

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Individualized Health Plan

POLICY:

Head Start will recognize and respond to individual health needs.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.42, 1302.46, 1302.41](#)

PROCEDURE:

1. Head Start will develop and implement an individual health plan for children who:
 - a. Have a chronic condition requiring adaptations in daily activities
 - b. Needs medication regularly; that cannot be given before or after school.
 - c. Requires a specialized emergency plan
2. Program staff will notify the Grantee Health Services Manager or school nurse/health aid of children enrolling in the program who need an individualized health plan.
3. The Health Services Manager, School Nurse/health aide or family advocate in collaboration with the child's family, classroom staff, medical professionals, and other relevant management staff (e.g. disabilities, nutrition, and education) will develop a written health care plan to serve as a guide to meeting the child's health needs.
4. The parent will be asked to sign a release of information allowing the program to obtain relevant medical information and recommendations from the child's physician/medical provider to develop the plan.
5. The child's Individual Health Plan will at a minimum, provide guidance on:
 - a. What accommodations are needed in daily programming including meals, playing, resting/sleeping, and toileting
 - b. When and how to give medication and who is to give it

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- c. When and how to perform required medical procedures, and who may perform them
 - d. What procedures to follow in the event of a medical emergency
- 6. The Grantee Health Services Manager / School Nurse/health aide with assistance from other management staff will arrange and/or provide training needed for staff to effectively implement and follow the health plan.
- 7. Plans will be monitored regularly and updated as needed.
- 8. Individualized Health Plans are considered confidential and will be filed in the child's individual health folder.

Approved by Policy Council: September 2018