Health Plans

Individual Health Care Plan (IHCP)

- An IHCP is required when a student is identified in the system with a high risk health condition, including a severe allergy/anaphylaxis.
- An IHCP is optional for students who have a health condition/s that is not high risk, including anaphylaxis.
- The IHCP is developed by the school for the individual student. Information from the student's doctor, provided by parents/carers, will inform the planning process.
- For students (with high risk conditions including anaphylaxis) that are shared, each school they attend must have an IHCP for the student.
- The school is not compliant if the IHCP plan has not been flagged as developed by the school for the individual health condition.
- It is mandatory for an IHCP to have a review date. This date is defaulted to 1 year in the future and can be changed by the user. The IHCP will be printed on the compliance report when the IHCP is within 7 days of or past the review date. Plans should be reviewed annually or when the parent/carer notifies the school that the student's health needs have changed. A review of a student's health care plan can also be instigated by the principal at other times.
- For high risk health conditions (where a student is diagnosed at risk of an emergency) the individual health care plan will include an emergency response plan. For anaphylaxis the emergency response plan is the ASCIA Action Plan for Anaphylaxis.

| *Has an individual Health Care Plan covering this condition been developed? | Yes |
| *Review Date | 29/05/2014 |

Emergency Response Plan (ERP)

- An ERP is required when a student is identified in the system with a high risk health condition. Refer to Error! Reference source not found. for further details.
- If a student has an ERP, an individual health care plan will also be in place.
- The ERP will detail procedures to be followed if an emergency arises. The plan needs to be agreed between the parent/carer and the school, following consultation with the relevant doctor.
- Each high risk health condition must be covered by an ERP.
- For students that are shared, each school they attend must have an ERP covering each high risk health condition.
- The school is not compliant if the ERP plan has not been flagged as provided to/developed by the school for the high risk health condition.
ASCIA Action Plan for Anaphylaxis

- An ASCIA Action Plan for Anaphylaxis is required when a student suffers from a severe allergy/anaphylaxis. This details the emergency response for anaphylaxis.
- The ASCIA Action Plan for Anaphylaxis is provided to the school by the parent/carer. The plan provided by the parent/carer should be completed and signed by the student’s doctor. There are different versions of the ASCIA Action Plan for Anaphylaxis. The student’s doctor determines which ASCIA Action Plan for Anaphylaxis should be used and will provide this to the parent/carer.
- Regardless of the number of allergies a student has, they will have only one ASCIA Action Plan for Anaphylaxis.
- If the student is diagnosed with subsequent severe allergies the student’s individual health care plan should be reviewed by the school and if necessary a new, updated ASCIA plan provided to the school.
- For students who are shared, each school they attend must have a copy of the ASCIA Action Plan for Anaphylaxis and must indicate on the ERN system (Health Condition Screen) that an ASCIA Action Plan for Anaphylaxis has been provided. The same completed ASCIA Action Plan for Anaphylaxis will apply to both schools.
- Only the latest ASCIA Action Plan for Anaphylaxis for the student should be referred to.
- The school is not compliant if the ASCIA Action Plan for Anaphylaxis has not been flagged as provided to the school for a student recorded in ERN as being diagnosed with a severe allergy. ERN requires this one plan is indicated against each severe allergy recorded for the student.

ASCIA Action Plan for Allergic Reactions

- An ASCIA Action Plan for Allergic Reactions is optional when a student suffers from a non-severe allergy.
- The ASCIA Action Plan for Allergic Reactions is provided to the school by the parent/carer. The plan should be completed and signed by the student’s doctor.
- If a student suffers from a severe allergy/anaphylaxis the ASCIA Action Plan for Anaphylaxis is the appropriate plan. The system will therefore supersede an existing ASCIA Action Plan for Allergies if one exists in the system.
Uploading a Plan

The user is able to upload the, individual health care plans, ASCIA Action Plan for Anaphylaxis, ASCIA Action Plan for Allergic Reactions and emergency response plans.

Uploading the plans allows schools to view health plans from other schools when a student is transitioning from one school to another.

**Note:** It is recommended schools upload plans where possible.

**Step 1**

Where the school has been provided with a plan, for example an ASCIA plan provided by the doctor, if the school chooses to upload the plan into ERN, the plan must be scanned and saved.

Where the school has developed the plan, it is preferable for the plan to be saved in PDF format.

**Step 2**

Navigate to the student and required health condition.

**Step 3**

Click on the paperclip icon adjacent to the relevant plan question.
Step 4

A list of existing uploaded plans for the student will be displayed.

When no documents have been previously uploaded the following screen will be displayed

Step 5

Select “Add Document”

The following screen will display:

Step 6

Ensure the correct “Documentation Type” is selected – relevant to the plan being uploaded

Step 7

Click “Browse” to browse for the required plan.
Single click on required plan and select “Open” or double click on required plan.

**Step 8**

The details of plan will be refreshed in the New Document panel.

Select “Save”

The following screen will display which includes the newly uploaded document.

“Cancel” will return to previous screen – Health Condition
Access/Navigation to Uploaded Plans

Step 1

Uploaded Plans can be accessed in 2 ways:

1. **Access method 1** - Clicking on the medical flag for the student the following screen will be displayed – with relevant health conditions:

   ![Flag to access uploaded plans](image)

   **Health condition:**
   - Allergy - fish. High risk.
   - All Schools: ASCIA Action Plan attached.
   - Simpson Public School: Health Care Plan attached.

   Then clicking on the flag next to the health condition displayed.

2. **Access method 2** - Navigating to the health condition and clicking on any of the paperclips next to a health plan question.

Step 2

A list of existing uploaded plans for the student will be displayed. Clicking on the paperclip next to the required document will open the plan.

When no documents have been previously uploaded the following screen will be displayed