

DOCUMENTATION GUIDELINES FOR WRITING INDIVIDUAL HEALTH CARE PLAN

- An Individual Health Care Plan should be written for any child who has a special health need. (***any chronic health condition which is expected to last 12 months or longer***)
Examples: All children on emergency medications as in: Asthma medications of any kind, Epi-pen, Auvi –Q, with or without Benadryl.
Children with Diabetes, Seizures, Allergies, Autism, Reflux where MD orders include special instructions.
Basically any child who has a special need that has to be observed for a potential problem.
- The care plan should be written in collaboration with the child’s parent and Health Care Provider. (This can be their Physician, Physician Assistant, or Nurse Practitioner) ***This does NOT mean that the health care provider has to write it, OR sign it.*** You will be utilizing information that is in the doctor’s orders to help write the care plan.
- The body of the first page should describe the special care that the child needs.
- Include doctor’s orders, and any special instructions for their care. If medication is ordered, that medication should be on site. If parent refuses to leave medication, (for example albuterol) it should be documented in the care plan. The appropriate measures that will be taken if child needs the medication, and it’s not on site, should be listed. (as in dialing 911, and calling parent if child is in distress. The program should also get a letter stating this, and have parent sign. This letter should be kept with the medication consent form.
- If the doctor has given a Food and Allergy Action Plan, you may attach it to the care plan, and write “see attached” on body of first page. (assuming all proper information is included on attached sheet.)
- Incorporate parent’s information regarding their child’s behavior which is relevant to their individual health care need. Be sure to include behaviors, symptoms, or triggers, which would precipitate an episode of their problem.
- If additional training is needed beyond routes that are covered in MAT, continue on second page. Indicate what training was needed, who provided it, and staff members who received this training.
- Childcare providers should sign bottom of first page. The site provider should fill out portion on bottom of second page, and have parent sign off on it.
- Second page on bottom is filled out by the provider, and followed by parent signature on bottom with date.
- ***All of these steps need to be taken for proper documentation of an Individual Health Care Plan For a Child With Special Health Care Needs!***