

SPECIAL PLAN IMPLEMENTATION PROCEDURE

IMPLEMENTATION PROCEDURE

The special Health Plan will be written by Health Office Personnel familiar with the student's health needs.

1. Collect information on current health status from parent/guardian of student with health problem that may result in a predictable emergency in school. In addition, health and developmental information should be obtained from appropriate sources, which may include physicians, school staff, agencies, parent, student or others.
2. Prepare a special health plan by confirming information provided by the above sources. Clarify or resolve any problems with proposed interventions. Assure that plan is feasible for school and off campus activities. Discuss with parent the importance of keeping the school informed of any changes. Write the plan in clear and specific steps.
3. Instruct staff on the nature of the health problem, specific signs and symptoms of impending emergency, specific action or management in the classroom, location of plan and special equipment, and follow-up procedures.