Checklist for developing and updating health plans

This checklist guides the principal or delegate to work with a parent/carer and student (where appropriate) to develop or update a health plan for a student.

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| **Developing or updating a health plan** |
|[ ]  The [State Schools Nursing Service](https://intranet.qed.qld.gov.au/Students/LearningandDisabilitySupport/therapy-and-nursing-services/Pages/default.aspx) or another health professional has been engaged to develop the plan |
|[ ]  The parent/carer has provided relevant information from a medical professional in writing |
|[ ]  The parent/carer and student (where relevant) understands the purpose of the health plan  |
|[ ]  The parent/carer and student (where appropriate) have been consulted during the preparation of the health plan |
|[ ]  The parent/carer’s and/or student’s concerns in relation to the plan have been recorded, addressed, alternatives considered and the parent/carer and/or student understand the reasons for the decisions |
|[ ]  The parent/carer and/or student (where appropriate) have agreed to the health plan in writing and provided informed consent for the health support procedure to be performed at school |
|[ ]  The health professional that developed the IHP/EHP has endorsed the plan and any amendments |
|[ ]  The treating medical practitioner has endorsed the plan (if applicable) |
|[ ]  Consultation and decisions have been documented in the student record |
|[ ]  The health plan has been uploaded to OneSchool |
|[ ]  A date, at least annually, has been set to review the health plan  |
|[ ]  Hard copies of the plan are stored in designated locations and superseded versions replaced |
|[ ]  The parent/carer has been informed that changes to the student’s health management after the plan has been finalised must be communicated to the school, so the plan can be updated |

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| **If a parent/carer does not respond to the school or health professional developing the plan** |
|[ ]  The school has confirmed that the contact details of the parent/carer are current and correct  |
|[ ]  The school has tried more than one method to contact the parent/carer (e.g. phone, letter, email) |
|[ ]  If, after reasonable attempts have been made, the parent/carer has not responded to the request to agree to the plan, provide the parent/carer with a copy of the IHP/EHP and notify them in writing that the health plan will be implemented to support the student’s safety at school |

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| **If a parent/carer does not agree to the health plan** |
|[ ]  The principal has contacted the health professional to determine the risks to the student’s health or safety during their attendance at school if there is no health plan in place |
|[ ]  The principal has discussed with the parent/carer the risks and possible consequences to the student’s health or safety if an IHP/EHP is not in place, based on advice from the health professional |
|[ ]  The principal has consulted with the parent/carer and health professional to discuss parent/carer’s concerns about the proposed plan, alternatives to the proposed plan and resolved these as much as possible, to manage risks for the student  |
|[ ]  Additional written advice has been sought from a medical practitioner, if required |
|[ ]  Support has been requested from the region, if required |
| If, after reasonable attempts, the health plan is unable to be agreed with the parent/carer, the principal makes a decision about implementing plans and support for the student on a case-by-case basis. |