

Steps to Completing a Health Care Plan



Children who require skilled nursing care while in school (e.g., medications or treatments), must have an Individualized Health Care Plan in place. The care plan will be developed collaboratively between the school nurse, parent, and child's physicians.

Creating or Updating Health Care Plans:

For a new care plan:

- Contact your child's [school nurse](#) to discuss the health concern.
- The nurse will provide you with appropriate forms or meet with you to develop the plan. For complex situations a meeting with the child's physician may also be needed.

If a care plan is already in place:

- Health care plans must be renewed prior to the start of each school year. In the spring, your child's school nurse will send parents/guardians appropriate forms to be completed during the summer. As needed, the school nurse will schedule meetings to discuss revisions/updates before school starts.

To make changes to an existing care plan:

- Contact your child's [school nurse](#). Simple changes may be made via telephone or with a physician's note. More complex changes may require new forms and/or a meeting with the school nurse.

? For questions, contact your child's [school nurse](#).

Parent/Guardian Steps to Completing a Health Care Plan:

- **Contact your child's school nurse** to discuss his/her health condition.
- **Complete the appropriate Individual Health Care Plan form(s) as advised by the school nurse.** Blank forms may be obtained from the school nurse or downloaded from the school website.
- **Have the forms reviewed and signed by your child's physician**

Note: Physician signed care plans are the nurse's treatment orders for providing skilled nursing care to a student. No treatments can be given without the physician's signature.

- **Sign the IHCP**
- **If your child will receive medications during the school day, have the physician complete a separate [medication form](#).** This must be signed by both the parent/guardian and physician.
- If your child requires medication at home that you want administered at school in the event of an emergency (e.g., lock down, evacuation, etc.), provide a parent/guardian and physician signed [24 Hour Medication Form](#).
- **Provide supporting documents** as appropriate (e.g., physical exams, medical history, test results, etc.)
- **Provide medications, supplies, equipment,** as identified in the IHCP.