



Physical Disability Outreach Support Team



Notes for Completing the Personal Care Plan

Why write a plan?

It is essential that a care plan is completed for children and young people with significant personal care/toileting needs:

- It documents the procedures that will be followed and outlines all parties' responsibilities
- It provides protection for staff involved in personal care procedures
- It provides evidence regarding the arrangements that a setting is putting in place, which can be helpful when making requests for additional support
- Appropriate targets can be included to move the child or young person towards maximum possible independence

Who should contribute to the plan?

Usually:

- SENDCo
- Designated support staff
- Parents/Carers
- School nurse/specialist nurse
- Health visitor for early years
- Representative from appropriate external support services
- Children or young people themselves, as appropriate
- Key worker/class teacher should contribute to, and be aware of, the plan even if they do not attend the meeting
- Setting managers/Head Teachers should be kept informed

What should it include?

- Name of child or young person, date of birth
- Date of plan, including details of the condition
- Details of the nature of the assistance the child or young person's needs and the procedures to be followed
 - Details of what, when (time) and how often (frequency) interventions are required
 - Details of who is/are to be involved in changing the child or young person and a named person in reserve
 - Who is responsible for liaising with the parents on a regular basis? How will this be achieved? Face to face/diary/telephone?



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- Details of facilities and equipment required:
 - Location?
 - Adaptations? Is a toilet seat/insert or any other equipment required?
 - Physical assistance/manual handling? Is a hoist required?
 - Who will provide supplies required?
 - Storage of supplies. Where will spare clothes be kept?
 - Equipment for medical procedures should be kept in locked cupboard
 - Disposal of waste in line with health and safety guidelines

- Implications for school life and curriculum access:
 - PE, Games, Swimming
 - Extended day
 - Off site activities
 - Home/school transport

- Training requirements:
 - General awareness
 - Specific individual training
 - Manual handling training
 - Risk assessment

- Procedures for monitoring arrangements:
 - Record of intervention
 - Compliments/concerns
 - Review procedures and mechanism for communicating changes

- Signatures:
 - All those involved in the setting up of the plan should sign it to indicate their involvement and agreement with its contents