

Care Plan Checklist for Children with Special Needs

The primary health care provider completes and **signs** the Care Plan with input from parents or guardians. It is implemented in the early care and education program. SOME or ALL of the following elements may be required in a care plan for a child with a special health care need.

| | | Present | Missing | Not Applicable |
|----|---|----------------|----------------|---------------------------|
| 1 | Child's name and date of birth | | | Always Required |
| 2 | A list of the child's diagnosis/diagnoses | | | Always Required |
| 3 | Contact information for the child's health care provider and/or sub-specialist | | | Always Required |
| 4 | Medications to be administered: 1. While in care including dose, times and route or on an "as needed" basis with symptoms that require administration 2. Medications to be administered at home | | | |
| 5 | Medication to be administered in an emergency with clearly stated signs and symptoms in lay language about when to give medication | | | |
| 6 | Procedures to be performed while in care | | | |
| 7 | Allergies | | | |
| 8 | Diet, activity or environmental modifications that the child requires | | | |
| 9 | Triggers to avoid that cause a reaction | | | |
| 10 | Symptoms for caregiver/teacher to observe | | | |
| 11 | Behavioral modifications beyond those needed for a typically developing child | | | |
| 12 | Emergency response plans for a facility emergency and if the child has an emergency event | | | Always Required |
| 13 | Special skills training and education required and provided for the staff members who care for the child | | | |
| 14 | Signature of health care provider/date form signed | | | Always Required |

Source: Caring for Our Children 3rd ed. Standard 3.5.0.1: Care Plan for Children with Special Health Care Needs.

This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number H25MC26235, titled Community Based Integrated Service System for \$420,000. This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government.

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REV 10-7-2015