Caring Achieving Respectful Exciting

Individual Health Care Plan

School Leader: **L Smith**

Link Governor: **A Repesa**

Policy Approved   **Signed: A Repesa**   **Date: 08.06.17**

Policy Reviewed   Signed: A Repesa   Date: 20.06.19

Policy Reviewed   Signed: Date:

Policy Reviewed   Signed: Date:

Policy Reviewed   Signed: Date:

This document has been developed in conjunction with the Administration of Medicines in School and Supporting Pupils with Medical Conditions Policy - see Appendix 4 for model process.

Where a child has health and medical needs beyond purely administering medicines, an individual healthcare plan will be set in place in discussions with the parents/carers, child (where appropriate), SENCo, class teachers and healthcare professionals.

The Individual healthcare plan will consider the following:

a) The medical condition, its triggers, signs, symptoms and treatments.
b) The pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons; specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons.
c) The level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
d) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.
e) Who in the school needs to be aware of the child's condition and the support required.
f) Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours.
g) Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments.
h) Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition.
i) What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.
j) In some circumstances school nurses may have a specific responsibility for an individual child's medical management in school. Appropriate information and training is available from the School Health Service to support school staff.

Individual Healthcare Plan

Pupil's name:

Address:

Date of birth:

Class teacher:

Medical condition:

_____

_____

_____

_____

_____

_____

_____

_____

Date plan drawn up: __/__/__

Review date: __/__/__

CONTACT INFORMATION

Family contact 1

Name:

Phone number:
(work):
(home):
(mobile):

Relationship:

Family contact 2

Name:

Phone number:
(work):
(home):
(mobile):

Relationship:

GP

Name:
Address:
Phone No:

Clinic/hospital contact

Name:

Phone number:

Describe medical condition and give details of pupil's individual symptoms:

_____

_____

_____

_____

_____

_____

_____

_____

Daily care requirements (e.g. before sport/at lunchtime):

_____

_____

_____

_____

_____

_____

Describe what constitutes an emergency for the pupil, and the action to be taken if an emergency occurs:

_____

_____

_____

_____

_____

_____

_____

_____

Follow up care:

_____

_____

_____

_____

_____

_____

_____

_____

Who is responsible in an emergency (State if different on off-site activities):

Signed	Date
Parent / Carer	
Pupil (where appropriate)	
Headteacher	
SENCO	
GP / Medical Professional (where appropriate)	