

Child Health Plans Procedure

Purpose

This explains how to create a *Child Health Plan* (CHP) for ECEAP, Head Start, and Early Head Start.

Guidance

Conditions/illnesses that require a CHP are:

- health conditions noted in Section B: Health and Development Information of the *Application*
- Potentially Life Threatening conditions – noted with an * on the *Health and Developmental History* forms
- a child on long-term medication
- Non-Potentially Life Threatening conditions noted on the *Health and Developmental History* forms
- parent report
- A CHP must be completed for any child that requires an accommodation for a special health or nutrition need.

The potentially life threatening CHP must be completed and signed with medication onsite before a child's first day of class. If a need is identified after the child begins attending class the child may be excluded from class until the CHP is in place. If a child starts class without a completed CHP they will be excluded from class until the CHP is completed.

There are different procedures depending on your funding source and type of agency.
Find the green heading below that matches your program.

Procedure

For Head Start – Non School districts

For Potentially Life Threatening (PLT) Conditions

1. Complete an *Authorization to Release Confidential Health Information* form with the family.
2. The center staff will work with the parent or guardian and Health Care Providers to complete a child health plan.
3. CHPs must be signed and dated by the health care provider, parent and staff and uploaded to Child Plus
4. The medication label and Medication Administration Forms are uploaded to Child Plus.
5. CHPs are reviewed and initialed by all site team members working with the child. By doing so, they acknowledge they understand the accommodations needed for the child.
6. CHPs are reviewed at all center staffings.
7. A copy of the CHP is kept in the following locations:
 - Family File.
 - With medication(s).
 - Posted confidentially in the classroom.
8. CHPs must be renewed annually and as needed.

For Head Start - School districts

For Potentially Life Threatening (PLT) Conditions

1. Complete an *Authorization to Release Confidential Health Information* form with the family.
2. The center staff follow their School District procedures on developing a CHP for potentially life threatening conditions.

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3. CHPs must be signed and dated by the health care provider, parent and staff and uploaded to Child Plus.
4. The medication label and Medication Administration Forms are uploaded to Child Plus.
5. CHPs are reviewed and initialed by all site team members working with the child. By doing so, they acknowledge they understand the accommodations needed for the child.
6. CHPs are reviewed at all center staffings.
7. A copy of the CHP is kept in the following locations:
 - Family File.
 - With medication(s).
 - Posted confidentially in the classroom.
8. CHPs must be renewed annually and as needed.

For Non-Potentially Life Threatening (NPLT) Conditions

1. Staff will complete all non-potentially life-threatening CHPs with the parent or guardian.
2. Staff and parents will sign and date the CHP.
3. CHPs are sent to the Health Care Provider for review and signature ONLY if the child will need medication during school hours.
4. CHPs are reviewed and initialed by all site team members working with the child. By doing so, they acknowledge that they understand the accommodations needed for the child.
5. CHPs are reviewed at all center staffings.
6. A copy of the CHP is kept in the following locations:
 - Family file.
 - With medication(s).
 - Posted confidentially in the classroom.
7. CHPs are renewed annually and as needed.

For Early Head Start

The Nurse must give either verbal authorization or signature before any part of the CHP can be implemented in the Early Head Start (EHS) classroom. This includes any medication administered by site team members. EHS children cannot attend until verbal or written authorization from the Nurse is recorded.

For ECEAP

1. The CHP is completed with the parent or guardian at enrollment.
2. The site team member(s) and parent or guardian sign and date the plan.
3. The Potentially Life Threatening CHP must be reviewed and signed by the child's Health Care Provider.
4. After the Health Care Provider signs the plan, the 'center's Nurse Consultant must review the plan and sign it.
5. Non-Potentially Life Threatening CHPs are signed by the center's Nurse Consultant. The plan is sent to the Health Care Provider for review and signature ONLY if the child will need medication during school hours.
6. CHPs are reviewed and initialed by all site team members working with the child. When staff initial and date the plan, they acknowledge that they understand the accommodations needed for the child.
7. CHPs are reviewed at all center staffings.
8. CHPs are renewed annually and as needed.
9. A copy of the CHP is kept in the following locations:
 - Family File.
 - With medication(s).
 - Posted confidentially in the classroom.
10. Enter the CHP into ELMS. (ELMS entry instructions follow).

Related Documents

Child Health Plan and Provider Orders - Dietary Accommodations Food Allergies / Intolerances

Child Health Plan and Provider Orders - Non-Food Allergies

Child Health Plan and Provider Orders - Reflux Infants and Toddlers

Child Health Plan and Provider Orders - Respiratory Disorder

Child Health Plan and Provider Orders - Seizures Disorder

Child Health Plan and Provider Orders - Skin Conditions

Medication Administration Procedure

Medication Administration Record

Provider Orders for Medication at School Form – Supplemental

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For ECEAP: How To Enter A Child Health Plan In ELMS

1. Log into [ELMS](#) and click on the **Child** tab. This will take you to the **Child Search** screen.

The screenshot shows the top navigation bar with tabs for News, Child, Locations & Classes, Staff, Monthly Report, and Reports. Below this is a secondary bar with links for Child Search, Prescreen, Waiting List, Exit Child, Bulk Update, and Request Records Transfer. The main header area includes the text 'Child > Child Search', the title 'Child Search', and a 'Select School Year' dropdown menu set to '2016 - 2017' with the label 'Current School Year'.

[+ New Prescreen](#)

The search criteria form includes the following fields: 'All Names:' with a search box containing 'Child Name' and a note '(Searches all name fields: child name, site name, etc.)'; 'Child Name:', 'Child ID:', 'Parent Name:', 'Staff Name:' (with a dropdown 'Select a Staff...'), 'Child Status:' (with a dropdown 'Select one or more'), and 'Has Health Follow-Up Alerts:' (with a dropdown 'Show All Children'). On the right side, there are fields for 'Nick Name:', 'Child Birth Date:' (with a date picker), 'Contractor:' (with a dropdown 'No Contractor Selected...'), 'Subcontractor:', 'Site Name:', and 'Class Name:'.

[Search](#) [Clear](#)

2. Type the child's name in the search box.
3. Click the **Search** button. The search results will appear underneath.
4. Scroll down and find the child's name that you need, then select **Child/Family Updates** to the right.

The search results table displays a list of children with columns for Child ID, Child First Name, Child Last Name, Child Age, Site, Class, Teacher Name, Child Status, and Actions. The 'Actions' column contains links for 'Child/Family Updates', 'Prescreen View', 'Application Transfer', 'Exit', and 'Enrollment History Notes (0)'. A red arrow points to the 'Child/Family Updates' link in the first row.

Child ID	Child First Name	Child Last Name	Child Age	Site	Class	Teacher Name	Child Status	Actions
00000	Child	Name	4	Site Name	Class1	Tchr Name	Enrolled in Class	Child/Family Updates View Prescreen View Application Transfer Exit Enrollment History Notes (0)
11111	Child	Name1	4	Site Name	Class1	Tchr Name	Enrolled in Class	Child/Family Updates View Prescreen View Application Transfer Exit Enrollment History Notes (0)
22222	Child	Name2	4	Site Name	Class1	Tchr Name	Enrolled in Class	Child/Family Updates View Prescreen View Application Transfer Exit Enrollment History Notes (0)

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5. The child's name will be at the top of the screen. Underneath is a row of tabs corresponding to different service areas.
6. Click on the **Medical Status** tab.
7. Under the **Chronic Health Condition** sub-heading, enter details of the child's Health Plan –

Child » Child/Family Updates
Child Name (12345)

Household **Medical Status** Dental Status Health Screening

You must click Save before leaving this page.

Chronic Health Condition Requires Follow-Up?

Has chronic health condition? Yes No

Describe condition or diagnosis:

Child requires prescribed medication at school for chronic condition or emergencies

Name of Medications:

Is this a life threatening condition? Yes No

Individual Health Plan for classroom completed:

Save

- a. Select **Yes** if the child has a chronic medical condition.
- b. If **Yes**, a text box will appear next to **Describe condition or diagnosis**. Briefly describe the child's condition.

- c. Check the box if the child requires medication at school.
- d. If **Yes**, enter the name(s) of the medication(s) they need to take at school.
- e. Select **Yes** if the child's condition is Potentially Life Threatening (PLT).
- f. Enter the **date** the Health Plan was completed.
- g. Go to the top or bottom right corners of the screen and click **Save**.