

## 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:<br>1. While in care including dose, times and route or on an "as needed" basis with symptoms that require administration<br>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 (CFOC) Standards Online Database*; Standard 3.5.0.1: Care Plan for Children with Special Health Care Needs American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. *CFOC Standards Online Database*. Aurora, CO; National Resource Center for Health and Safety in Child Care and Early Education; 2020. [<https://nrckids.org/CFOC/Database/3.5.0.1> ]. Accessed 7/7/22].

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