



Licensing Insights

DEVELOPING CARE PLANS

A care plan is a detailed written document that outlines the unique needs of the child, including any diagnoses (if applicable), illnesses, or allergies. It also specifies the procedures that employees will follow to care for and supervise the child within the child care environment.

Why is a care plan needed?

The legislation 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 need 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 developmental 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.
- 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 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 consider the child's unique needs, the goals of their care and the services required to achieve them.

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 or guardian, employee, or other care providers, medical practitioner(s), early childhood intervention services, or other health care professionals.

Considerations

Consult with the parent or guardian, and any other person(s) requested by the parent or guardian, to gather information about the care needs of a child.

- What are the unique needs of the child, and the strategies, supports and services to address the identified needs?
- How will employees be assigned to support the child and in what capacity? Do employees 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 employee 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, how will they be stored and administered? Include specific directions for medication administration and documentation that will be kept on file.

After collecting the necessary information, it is essential to delineate the specific procedures as well as the short-term and long-term objectives.



What records are required?

It is crucial to ensure that confidentiality is upheld at all times. The care plan must contain adequate information to facilitate the implementation, direction, and evaluation of the child's care. A copy of the plan should be provided to the child's parent(s) or guardian(s) and others involved in the child's daily care, while also documenting adherence to the care plan for children needing additional support. This documentation should include any therapeutic diets administered, medications given (including specifics on dosage and timing), adjustments to the activity program, behavioral guidance provided and its outcomes, as well as any other agreements made with the child's parent(s) or guardian(s).

Considerations

- Who is accountable for completing the required documentation?
- What methods will be employed to maintain records concerning adherence to the care plan?

How do I know if the care plan is working?

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 parent(s) or guardian(s) and anyone they request.

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 or guardians 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 employees and to obtain their thoughts and observations. A licensee must determine if employees require any additional training and/or support.

Agencies that provide specialized services can also act as a resource when concerns or questions arise.



Where can I find more information on developing care plans?



SCAN ME

If you have any questions about developing care plans, or if you would like to attend an information session, please contact Licensing Connect to speak to a licensing officer at 1.844.845.4200 or licensingconnect@northernhealth.ca.

For more information about the Community Care Facility Licensing program and to view the legislation visit the [Community Care Facility Licensing | Northern Health](#) website.