

# Health Conditions in Schools Alliance

[www.medicalconditionsatschool.org.uk](http://www.medicalconditionsatschool.org.uk)

## Individual Healthcare Plan

**An individual healthcare plan (IHP) details exactly what care a child needs in school, when they need it and who is going to give it. It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance. This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.**

The IHP can be thought of as a type of written agreement that's drawn up with school, so it needs to be as detailed as possible. This document makes clear the things that should be in an IHP. The Health Conditions in Schools Alliance website also offers a template IHP.

### The IHP should include the following:

- Written permission from the parent/carer and the head teacher for any medication to be administered by a member of staff, or self-administered by the child during school hours.
- Exactly what help the child needs, what they can do themselves and what they need from somebody else.
- Who is going to give that help and when.
- Details of any medication needed, the dose needed, when it's needed and the procedure for using any equipment.
- Details of any testing the child needs to do, the procedures involved and the action to be taken depending on the result.
- Description of the symptoms and possible triggers of any emergency situation which requires urgent attention (eg asthma attack, seizure, anaphylaxis, hypo) and what staff will do if any of these occurs. It should also include when the parent/carer should be contacted and when an ambulance should be called.
- The things that need to be done before, during or after PE.
- What plans need to be put in place for exams (if appropriate).
- Details of where medication and other supplies will be stored and who will have access to them. It should also include what supplies will be needed, how often the supplies should be checked and by whom.
- What to do in an emergency, including who to contact.
- Any support needed around the child's educational, emotional and social needs, eg how absences will be managed, support for catching up with lessons or any counselling arrangements.
- A description of the training that has been given to whom.
- Any details of when the child needs to eat meals and snacks, what help they need around meal or snack time, eg whether they need to go to the front of the lunch queue or have any other special arrangement around meal/snack time.
- What plans need to be put in place for any school trips (including overnight) or other school activities outside of the normal timetable.
- This is not an exhaustive list, and the IHP might also include other aspects of a child's care.
- Remember to attach any other documents that are relevant to a child/young person's care to the plan.

The help a child needs is likely to change as time goes on, and so their IHP will need to change to reflect this. At the very least it should be reviewed annually, but must also be reviewed when management of a medical condition changes or the level of care a child needs changes. So also included in the IHP should be:

- when it will be reviewed
- who can alter the plan and which parts they can alter
- what is the process for reviewing the plan

Once the plan is in place and the child (if applicable), parent/carer, school and specialist (if appropriate) are happy with it, the parent/carer (and child, where appropriate) should sign it, as should relevant school staff and a healthcare professional.