

Appendix 4 – IHCP Guidance & Template

Introduction

An Individual Health Care Plan (IHCP) is a written document used by schools to outline a child's medical condition, required support, medication and emergency procedures. An IHCP should be created in conjunction with healthcare professionals, parents and school staff to ensure the child's health needs are safely met during the school day.

Individuals who may require an Individual Health Care Plan (IHCP)

Pupils who may require an IHCP include those who have conditions such as:

- Allergies & Intolerances
- Asthma
- Diabetes
- Epilepsy
- Eczema
- Gastrointestinal Disorders
- Eating Disorders
- Other complex medical needs

When notified of a child with a condition such as the above, the school should ensure they meet with the parents, child and healthcare professional to understand the needs of the pupil and what the school will need to do in order to support that pupil.

The aim of an IHCP should be to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most out of their education.

Creating an IHCP

When creating an IHCP it should include:

- The child or young person's name, date of birth and a current photo
- A brief summary of the allergy/condition, its triggers, signs, how to respond and identify symptoms or complications, side-effects and treatments
- The child or young person's needs arising from their medical condition, including any medication (dose, side effects and storage) and arrangements to check it is in date and other treatments, timings for administration, facilities, equipment, testing, dietary requirements and environmental issues

- Emergency contact details for the child or young person's parent or carer including written permission from parents or healthcare professional to administer medication either by staff or by self
- Who needs to be aware of the child or young person's medical condition and the support required, as well as specific staff members trained to administer medication and cover arrangements
- An indication of how the medical condition may impact on the child or young person's learning and emotional wellbeing.
- The extent to which the child or young person is able to take responsibility for their own health needs including in emergencies. If a child or young person is self-managing their medication, this should be clearly stated, with appropriate arrangements for monitoring.
- Details of the specific support or adaptations which the school, college or early years setting will put in place – e.g. how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions and how the child or young person can access food.
- Clear arrangements for maintaining educational progress where absence or missed learning occurs due to medical conditions. This should include how missed work will be communicated and supported, what assistance will be provided to help the child or young person catch up, expectations regarding workload on return, and how the child or young person will be supported as they return (which may include flexibility or part-time attendance to prevent relapse or deterioration).
- Details of any arrangements or procedures which may be required for school trips or other activities outside of the normal timetable that will ensure the child can participate. This may include the requirement for a risk assessment and prompts for specific issues which should be considered.
- Information about what to do in an emergency, including whom to contact, and contingency arrangements. Where children and young people have an emergency healthcare plan prepared by their lead clinician, this should be attached to their Individual Healthcare Plan.

Where a child or young person has an action plan issued by a healthcare professional, it should be attached to their Individual Healthcare Plan. This may include allergy and asthma action plans, diabetes care plans and seizure plans.

Alterations & Procedures

Where reasonable adjustments can be adopted to reduce the risks from the hazards to an individual, such measures should be taken. This includes but is not limited to:

- Allowing the pupil to carry over the counter medication to self-administer such as anti-histamine and moisturisers/emollients
- Allowing the pupil extra time to take or apply medications
- Access to a cool room
- Extra time between lessons as a result of their medication
- Adaptations for PE when outside or due to movement affecting the pupils skin
- Cleaning down minibuses or specifying no food in minibuses
- Adaptations to uniform
- Access to free-school meals that are still tailored to the pupils allergy
- Separate areas for pupils with packed lunches to eat (to prevent cross-contamination)

Reviewing an IHCP

An IHCP should be reviewed annually, when there are new or significant changes to the pupil's allergy/condition, when the child is transitioning between education settings and/or on return from a hospital visit.

When reviewing an IHCP the school should ensure they provide a review meeting to engage with the parents, healthcare professionals and the pupil in order to obtain accurate information.

It is imperative that IHCP's are kept up to date and all relevant information is shared with those working on site.

Any changes made to the IHCP should be shared with the child's parents.

Training

All staff should be trained on the arrangements of pupils IHCP's in line with the Allergy & Anaphylaxis Policy and Supporting Pupils with Medical Conditions Policy, as part of an onboarding induction on their first day.

IHCP arrangements should also be trained at the beginning of each academic year to all staff in case of new pupils or changes to arrangements listed.

Testing

Once an IHCP is in place, the relevant procedures should be tested and checked regularly, within allergy/anaphylaxis and other drills, and with the student/staff member to ensure all parties feel confident, all equipment is effective and in date, it is with the relevant party during evacuation, and any issues are highlighted.

Immediately after drills, the processes should be reviewed to identify any necessary improvements and updates communicated to staff.

NAME - Individual Healthcare Plan for Allergy	
Name: Date of birth:	Current photo
Year / class:	
Emergency contacts:	
Staff who need to be aware:	
Parental Consent to Share Information:	
Allergy: <i>Note what allergy the child or young person has.</i> <i>Note any known allergens.</i> <i>Note whether the child or young person is likely to be aware that they are having an allergic reaction and whether they can alert others.</i> This allergy means that: Any physical restrictions caused by the allergy:	
How the allergy is managed: <i>Note any care or action plans or prescribed medication issued by healthcare professionals.</i> <i>If the allergy can be partly or wholly managed by practical adjustments (for example avoidance of known allergens), note them here.</i> <i>Note the extent to which the child or young person is able to take responsibility for managing their allergy.</i>	
Impact on education: <i>Indicate the potential harm which might come to the child or young person if their allergy is not managed properly.</i> <i>Indicate how the allergy may impact on the child or young person's learning.</i> <i>Indicate how the allergy may impact on the child or young person's emotional wellbeing.</i> <i>If relevant, note any interaction between allergy and SEN.</i>	

How the allergy affects their life:

Any considerations needed at meal or snack times?

Arrangements for support from school:

Give details of the specific support or adaptations which the school or early years setting will put in place, within its educational remit.

Outline measures to reduce the risk of contact with known allergens.

Give details of the specific support or adaptations to manage food allergy at meal and snack times.

Note arrangements for maintaining educational progress where absence or missed learning occurs due to allergy.

Medication:

Awareness:

Curriculum:

Training:

Environment:

Visits and trips:

Give details of any arrangements or procedures which may be required for school trips or other activities outside of the normal timetable that will ensure the child can participate.

Note any requirement for a risk assessment and prompts for specific issues which should be considered.

Emergency response:

Where an Action Plan issued by a healthcare professional covers emergency response, refer to it and ensure it is attached.

Otherwise summarise the signs or symptoms which would indicate an emergency.

Set out what to do in an emergency, including whom to contact.

If relevant, note where "spare" adrenaline devices are located.

Last discussed with parents

Date

Issued by - INSERT NAME

Date:

Next planned review

Date:

NAME – Individual Healthcare Plan for allergy Annex: Medication needed while in school /setting	
Non-prescription medication: <i>Record any <u>non</u>-prescription medication (e.g. oral antihistamines) which the child or young person may require to manage their allergy in the education setting</i> <i>Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access</i> <i>Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.</i>	
Parental consent:	Date:
Prescription medication: <i>Record any prescription medication for allergy prescribed by a healthcare professional (e.g. adrenaline).</i> <i>Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access.</i> <i>Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.</i>	
Prescribed by:	Date:
Parental consent:	Date:
Use of “spare” adrenaline devices: <i>Note whether parental consent has been given to administer adrenaline (e.g. using “spare” adrenaline devices) in an emergency.</i>	
Parental consent:	Date:
Use of “spare” salbutamol inhaler: <i>If relevant (i.e. the child or young person is prescribed an asthma reliever inhaler), note whether consent has been given to use a “spare” salbutamol reliever inhaler.</i>	
Parental consent:	Date:

NAME – Individual Healthcare Plan for allergy Annex: Care or Action Plans issued by healthcare professionals	
Allergy / Asthma Action Plan: <i>Attach any Action Plan to the IHP for use in an emergency.</i> <i>Note which healthcare professional issued the plan, their role and the date issued.</i>	
Issued by:	Date:
Care Plan: <i>Note where any relevant care plan can be found.</i> <i>Note what staff are responsible for delivering / supporting delivery of the care plan.</i> <i>Note which healthcare professional issued the plan, their role and the date issued.</i>	
Date:	Date: