

## **Healthcare Plan Toolkit: Implementing Healthcare Plans in Your School**

- Nurses should work with building administration to implement the healthcare plan process.
- The nurse and administrator should identify a point person to oversee implementation of the process (school nurse or administrator).
- Nurse and point person should then meet with staff (classroom teachers, specials teachers, clerical, and any other staff expected to carry out the healthcare plans) to explain and present examples of the new healthcare plans.
  - Train staff to include instructing teachers to keep healthcare plans in their sub folder so that substitutes are aware of the student's needs.
  - Train staff to inform nurse anytime there is a healthcare plan that cannot be implemented as written.
  - Encourage staff to ask questions
- Nurse to then develop student healthcare plans (see healthcare plan development document)
- Incorporate healthcare plans into current 504 plan/IEP process as appropriate.
- Nurse or designated 504 or IEP team member to distribute healthcare plans to those staff responsible for carrying out the plan.
- Nurse to check with staff for understanding of healthcare plan.
- Nurse and staff to continually monitor effectiveness of the plan.
- Nurse to review plan with parents at least annually or more frequently if needed. It is preferable to review the plan with parents prior to each new school year.

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