

Flow Chart for Managing Pupils with Long Term, Complex or Multiple Healthcare Needs

Head teacher/designated member of education staff is informed that a pupil with a complex/long-term medical condition is attending/going to attend their school.

- Head Teacher/designated member of education staff initiate a School Healthcare Plan (Long Term, Complex or Multiple Needs) Appendix 10a.

- Meet with the pupil's parents/carers to gain consent required and to gather healthcare information and contact details of relevant health professionals.
- Head Teacher/designated member of education staff School contact relevant professionals for information to inform the plan.
- Head Teacher/designated member of education staff School compile draft plan.

Head Teacher/designated member of education staff share draft Healthcare Plan with pupil's parents/carers by sending it to them or having a meeting with them.

Do parents/carers agree with the plan with no or minimal changes?

Does the school agree with the plan:

- is timetable of healthcare procedures in school reasonable?
- are school staff willing to carry out procedures?

YES

Minimal changes made if required and healthcare plan is signed by parent/carer, pupil (if appropriate) and head teacher (or designated member of senior management)

NO

Call a Child Planning Meeting with:

- Head teacher/designated member of education staff
- Parents/carers
- School Nurse/Health Visitor
- All health professionals who have input to school health care plan
- Any other relevant people

Can agreement be made on what health care procedures are carried out in school and by whom?

YES

Changes made to healthcare plan and is signed by parent/carer, pupil (if appropriate) and head teacher (or designated member of senior management)

NO

Case is referred to Health and Education managers.