



Bizzy Bees Pre-School CIO
 Memorial Hall Bedford Road
 Wootton
 Bedford
 MK43 9JB
 Tel: 01234 767785
 Website: www.bizzybeespreschool.org
 Email: bizzybeespre_school@btconnect.com
 Charity Number: 1172751
 Ofsted: EY556019

12.6 Individual health plan (staff) policy

Date completed.....

Review date.....

Employee's details:

Full name:	Date of birth:
Address:	
Allergies:	
Medical condition/diagnosis:	
Medical needs and symptoms:	
Daily care requirements:	
Medication details (inc. expiry date/ disposal)	
Storage of medication:	
Other information:	
Date risk assessment completed:	
Risk assessment details:	
Describe what constitutes an emergency for the employee, what procedures will be taken if this occurs and the names of staff responsible for an emergency situation:	



Bizzy Bees Pre-School CIO
 Memorial Hall Bedford Road
 Wootton
 Bedford
 MK43 9JB
 Tel: 01234 767785
 Website: www.bizzybeespreschool.org
 Email: bizzybeespreschool@btconnect.com
 Charity Number: 1172751
 Ofsted: EY556019

Employee emergency contact(s):

Name:	Relationship to employee:
Contact number(s):	
Name:	Relationship to employee:
Contact number(s):	

General Practitioner's details:

Name:	Contact number:
Address:	

Clinic of Hospital details (if app):

Name:	Contact number:
Address:	

Declaration

I have read the information in this health plan and have found it to be accurate. I agree for the recorded procedures to be carried out:

Name of employee:	Date:
Signature:	
Name of manager:	Date:
Signature:	