

Instructions for Individualized Healthcare Plan

The school nurse should be present at ALL IEP's of students with health concerns in order to determine the need and development of the Individualized Healthcare Plan (IHP). All healthcare plans begin at the time of the IEP.

- The assessment of the student, as well as the face-to-face contact with the parent is of vital importance in writing the health care plan.
- If it is not possible for the nurse to be present at the IEP conference, the completed "necessary forms" (#1 and #2) listed below are required to be given to the school nurse in order to develop a healthcare plan.
- Any student having a health condition, disease, health disability, or "other health impaired" exceptionality must have a doctor's statement to that affect in order for the nurse to write a healthcare plan.

Necessary Forms

Regardless of the circumstances, any person that is requesting a healthcare plan from the school nurse must have, as a minimum requirement, the following completed forms:

1. **STUDENTS WITH SPECIAL HEALTH CARE NEEDS SCREENING / REFERRAL CHECKLIST and REFERRAL FOR INITIAL HEALTH ASSESSMENT** form (sample included)
2. **MEDICAL REPORT** form that has **CONFIDENTIAL** printed in the top right corner of that same page (sample included) and/or any other available medical information in the student's folder that relates to his/her diagnosis or exceptionality

*(Please send both of the above forms (at the same time) to the nurse **PRIOR TO** the IEP. If you want the nurse there, remember to check the dates with her before scheduling an IEP.)*

If there is *NO DOCUMENTATION* from the doctor, it is necessary to use the form below to get the parent's signature for release of medical information. This document along with the **MEDICAL REPORT form (#2 above), should be sent to the doctor for his/her completion.**

3. **CONSENT FOR DISCLOSURE OF CASE INFORMATION** form (sample included)

The above necessary forms are the minimum requirements that are needed in order to write a healthcare plan for a student with health concerns in the school system. The documentation from the doctor is vital. Any changes in medication or treatment during the school year must also come from the doctor.