



Care Plan - Child Care

Section 58 of the *Child Care Licensing Regulation* requires a licensee to have current care plans for each child that attends the facility who requires extra support. *Child Care Licensing Regulation* defines a child requiring extra support as a child who, for physical, intellectual, emotional, communicative or behavioural reasons, requires support or services that are additional to, or distinct from, those provided to other children.

Child Care Licensing Regulation sets out specific requirements for staffing, policies, procedures and documentation that a program must have in place when a child with extra support needs is enrolled. These include:

Section 19(3) – if the duties of an employee includes caring for a child who requires extra support, they must have the training and experience and be able to demonstrate the skills necessary to care for that child.

Section 53 - sets out the requirements for those who require medication administration while in care. A child with medication administration may require a care plan.

Section 57 requires licensees to keep a record of any illness, allergy or medical disabilities disclosed to the licensee by the child or his or her parent or medical practitioner. Allergies and illnesses disclosed by the parent/ guardian to the licensee will require a care plan, the depth of the care plan will depend on the severity of the allergy and or illness disclosed.

The purpose of a care plan is to ensure that children attending a care facility, who require extra support, get that support in a systematic and predictable manner.

What is a care plan?

A care plan is a written document that specifies in detail, the diagnosis (if applicable), allergy, illness, and the unique needs of the child attending the facility. It also sets out the specific procedures staff will follow when caring for and supervising the child within the context of the child care environment.

Why does a child need a care plan?

Early childhood experiences have a profound impact on the overall health and well-being of children throughout their lifetime. All children deserve the opportunity to acquire the skills needed to become productive, happy and healthy adults. *Child Care Licensing Regulation* promotes an inclusive care environment for all children regardless of age, developmental level, or physical abilities. A care plan is required to meet the individual needs of children who require extra support so they can derive the maximum benefit from a child care facility's activities and services.

Does every child in care require a care plan?

No, not every child requires a care plan. A child may require a care plan based on an allergy or illness that has been disclosed to the licensee. A child requiring extra support may have development delays or a diagnosis of a physical, emotional or intellectual impairment requiring extra support and thus needs a care plan to ensure that extra support is provided. However, there may be circumstances in which a child who has not been diagnosed with a specific impairment may require additional help in order to function at the child care facility; in such circumstances it may be helpful to seek information and resources from local services and supports to answer questions, and document that child's needs and the child care facility's response to them in the care plan. For example, a child on a wait list for a speech and hearing assessment would benefit from the development of a care plan.



Each facility should have a screening process and a probationary period when accepting children into care. During this process, if information is gathered or observed that indicates a child has behavioral challenges or unique needs, it is essential that the child have a clearly written and detailed plan of care. This plan must be individualized and it must take into account the child's unique needs, the goals of his/her care and the services required to achieve the goals.

How is a care plan developed?

Care plans are unique to each child and their specific needs. A care plan might be simple, such as a paragraph, or complex requiring multiple pages of information, strategies, adaptations to the facility, and recommendations from health care professionals.



Section 58 of the *Child Care Licensing Regulation* sets out specific information that must be accounted for within a care plan. This information may come from several sources. The child's parent/ guardian, staff, or other care providers, medical practitioner(s), early childhood intervention services, or other health care professionals.

As a first step, begin the process of gathering information. Do this in consultation with parent/ guardian and any other person(s) requested by the parent/ guardian. This information might come from asking questions about the care needs of a child. We have provided some examples of questions that can be used for exploring the needs of a child receiving care at a licensed care facility:

- What is the child's diagnosis (if applicable), allergies or illnesses?
- What are the unique needs of the child, challenges the child faces?
- What are the possible solutions and strategies to address the, unique needs and challenges?
- What supports and services does the child have or need?
- How will staff be assigned to support the child and in what capacity?
- Do staff require specific training or skills to support the child?
- Will the child be assigned a support worker from an early childhood intervention service? What is the role of the support worker vs the role of regular staff when providing care and supervision to the child?

- Are there any dietary instructions, therapeutic diet that must be considered?
- What special equipment and supplies are needed, adaptations to the facility or program?
- Are there any medical, safety, and emergency considerations?
- If medications are required,
 - a. Where will they be stored?
 - b. Have staff received written permission to administer medication from parent?
 - c. Is the medication required to be administered daily or when needed?
 - d. What symptoms must be present prior to administering medication?
 - e. What steps are required to be followed when administering medication?
 - f. Is the medication self-administered?
 - g. Is a medication administration record kept showing time and dose administered?



Once all information has been gathered, set out the specific procedures that outlines how the child will be accommodated each day while in care at the facility. Within the care plan identify short and long term goals. Identify how records will be kept regarding compliance with the care plan and whose responsibility it will be to complete documentation. Where will the care plan be stored and who will have access to it? Keep in mind that confidentiality must be maintained at all times. The care plan needs to have sufficient information to implement, direct and evaluate the child's care.

Provide a copy of the plan to the child's parents and others who are involved in the day-to-day care of the child.

Documenting compliance with the care plan is also required as part of the *Child Care Licensing Regulation*. Ensure the care plan addresses documentation in respect of each of the following that are applicable to the child: therapeutic diet, medication administration, modifications to program, behavioral guidance provided to the child and any other matter for which the licensee has agreed with the parent / guardian.

How do I know if the care plan is working or if it needs to be changed?



Reviewing a care plan is the best way to assess if it is working or needs to be changed. The *Child Care Licensing Regulation* requires that a care plan be reviewed at least once a year (or earlier if the needs of the child changes significantly) with the child's parents and anyone the parent's requests. This may include Early Childhood Intervention Services, such as: Infant Development Programs (IDP), Aboriginal Infant Development Programs (AIDP), Supported Child Development (SCD), Aboriginal Infant Development (ASCD) Early Intervention Therapies (EIT) or other health care professionals.

Reviewing a care plan includes reviewing past records of compliance and observations of the child, and exploring/ answering the following questions: How has the child progressed? Has the child achieved specific goals? What is working? What is not working? What needs to be changed? Is the child happy?

Parents are often the best source of information about their child and need to be included in reviewing and updating the child's plan of care. It is also important to work closely with staff and to obtain their thoughts and observations. A licensee must determine if staff require any additional training and/or support.

Agencies that provide specialized services can also act as a resource when concerns or questions arise. For more information, please contact the community care licensing program in your area.

Northeast	Northern Interior	Northwest
Fort St. John: 250-263-6000 Dawson Creek: 250-719-6500	Prince George: 250-565-2150	Terrace: 250-631-4222

This information is not to be regarded as a substitute for the *Community Care and Assisted Living Act* and *Child Care Licensing Regulation*.



northern health
the northern way of caring