Keep in touch



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www.lancashire.gov.uk/early-years-support-and-training/



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New Manager/Deputy Academy

Are you new to the role of the manager or deputy manager at a PVI nursery?

Perhaps you have only been a manager for the last 6 months or so or have recently become a deputy manager. Let us know and we can offer you some additional support whilst you fully find your feet (no charge).

One of the Early Years Project Officer's will meet with you virtually to discuss your current challenges and offer advice and guidance and you will also be invited to termly, virtual group meetings to network with other new managers for peer support.

What next: just complete this [Microsoft Teams form](#)

New Practitioners Academy

Are you training or been in early years for less than a year?

Join our new practitioners' academy by completing this [FORM](#) and we will be in touch before each session to share the links with you.

These are free to attend and will help you in your new or future role (there is no need to book, just complete the form).

19th May	4 to 5pm
7th July	9.45 to 10.45am

We will chat to you about all sorts of elements of practice as well as giving you the opportunity to ask questions.

We are really looking forward to meeting you and welcoming you to the best profession in the world!

Your sector representatives

Please contact your PVI representatives on the Early Years Consultative Group, **Rafael Schiel** rafael@giantleapchildcare.co.uk or **Sharon Fenton** sharon@risingstarslancaster.co.uk if you have any comments or questions that you would like them to take forward to the County Council on your behalf.

Something to do this week - Check systems for giving medication and reviewing Health Care Plans

Your **medication policy and procedure** should clearly set out to parents/carers when you will and when you won't administer medication. It should explain the information that you will need from the parents, **records** that will be completed and the **systems** you have in place to protect their child. You must have **written parental permission** to administer any medication to a child. Ensure you keep a written record of the medicine administered and inform the parents that medication has been given.

You should ensure that you do not inadvertently discriminate against children **long term health conditions or disabilities**. If a child has a complex medical need that requires you to give medication, then you should receive the same training that parents have been given and follow the care plan (if applicable).



with

Check what the EYFS Statutory Framework says (3.58 to 3.61)

- Childminders/providers must promote the good health, including the oral health, of the children they look after.
- They must have a procedure, which must be discussed with parents and/or carers, for taking appropriate action if children are ill or infectious. This procedure must also cover the necessary steps to prevent the spread of infection
- Childminders/providers must have and implement a policy, and procedures, for administering medicines to children. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up to date. Childminders and assistants must have training if the administration of medicine requires medical or technical knowledge. Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse, or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).
- Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Childminders must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day the medicine has been taken, or as soon as reasonably practicable.

Once you have discussed the reason for the child's need for medication and agreed to administer it, your procedures when receiving medication from parents/carers should include checking:

- the medication is in its original packaging with the full instruction leaflet.
- if prescribed medication, that it is for the child in your care and when it was prescribed
- the dose and times to be given written on the medication form by parents/carers is in line with the prescription/packaging instructions
- when the medication was last given (do not give medication for the first time ever in case of an allergic reaction)
- storage requirements for the medication
- that the permission form is fully completed and signed

Guidance on health protection in schools and other childcare facilities

sets out when and for how long children need to be excluded from settings, when treatment/medication is required and where to get further advice www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities. There is also advice on how to reduce the spread of infection.

Information on over the counter medicines in nurseries and schools:

www.bma.org.uk/advice-and-support/gp-practices/managing-workload/prescribing-over-the-counter-medicines-in-nurseries-and-schools

Reviewing Health Care Plans

Ensure that care plans are written in liaison with health practitioners/specialist nurses and parents and make sure that these are reviewed regularly. An individual health care plan will support staff to identify the necessary safety measures to support children with medical needs and ensure that they and others are not put at risk.

Best start in life practice card



Collect and share the latest card for practitioners working with 2 year olds.

The topic this week is '**Stop... and Go**' and the card is attached for you to use in your setting and share with parents.

Watch this [short video](#) to find out more about our Best Start in Life Campaign and how your setting can get involved

Featured publication – Manager's toolkit (£22)

This toolkit has been designed to support and enhance your nursery provision by helping you and your team organise, evaluate and evidence your good practice and capture plans for further development.



The **seven audit booklets** cover all areas of the Early Years Foundation Stage and include sign posting to further information to help you.

This toolkit is not prescriptive and can be used flexibly and be personalised to your setting at the moment.

It really is up to you to use it in ways that work for you - as a few suggestions, you could:

- use the booklets as dividers within a 'toolkit' file to give you a setting overview or central record
- delegate the booklets to specific members of staff to lead on – for example the designated lead practitioner could lead on the child protection audit
- use the toolkit as an annual audit for your setting – capturing where you are at a specific moment in time and providing you with your focus for improvement plan over the next 12 months
- work through the toolkit over a longer period, choosing a section at a time and really drill down on a specific area, threading from team meetings right through to discussions at individual supervisions

The template helps you capture where you are now and plan for future improvements.

Explore our full selection of publications designed to inspire, inform, and support your professional journey in early years education. Whether you're looking to deepen your understanding, refresh your practice, or spark new ideas, these reads are perfect for your CPD toolkit. For full details and to purchase any of our publications please visit [Publications for sale - Lancashire County Council](#)

Updated childcare sufficiency data needed

Dear providers

We have recently sent a very short **survey** to be completed by all early education and childcare providers. **We would be extremely grateful for your submission as soon as possible.**

If you do not have nursery aged provision, there is no survey to complete.

Following the extension of the Early Education Funding entitlements in September 2025 we are looking to update our data about available places. This is to look at where the market has adapted since our full CSA assessment at the start of Autumn term 2025. Please note this is not the full CSA survey we only require information about your places.

Please see the email from the CSA Team on **Wednesday 15th April 2026**, via invitation@online1.snapsurveys.com this email contains the unique link to access your survey (**please check junk/clutter folders**).

If you are having any trouble accessing the email with your link please email CSA@lancashire.gov.uk

If you are also a provider of Early Education Funding you are fulfilling the terms included in your Revenue Funding Agreement /Memorandum of Understanding.

Early years SENCO training - funded

All Early Years providers are required to have arrangements in place to identify and support children with Special Educational Needs and Disabilities (SEND) and to promote equality of opportunity for children in their care, as set out in the EYFS Framework.

This qualification meets the requirements of the EYFS Framework providing Early Years SENCOs with the knowledge, understanding and skills to support children and their families. This programme is accredited and fully-funded by the DfE.

Best Practice Network has been allocated 9,500 funded places by the DfE over the 2026 to 2028 period. These places are available to childminders and group setting SENCOs. Please find out more at www.bestpracticenet.co.uk/early-years-SENCO

Closing date to apply to join the next cohort: **3rd May**.

Stronger practice hub - Facebook



Dear Colleagues,

We would like to invite you to follow our Liverpool City Region and Beyond Early Years Stronger Practice Hub Facebook page. Our page is a space where we share fully funded offers from the Hub, best practices, and updates that we hope will support you in your work within early years.

By following us, you'll also have the opportunity to connect with other professionals, exchange ideas, and be part of a supportive network.

You can find and follow us here:

<https://www.facebook.com/groups/1236737084491871/>

We look forward to connecting with you online.

Kind regards,

The Early Years Stronger Practice Hub Team

Mental health Survey from CSAP

Dear Colleagues,

I am writing to ask you to complete two short mental health safeguarding surveys shared as part of our multi-agency safeguarding work. This is to help us to build an accurate and representative picture of current practice across the partnership. **Your contribution is essential to ensure the findings meaningfully reflect frontline experience and inform effective next steps.**

The information gathered from these surveys will directly support:

- Identification of strengths and gaps in current safeguarding arrangements
- Improved multi-agency working around children's mental health
- Development of targeted actions to strengthen practice, policy, and partnership responses
- Evidence-based planning to better support children, families, and practitioners

Please also ensure this request is shared with any relevant colleagues within your agency who are involved in safeguarding or mental health work, so that the appropriate perspectives are captured.

Please take a few minutes to complete the surveys below:

1. **Safeguarding Children with Mental Health Needs**
<https://www.smartsurvey.co.uk/s/PJ3QXX/>
2. **Safeguarding Pre-School Children with Parents with Mental Health Needs**
<https://www.smartsurvey.co.uk/s/BIDNE3/>

The surveys are brief, and your professional insight will add significant value to this important work.

The deadline date for completion is: **Monday, 11 May 2026 (end of day)**

We strongly encourage all partners to prioritise this request and ensure an appropriate response from their **agency**. If you have any questions or encounter issues accessing the surveys, please do not hesitate to contact me.

Thank you for your continued commitment to safeguarding children and families.
Children's Safeguarding Assurance Partnership

Short Breaks survey – please share with parents

Lancashire County Council is asking **all parents and carers of children and young people with SEND** to share their views on **Short Breaks in Lancashire**.

Parent carers' experiences are vital in helping us improve the Short Breaks offer and ensure it meets the needs of children, young people and their families.

You do not need to be using the Short Breaks service to take part.

We would welcome feedback from:

Families who currently use the service

Families who have used the service in the past

Families who chose not to use the service

Your feedback will help shape future improvements to Short Breaks in Lancashire.

Please complete the online questionnaire **by 5th May**

[Short Breaks Service Review - Parent Carers Survey April 2026](#)

Effective Communication Between Partner Agencies and Children's Social Care at Place - April 2026

Lancashire

County
Council



Please find the document attached.

The purpose of this document is to share key contacts across Children's Social Care with partner agencies and to outline a process to strengthen communication between partner agencies where there may be disagreements about a child's plan.

This document should be read alongside our escalation and conflict resolution process and our MASH professional challenge process.

Foundation Years – newsflash

Further advice on safer sleep from the Department for Education

[This guidance](#), created in collaboration with the Lullaby Trust, provides advice to help early years providers create and maintain safer sleep environments for babies and young children in their care.

It includes information on:

- Providing an appropriate sleep space for babies and children
- Safe use of cots, mattresses, bedding and sleep bags
- Supervising children while they are sleeping
- What to do when babies and children fall asleep whilst travelling, managing their temperature, positioning and use of comforters.

The Department for Education has also published answers to [frequently asked questions](#) to help early years providers prepare for planned updates on safer sleep to the Early Years Foundation Stage (EYFS) statutory framework, expected to come into effect from September 2026.

Ofsted and DfE updates

[Report a serious childcare incident](#) Updated to clarify that we expect significant events to be reported as soon as possible but always within 14 days (24th April 2026).