

**Self-care in School** – does your child need help with medication or other medical intervention during school hours?

With self-care refers to medication or other medical procedure carried out by non-medically trained personnel. A child's prescribing physician will first assess whether this could be outside of the health-care system; at home and/or at school.

Rules regarding self-care in school can be found on the Eu website: [www.skolverket.se](http://www.skolverket.se)

If your child needs help with self-care in school, please contact your child's teacher/mentor. You, as parents fill out a form for self-care (available from the staff/Principal) which you then go through jointly together with the person whom the Principal has appointed to supervise your child on a frequent basis, usually the teacher/mentor. Sometimes there might be a more specific person who supervises your child for most of the school day. A copy of the completed form will then be submitted to the Principal and the school nurse.

Self-care forms can be acquired from your child's teacher or Principal.

Important! The completed form concerning self-care applies for the ongoing academic year. At the beginning of the new academic year or with changes in the existing plan, a new form will need to be completed and the procedure repeated.

## Routine notification of Self-Care<sup>1</sup>

1. Parents are obliged to give information regarding their child's self-care needs before the start of the academic year or at any time that the self-care plan is amended. Information on self-care should be found on the school's website together with a plan and procedure for "Self-Care due to disease/serious allergy". Parents are requested to submit the plan to the Principal<sup>2</sup> or the person(s) appointed by the Principal deemed to have close, daily contact with the student, for example teacher/mentor. The parents need to go through the plan with the teacher/mentor. If necessary, the school nurse may be consulted.
2. The parents inform, together with the Principal or the staff member appointed by the Principal, the concerned member(s) of staff regarding the needs of the student. The school nurse should attend this meeting. The Principal is responsible, from the school's side, for any necessary contact with the prescribing unit in connection with the planning for self-care. The school nurse should support the Principal in this effort.
3. After the information has been delivered, the parents and staff concerned should sign the self-care plan which in turn should be stored in the staff room or the equivalent so that information is available (copy to the Principal and the school nurse).
4. The Principal is responsible for ensuring that staff have the skills to carry out the self-care plan, similarly that the care-plan can always be carried out when the pupil is at school. The school nurse can be instrumental in training and informing the staff.

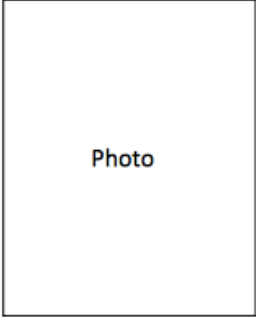
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<sup>1</sup> In SOSFS 2009:6, the Department of Health's information sheet, June 2009 and the School Authority's website <http://www.skolverket.se>, describes the responsibility for self-care, as well as the school's role in self-care.

<sup>2</sup> In SOSFS 2009:6 describes the responsibility for self-care. On the basis of this document the West Sweden Region and Västkom formed a routine for collaboration between region and municipality in October 2012. In both SOSFS 2009: 6 and the collaborative agreement, it was decided that the student health services would not be responsible for initiating and conducting self-care. The Principal's responsibilities are regulated: the student should receive help with self-care, the school staff should be given the opportunity to participate in the care planning and training to provide the skills to perform self-care and that the staff should have time to develop skills and execute the self-care .

This student has a disease/serious allergy. Personal action plan for self-care (not diabetes)

Name:.....  
Personal number:.....  
Grade:.....  
Disease/allergy:.....  
.....



Parent 1:.....  
Telephone (daytime/mobile).....  
Parent 2:.....  
Telephone (daytime/mobile).....

Symptoms of severe reaction or need for medication can be:

- .....
- .....
- .....

**Important!**  
Always act quietly and never leave the pupil alone.  
Always contact the parents.  
Call 112 in emergency situation!

Contd.

The student may require help taking their medication due to acute allergic reaction or illness.

The medicine is kept in: .....

Medicine's names:

- .....
- .....
- .....

Instruction during medication:

- .....
- .....
- .....

Other actions the staff may need to take/observe during a reaction or medication:

- .....
- .....
- .....

Parental responsibility: it is the parent's responsibility to ensure the following:

- that the staff are informed about the medicine
- why it needs to be taken
- how it is taken
- correct dosage
- correct occasion
- the medicine has not passed its expiry date
- that there is the correct amount of medicine available at school

Staff responsibility: the staff need to ensure

- correct student
- correct medicine, amount and occasion

Contd.

Prescribing physician, hospital and contact information:

- .....
- .....
- .....

Staff members who have received information regarding the self-care plan:

- .....
- .....
- .....

Principal:

Signature:

Date:

.....

.....

This form should be kept safely in the staff room so that the staff members concerned may refer to the student's self-care plan. Copy to the Principal and the school nurse.

It is the parent's responsibility that the staff are notified of any changes in treatment and that medicines are updated.

Parent's signatures:

Date:

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