

Trinity Fields School and Resource Centre



Protocol for Health Care Plans

Health Care Plans

Any child at Trinity Fields who has a medical need will have a Health Care Plan.

If a pupil has epilepsy, they will also have an Epilepsy Care Plan. These plans are written by the Nursing Staff, and agreed and signed by the parents and carers.

Health Care Plans, Epilepsy Care Plans and Health Care Plan record sheet must be kept in the class '**Essential Information**' folder. This folder will be taken out with the class during any off site visits.

Updating Health Care Plans

Health Care Plans are updated annually, or if any aspect of the child's health changes. If a Health Care Plan is updated, it is the responsibility of the Nursing Staff to inform the class teacher of the changes. The class teacher must then ensure **that all members of the class team** are informed, and that **all read and sign** the Health Care Plan record sheet to log the updates have been shared.

If parents/carers pass on any information relating to the health/wellbeing of the pupil, that might include medication updates, the class teacher or Level 3 TA must inform the School Nurse as soon as possible.

Familiarisation

During the transition process, and again on the first day of the autumn term, the class teacher with responsibility for the pupil will liaise with the School Nursing Team to ensure that the Health Care Plans are up to date.

The same procedure will take place if a pupil joins a class at any time during the school year.

All class staff must read the Health Care Plans, ensure they understand them and sign the Health Care Plan record sheet. This includes all teaching assistants, mealtime supervisory assistants and any specialist teaching staff involved with the pupil.

If a member of supply staff is based in class for longer than a one week period, they must also be directed to read the Health Care Plan and sign the record sheet.

It is the responsibility of each individual member of staff to seek clarification with the nurses of any aspect of the plan they are unsure of.

Policy review

This policy will be reviewed on an annual basis to ensure that it reflects the needs of the school.

Signed		Executive Headteacher
Signed		Chair of Governors
This policy will be reviewed in line with the school's policy review cycle.		

As a Rights Respecting School we are committed to embedding the principles and values of the United Nation Conventions for the Rights of the Child (UNCRC).

This policy enables our pupils to access and enjoy the following articles of the convention:

Article 12: Every child has the right to be heard.

Article 28: Every child has the right to an education.

Article 29: Education must develop every child's personality, talents and abilities to the full.

Article 42: Every child has the right to know their rights.