Health support plan folder guide

This Health Support Plan Folder has been developed to ensure the child or young person’s health care information for school and other community services is kept together to assist staff to plan for their support needs.

**This folder needs to remain with the child or in their school bag at all times and will be accessed by all supporting staff including respite and out of school hours care**.

**What is in the folder?**

The folder includes all health-related information for the child or young person that is required to provide safe and supported care in the education or care setting.

* Emergency first aid plans and first aid flowcharts
* Seizure management plans
* Health plans (level 3) developed by AAP or WCH ENCOMPASS Nurses
* Medication agreements
* Physical health and personal care plans (level 2) developed by health professionals
* Health support agreements developed by education and care services with parents.

**Why put all the care plans together?**

The Department for Education, Access Assistant Program and ENCOMPASS Program share care plan and medication agreements. The development of a health support planning folder reduces the need for duplication, and it is easier to monitor review dates and replace previous plans with updated forms (version control).

**Who can use the folder?**

All staff working with the child or young person can use the folder to read and document information about the health support needs. Staff using these plans may be Health Support Workers/Nurses or trained staff in education or care services.

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| **HEALTH SUPPORT FORMS**  |
| * All medications required to be administered during education or care must have a Medication Agreement (excludes non-medicated topical creams and balms).
* All health care forms (i.e., seizure management plans, medication agreements) must be authorised by the parent or legal guardian and agreed to by the health professional where required as stated on the form.
* It is important that all the health care forms contained in your child’s folder are up to date.
* Providing updated health support forms to the education or care service is a parent or legal guardian responsibility.
* Check the review dates and contact the doctor, nurse or other health professional who has written the plan prior to the review date to arrange for an updated plan. Please note the review date is not an expiry date.
* Advise education and care staff when a new or updated form has been included in the folder. Ensure all superseded documents are removed.
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To allow easy access to the information contained in this folder the following sections apply:

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| **Emergency First Aid Plans** **Seizure Management Plan** | * Individual first aid plans *(completed by treating health professional detailing emergency action where this differs from standard first aid response)*
* Standard First aid flowcharts
* Seizure management plan
* Emergency Medication agreement
* Seizure observation log
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| **Health Plans****Level 3**(AAP/ENCOMPASS) | * Developed by WCH AAP/ ENCOMPASS nurses for implementation by staff who have been trained and delegated to the child or young person
* Staff using these plans may be Health Support Workers/Nurses (AAP) or trained staff in education or care services incl. family day care and respite
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| **Medication Agreements** | * Completed by a parent or health professional for medication administration in education and care settings
* Includes short and long term medications
* Medication Agreements linked with specific care plans are filed with that care plan
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| **Physical Health and Personal Care Plans****Level 2** | * Provided by a treating health professional for implementation by education and care staff
* Examples include asthma, diabetes management, continence, transfer and positioning, oral eating and drinking, anaphylaxis
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| **Health Support Agreements** | * Completed by education and care services with parents and legal guardians
* Safety and Risk Management Plan describes site specific management strategies
* Includes cultural, spiritual and language needs
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**Please note the Nurse Consultant / Clinical Nurse from ENCOMPASS may change the order of plans in the Health Support plan folder as determined by individual child needs.**