

# Flow Chart for Managing Pupils' Healthcare Needs

School receives a parental request for their child to receive healthcare/medication in school

Is the care required due to a long-term or chronic condition (a condition lasting more than 4 weeks e.g. Haemophilia or Epilepsy)

YES

NO

E.g. care for a broken limb;  
Parent/carer must fill in and sign School Healthcare plan not requiring medication in school (appendix 9)

It is a condition that will last less than 4 weeks. Does this short-term care involve medication?

NO

YES

Does the care in school only involve giving non-emergency medication?

YES

Has the medication been prescribed by a doctor?

YES

NO

Is the medication given at specified times every day e.g. methylphenidate or gaviscon?

Non-prescription medication is limited to paracetamol and non-steroid topical creams. Parent/carer must fill in, sign and return Form 1: Non-prescription medication (appendix 4)

NO

YES

Parent/carer must fill in, sign and return Form 3: Long-term, as required, prescribed medication (appendix 4) along with the medication in the container it was dispensed in.

Parent/carer must fill in, sign and return Form 2: prescribed medication (appendix 4) along with the medication in the container it was dispensed in.

Is the condition Asthma, Eczema, Allergies, Epilepsy or Diabetes?

YES

NO

The appropriate paperwork for Asthma, Allergies, Epilepsy and Diabetes is in Appendices 14 to 17 and should be completed by school staff in consultation with the pupil's parents/carers with advice from the school nurse if required.

Refer to Appendix 2 which contains the procedure flow chart and appropriate forms to gather information and initiate a school healthcare plan.