

INDIVIDUAL HEALTH CARE PLANS

This school uses individual Health Care Plans to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation is attached to the Healthcare Plan if required.

New pupils will not be admitted until Health Care Plans (if needed) have been agreed and appropriate training provided. Parents should be asked if their child has any health conditions or health issues on the admissions form, which is filled out prior to admission to the school.

A Healthcare Plan, accompanied by an explanation of why and how it is used, should be sent to all parents of pupils with a long-term medical condition. This is sent:

- at the start of the school year
- at enrolment
- when a diagnosis is first communicated to the school.

If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation should be sent to the pupil's parents to complete.

Ideally, the parents, relevant healthcare professional and the pupil, if practicable, should provide the details necessary for the paediatric nurse to fill out the pupil's Healthcare Plan. The paediatric nurse follows up with the parents any further details on a pupil's Health Care Plan required or if permission for administration of medication is unclear or incomplete.

Parents are asked to provide the information necessary to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year, usually at the time of the annual review of their statement.

All members of staff who work with pupils have access to the Health Care Plans of pupils in their care. Apart from one central copy kept in the office, the paediatric nurse and class teachers securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.

When a member of staff is new to a class, for example due to staff absence, the rest of the class team should make sure that they are made aware of (and have access to) the Health Care Plans of pupils kept in the classroom.

All pupils who require clinical care must also have individualised Health Care Plans which detail routine and emergency strategies.

The writing and review of Health Care Plans will serve as the occasion for identifying training needs of nominated staff and parents.