

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 1304.20

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;
 - c. Requires a specialized emergency plan
2. The delegate program will notify the grantee Health Services Manager or Delegate Health Manager of children enrolling in the program who need an individualized health plan.
3. The Health Services Manager, or Delegate Health manager 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 Health Services Manager, with assistance from other management staff, 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 the Policy Council October, 2007