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| Policy Title: | Health Management Plan | Revision Date: | 7/27/17 |
| Contact Person: | Head Start/Early Head Start Nurse, Health Manager | PC Approval Date: | 8/12/17 |
| Area: | Health | SPCAA Board Committee Approval Date: | 8/15/17 |
| Stakeholders: | Health, TL,SM,Teaching staff | SPCAA Board Approval Date: |  |
| References: | 1303.42(c)(d) | Advisory Approval Date: |  |
| Related Documents: |  | | |

**Performance Objective:**  SPCAA Head Start/Early Head Start will establish a system of ongoing communication with the parents of children identified with health needs and, if applicable, with Partner School Nurses.

**Procedure:**

1. Health Management Plans (HMP’s) are completed only on those children who have been ***diagnosed by a health professional*** to have a chronic health condition or food allergy that requires a specialized emergency plan. If the health professional provides an Asthma Action Plan or type of Emergency Plan for the child, this will be accepted. If a plan is provided by the physician, the only signature required will be from the physician.
2. Children who benefit from an Health Management Plan include any child who:

* Requires adaptations in daily activities because of a medical condition; daily activities to be considered include feeding, playing, sleeping, toileting
* Needs medication regularly (on a daily basis)
* Requires a specialized emergency plan

1. Communication is shared between parents and staff that care for a child with a chronic health condition ~~or food allergy~~ that requires a specialized emergency plan.
2. All those who care for a child with a chronic health condition are partners in developing the health management plan. Plans are put in place to inform teaching staff of limitations or accommodations in daily programming, to include meals and snacks, playing, sleeping, and toileting, procedures to follow in the event of a medical emergency, and any medication administration required during school hours.
3. The Head Start/Early Head Start or Partner Nurse initiates the Health Management Plan. At the time the HMP is completed with the parent, a contact note is completed in ChildPlus. The HS/ EHS Partner nurse signs the HMP and attaches the HMP and contact note to the child’s record in ChildPlus and sends it to the center and to the monitors. The Family Support Worker reviews the HMP with the parent, Site Manager (if applicable), and teacher to obtain the needed signatures. The monitors track the completion of the HMP. After the signatures are obtained, it is placed in the ChildPlus folder to be reviewed and scanned into ChildPlus and is included on the Monitor’s e-mail. The Head Start/Early Head Start Nurses reviews the completed HMP and deletes the initial unsigned HMP from ChildPlus. The original IHP will be filed in child’s file in ChildPlus. Head Start /Early Head Start or Partner Nurse reviews the HMP as needed or annually for returning children and documents the review in a contact note in ChildPlus under the event in the Health Events tab. The HS/EHS Nurse or Partner Nurse emails the Family support Worker to print out the review contact note and file in child’s brown folder.

1. Teaching Staff and Site Manager reviews the HMP at the time of initiation so they are aware of the health concerns of the children in their center/classroom.
2. Health Management Plan includes: Child’s name, date of birth, age, sex, parent or guardian name and phone number, primary health care provider name and phone number, date it was initiated, teacher/site, and what type of condition child has with any additional comments or considerations, when to notify parents and what to do while waiting for parent, medications taken (if any), when to call 911, parent signature, staff signature, nurse signature, Site Manager signature (if applicable), teacher signature, and place for review dates and initials of reviewer(s).
3. Plans include any regularly scheduled medication(s) and any as needed emergency medication(s) with when, how much, how taken, and any possible side effects.
4. Medication Allergies diagnosed by a health professional are documented in ChildPlus on the Health Events tab and Health Information tab to be included on Transportation Report 1520, taken on field trips, by clicking ‘show Allergy and Health Notes’. The medication allergy is documented in a contact note with the parent as to the type of reaction child has when medication is taken.
5. Family Support Worker’s, Head Start Nurse, Early Head Start and Partner Nurse provide support for the families on any needed or existing conditions of the child.
6. The Health Management Plan is not specifically required by the Head Start Program Performance Standards. However, the process of developing Health Management Plans is an effective tool to facilitate Head Start's goal of individualizing the care of all children, including those with chronic conditions. The Health Management Plans are not standardized and will be initiated on an individual basis.