

Dear Parent(s)/Guardian,

Your child has been recognized as having an Individual Health Plan while enrolled at the Dr. Lewis S. Libby School. In order for the staff to follow this plan and care for your child you must review and update this plan annually. This needs to be done at the beginning of every school year (ideally the week before school starts).

The IHP is developed by the professional school nurse to address and communicate the health needs of the student to school personnel with an educational interest in the student. The IHP development and implementation by the RN allows sharing of necessary information and planning for student health needs to maximize student access and participation in their education. All IHPs **must** be renewed annually at the beginning of the school year and as needed in response to a change in student health status.

Communications with the school nurse are essential in ensuring your student's health needs are addressed in the school setting. If your student requires medication, nursing procedures and or an individual health plan call your school nurse no later than **September 30th, 2018**.

If your child currently has an IHP and/or history of a medical diagnosis on file with the school your child **will not** be able to attend school until you have reviewed and updated the IHP. It is not safe for children with medical conditions to be at school without a plan in place to care for them.

If your child had an IHP but no longer needs the plan in place you must provide medical documentation from their physician indicating so.

If your child takes a medication they will need during school hours you must complete a medication permission form and it must be signed by their physician before they will be allowed to have the medication at school.

Please visit the Nurse Notes and Forms section under Parent and Student Resources on the school website to print off forms.

What is included in the IHP?

The IHP should include:

- Emergency contact information and Emergency Plans as needed,
- The health need/nursing diagnosis,
- The student goal to be achieved, including the level of student self-management of his/her health problem,
- Specific direct and indirect nursing services to be provided and supervision of services if delegated to an unlicensed school staff,
- Equipment needs,
- School accommodation(s)/intervention(s) needed,
- Potential problems that may arise, and
- The objectives/evaluation.

The Role of the School Nurse:

Identify those students needing an IHP .

Conduct an assessment of the student's health needs including:

- o the student's physician's care plan or orders,
- o the family's report of needs,
- o the management of the student's health needs, and
- o the school nurse assessment of the student.

Review the IHP with the student's physician, family, and student as appropriate. It **must** have each individual sign off on the Plan.

Please contact the School Nurse, Tiffany Howard, by email thoward@milfordsd.org or by phone 827-2252 ext. 101 on Tuesdays and Wednesdays from 0930-1430.

Thank you,
Tiffany