

Individual Health Plan

Policy

Neighborhood House Association Early Head Start/Head Start (EHS/HS) aims to individualize services for all children and families. The needs of children with chronic medical conditions are met by following a systematic process of individualized health planning. The plan serves as a clear guide for EHS/HS staff, parents/guardians, and health care providers to meeting the child's health needs. It is developed with the participation of families, classroom staff, and relevant members (as needed) of the EHS/HS team (health, disabilities, nutrition, and education specialists), Social Services Technician, or other medical professionals.

Reference and Regulation:

Head Start Program Performance Standard 1302.41 (a) (b) (1) (2)

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Procedure

Issuance Date: August 2006

Revised: June 2018

When a child is identified as needing highly individualized health care during intake, staff completes the Pre-Enrollment Review for Children with Identified Health or Developmental Conditions form.

Staff submits this form with the intake/application, and the Family Services Supervisor or EHS Program Assistant submits a Comprehensive Support & Quality Improvement (CSQI) Service Request for to the Health Coordinator (See the PS-Referral Criteria – Health Standard Operating Procedure (SOP) and the ERSEA-Pre-Enrollment Process SOP for further instructions). Staff may refer to the PS-Referral Criteria – Health for a list of medical conditions that require a Pre-Enrollment Review and possibly a Pre-Enrollment Case Conference as well, prior to being placed on the Prioritization List (PL).

The Health Coordinator, or designated CSQI staff, conducts the Pre-Enrollment Case Conference with the parent/guardian and site staff. The objective of the conference is to determine the appropriate placement in an EHS/HS Program Option, and to determine the type(s) of modifications of classroom routine or care that the child may require while in the program.

After establishing that the EHS/HS Program is appropriate for the child, an Individual Health Plan (IHP) is developed with the participation of the child's parent/guardian and staff. An IHP must be completed prior to child's attendance in school.

NHA Head Start Standard Operating Policies and Procedures

If a child who is currently attending school requires temporary special accommodation or has limitations while in school due to a medical procedure (i.e. corrective surgery, skin grafting, etc.), a written release from the child's physician must be obtained with clear specifications of the child's special accommodations or limitations while in school. If accommodations or limitations are identified by the physician, an IHP is completed with the child's parent/guardian and staff prior to the child's return to school.

The IHP is used to maintain written procedures regarding the child's health care needs and any medication requirements. These written procedures ensure that staff is informed about the child's condition and any needs to be addressed during program hours. Staff and parent/guardians share responsibility for all children needing an IHP.

The development of an IHP should include the Site Supervisor and the classroom staff. Other support staff involved with the child's care may be included in this process (i.e. Social Services Technician, CSQI staff, other program support staff, and/or the Area Early Childhood Education/Disabilities Specialist).

An IHP is developed when a child requires the following care while in school:

- Adaptations in daily activities because of a medical condition. Some of the daily activities to be considered are feeding, playing, sleeping, and toileting.
- Requires administration of medication while in school.
- Requires a specialized emergency plan.

Note: An IHP is not required for every Request for Special Meals and/or Accommodations. For example, a child that is lactose intolerant, but does not meet the above criteria (like needing medication as a result of the allergy or intolerance), does not require an IHP.

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A copy of the completed IHP is faxed to CSQI at: (858) 292-1489, with an attention to the CSQI Health Coordinator. If further assistance is required, staff contacts the Health Coordinator.

Site Supervisors/Assistant Site Supervisors track all IHPs, medications, and Special Meals in a tracking log updated as needed throughout the year.

2nd Year enrolled children with an Individual Health Plan:

- A new IHP must be completed for children each school year.

Home-Based Option:

- Children in the Home-Based program do not require an IHP.
- During orientation or a home visit, the Home Visitor discusses with the parent/guardian their responsibility for bringing and administering medication if needed during socializations and Parent Engagement Field Days. This is documented in the Progress Notes of Section 2 in the Child File.

PROMIS Data Entry:

Staff enters IHP information in PROMIS - Family Service. Refer to the PROMIS Recordkeeping SOP for detailed instructions.

Documentation:

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IHP/Medication/Special Meal Tracking log
Progress Notes