

## **Notes to support completion of a care plan.**

### **What is a care plan?**

- A care plan is a comprehensive, individualised description of health needs and associated difficulties. It should describe the reasonable adjustments and the provision the school will make to meet the individual's needs. It needs to be a practical, working document that the school can deliver on a daily basis.

### **When do we need one?**

- When there is an identified need in school. This may be physical, medical and/or personal care needs.

### **Why do we need one?**

- We need care plans to ensure all individual medical and/or care needs are addressed in school and to provide staff with concise guidance and a procedure to follow.

### **What goes into the care plan?**

- Information included in the care plan includes: The child or young person's details, emergency contact details, medical background, physical management with regard to: Toileting and personal care; PE; educational visits; physical access; feeding; communication; training; medication (administered within school and/or at home); an agreed emergency plan/protocol to be followed; fire drill procedure and/or any other identified need.

### **Who should contribute?**

- Contribution to the care plan should include all staff/agencies who are involved with the child or young person. Where a medical condition or diagnosis is evident it is important to involve and have access to the school nurse/health visitor for advice.
- The parent/carer should always be involved in the creation of the care plan and where it is appropriate the child or young person's views should be included.
- It should be highlighted to parent/carer that it is their responsibility to inform school of any changes in condition that may affect or need amendment to the care plan.

### **Who is responsible for creating and updating the care plan?**

- It is the school's responsibility to ensure a care plan is in place, where necessary, with advice from the appropriate professionals (as above). The care plan is a working document and should be updated whenever there is a change in circumstances. This should be initialled and dated by both the member of staff and the parent/carer.
- It should be reviewed within an agreed time span, at least annually.

### **On completion of the care plan who should agree and sign?**

- It is essential that the relevant medical professional, parent/carer, the child or young person where appropriate and the Headteacher agree and sign the care plan on completion.
- It is also advisable that all staff who are involved in the child/young person's care sign to say they have read and understood the care plan.