

# Health care plan folders

## *Information for families*

Department for Education and Child Development (DECD) and the Women's and Children's Health Network (WCHN) Access Assistant Program staff have worked together to make the whole health support planning process as easy and safe as possible. A health care plan folder has been developed to store all of your child's health plans.

All of the child/student's health plans are in the folder. This includes:

- Level two care plans provided by the child's treating health professionals for implementation by anyone designated in a worksite health support plan to do so, for example school staff and health support officers (health support workers can use a level 2 plan, as can out of school hours care and respite staff).
- Level three health plans developed by WCHN RN Delegation of Care Program nursing staff for implementation by health support workers, child care, family day care, out of school hours care, vacation care, and respite staff (to whom care has been delegated) and/or registered nurses and enrolled nurses.
- Medication authorities
- Personal care support plans e.g. transfers and positioning, oral eating and drinking, continence care



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

### *Who is this folder for?*

The folder is for all children/students receiving support from the, Women's and Children's Health Network (WCHN) Access Assistant program in preschools and schools. All children/students new to the program will be given a folder as part of the planning process. Students who are currently in the program will have their old folders replaced if needed when their level 3 plans are reviewed.

We hope you will find this folder useful for keeping all of your child's health information. You will be asked to bring it with you to the school if you need to discuss your child's health support.

### *What about communication?*

The team is also promoting a single communication book process that can be used as a link between the family and all workers supporting the child.

One communication book (e.g. school diary) will be used for general communication between families and staff to support child/student/client health and well-being. It can be used by families in consultations with health professionals to assist planning health and behaviour support for individual children/students/clients.

### *What is in the folder?*



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### Why put all the health plans together?

The Department for Education and Child Development (DECD) and the Women's and Children's Health Network (WCHN) Access Assistant Program are sharing some of the care plans and the development of a shared folder reduces the need for duplication. It is also easier to monitor review dates and replace current plans with updated forms.

### Who can use the folder?

All staff working with the child can use the folder to read and document information about the child's health support needs. Staff using these plans may be health support workers (Access Assistant Program) in preschools/ schools or trained staff in childcare, out of school hours care, family day care and respite settings.

### How can this folder help families?

This folder will hold all of your child's health support information together. This folder can be taken to appointments with the child's treating

health professionals so the plans can be checked immediately if the needs of the child change. This folder will also assist families to keep track of the review dates of the plans. Families can bring the folder to the school if they need to discuss their child's health support.

### Why have a single communication book?

Many parents and school staff have commented on the difficulties in managing two communication books and the frustration with having to duplicate information across two books. A single communication book (e.g. school diary) will remove the duplication of information and have all information in one book. Staff will negotiate with families the most appropriate form of communication.

### Where can I get more information?

<http://www.decd.sa.gov.au/speced2/pages/health/accessAssistantProgram/>

Date	Time	Location (eg home, school)	Health and wellbeing	Name, position & initials of person making entry	Phone and email and sign