

Appendix 3 – Individual Healthcare Plan

1. Child's Information

1.1 Child's details

Child's name	
Date of birth	
Year group	
Address	
Post code	
Medical condition Please provide a description of the medical condition(s), including signs, symptoms, triggers and behaviours	
Allergies	
Date	
Date plan to be updated	

1.2 Family contact details

Name	
Relationship	
Home phone number	
Mobile phone number	
Work phone number	
Email	

Name	
Relationship	
Home phone number	
Mobile phone number	

Work phone number	
Email	

Name	
Relationship	
Home phone number	
Mobile phone number	
Work phone number	
Email	

1.3 Essential information relating to child's health needs

	Name	Contact details
Specialist nurse (if applicable)		
Consultant paediatrician (if applicable)		
GP		
Class teacher		
Health visitor/school nurse		
Other relevant teaching staff		
Other relevant non-teaching staff		
Headteacher		
Person with responsibility for implementing plan		
Provider of alternative provision (if applicable)		

Treatment required

Medical condition	Drug	Dose	When	How is it administered?	Where is it stored?	Known side effects

Does the treatment of the medical condition affect behaviour or concentration?	
Are there any side effects of the medication?	
Is there any ongoing treatment that is not being administered in school? What are the side effects?	

Storage of medication in school	
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2. Routine monitoring (if applicable)

Some medical conditions will require monitoring to help manage the child's condition.

Is the child responsible for administering/ carrying their own medication? (Not controlled substances)	
What monitoring is required?	
When does it need to be done?	
Does it need equipment? If yes, what?	

How is it done?	
Is there a target? If so, what is the target?	

3. Emergency Situation

An emergency situation occurs when a child needs urgent treatment to deal with their condition.

What is considered an emergency situation?	
Who is trained to manage an emergency situation? (Names of Staff)	
What are the symptoms?	
What are the triggers? (if known)	
What action must be taken?	
Are there any follow up actions (eg. tests or rest) that are required?	

4. Impact on child's learning

How does the child's medical condition affect learning? Eg. memory, processing speed, coordination etc.	
Does the child require any further assessment of their learning?	

5. Impact on child's learning and care at meal times

	Time	Note
Arrival at school (Breakfast Club if applicable)		
Morning playtime		
Lunchtime		
Afternoon playtime (if applicable)		
End of day		
After school club (if applicable)		
Other		

6. Care at meal times

Is care needed at meal time? If yes, what does this look like?	
When should this care be provided?	
How is it given?	
If medication is required, how much is needed?	

Any other special care required	
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7. Physical activity

Are there any physical restrictions caused by the medical condition?	
Is any extra care needed for physical activity?	
Actions before exercise	
Actions during exercise	
Actions after exercise	

8. Trips and activities away from school

What care needs to take place?	
When does it need to take place?	
Who will look after medicine and equipment?	
Who outside of school needs to be informed?	
Who will take overall responsibility for the child on the trip?	

9. School environment

Can the school's environment affect the child's medical condition?	
How does the environment affect the child?	
What changes can the school make to address this?	

10. Educational, social and emotional needs

Pupils with medical conditions may have to attend appointments to review their condition. This will be taken into consideration when monitoring attendance records.

Is the child likely to need time off due to their condition?	
What will be the process for catching up with missed school work?	
Does the child require extra time to keep up with work?	
Does the child require additional support in class? If so, what is this?	
Are there any situations where the child will need to leave the classroom?	
Does the child need rest periods?	
Does the child require emotional support?	

11. Staff training

Governing bodies are responsible for making sure that staff have received appropriate training to look after a child. School staff will be released to attend any necessary training sessions required.

What training is required?	
Who needs to be trained?	
Has the training been completed? Please date.	

12. Further information

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	Name	Signature	Date
Parent/carer			
Healthcare Professional			
School representative			
Young Person- if appropriate			

