

# Child Health Plans Procedure

## Purpose

A *Child Health Plan* (CHP) must be completed for ECEAP, Head Start, and Early Head Start for children who have identified health conditions/illnesses.

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

A CHP is required to be filled out in these circumstances:

- for potentially life-threatening conditions – noted with an \* on the *Health History* form
- for non-potentially life-threatening conditions noted on the *Health History* form
- for health conditions noted in the *Application*
- when long-term medication is required for child
- when parent reports (contact your Coach)
- when accommodation for a special health or nutrition need is required for a child.

There are different procedures depending on ECEAP, HS/EHS, and type of agency. Find the icon below that matches your program.

## Procedure

HS

EHS

EHS-HB

– 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. The CHP is uploaded to ChildPlus and is entered as an event.
9. CHPs must be renewed annually and as needed.

HS

EHS

EHS-HB

– Non School Districts, continued

### For Non-Potentially Life Threatening (NPLT) Conditions

1. Staff will complete all NPLT 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 Interdisciplinary Staffings.
6. A copy of the CHP is kept in the following locations:
  - Family file.
  - with medication(s).
  - posted confidentially in the classroom.
7. The CHP is uploaded to ChildPlus and is entered as an event.
8. CHPs are renewed annually and as needed.

HS

EHS

– 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.
3. CHPs must be signed and dated by the health care provider, school nurse, 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 Interdisciplinary 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.

HS

EHS

### – School Districts, continued

#### For Non-Potentially Life Threatening (NPLT) Conditions

1. Staff will complete all NPLT 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, signed by school nurse if medication during school is needed, 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 Interdisciplinary Staffings.
6. A copy of the CHP is kept in the following locations:
  - Family file.
  - with medication(s).
  - posted confidentially in the classroom.
7. The CHP is uploaded to ChildPlus and is entered as an event.
8. CHPs are renewed annually and as needed.

ECEAP

#### For Potentially-Life Threatening (PLT) and Non-Potentially Life Threatening (NPLT) Conditions

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. NPLT 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 Interdisciplinary 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.