

Guidance to Completing an Individual Healthcare Plan

The NYCC template for an Individual Healthcare Plan is designed to be used electronically in order to delete or expand sections as appropriate. It is provided as an aid to schools who are free to adapt it as they wish to meet their own needs, to design their own templates or to use templates from another source.

Page 1

- The “named person” should be someone within the child/young person’s school. It should not be the parent.
- Emergency Details –this section has intentionally been put at the front for ease of finding in an emergency. When writing the plan it may be easier to fill this section in at the end.

Page 2

Medication

- Ensure the medication matches the administration of medicines record.
- Identify the form the medication is in e.g. tablet, liquid
- Any changes to medication should be received in writing from a registered health professional. This does not necessarily mean a new Individual Healthcare Plan is required as the additional information can be attached to the Individual Healthcare Plan until it is updated at the next review.

Medical Procedures

- Identify day to day healthcare procedures and which staff will undertake them
- Identify hygiene control measures
- Consider the implications for staffing and who will cover for absences
- Consider the impact for peers and staff and how this will be managed

Personal care needs / toileting

- If the child / young person solely has toileting / personal care needs then this section can be used as a stand- alone personal care plan which parents and school should sign in agreement.
- Schools should have a generic written plan/procedure for how they assist children / young people who wet / soil themselves. An additional individual plan would only be required where issues are exceptional to the generic plan.

Page 3

- Identify any staff training needed and who will provide this. If there are any doubts over how the training will be provided contact your healthy child nurse / practitioner.
- Identify which staff need to know about the Individual Healthcare plan (in some cases this may be the whole school staff)
- Identify how absences due to medical needs will be managed

Page 4

- Signature of health professional – this will usually be the health professional who has the most significant involvement with the child / young person. However, where a child / young person has complex and numerous conditions more than one signature may be needed for separate sections of the Individual Healthcare Plan. Signatures should be obtained as soon as possible in any event within 2 weeks of the Individual Healthcare Plan being written. Contact your healthy child nurse / practitioner if support is needed with obtaining signatures.