Information sheet for the School High Health Needs Fund (SHHNF)

This information sheet is for schools who are receiving SHHNF for a student with high health needs. It explains how SHHNF works and what the school’s responsibilities are for the use of funding.

Now that eligibility is confirmed the school should make contact with the local Ministry of Education office. A Service Manager will allocate a key contact person whose role is to support you through the initial development of the Individual Care Plan (ICP) and to be your point of contact.

The student’s family/whānau will need to be consulted about the level of support provided based on the information in the ICP. High Health funding levels for students eligible for the fund may alter when further Care Plans are developed, or if the student’s level of need changes significantly.

**About Individual Care Plans**

The ICP will detail:

* a brief summary of the student’s health needs
* the care and supervision tasks the support person completes, how long each task takes and how many times a day and week the tasks are completed
* what tasks the student can do independently and what tasks the student needs help with
* a brief summary of the plans and strategies the school has in place to help the student develop independence, if appropriate
* the monitoring system that will ensure the care remains appropriate to the student’s needs during the year
* the evaluation process that will determine the student’s ongoing level of need for care and supervision, together with information about the student’s progress towards being able to manage their own needs
* signatures of parent/caregiver and the educator.

**Records**

It is essential your school immediately starts recording and maintaining accurate information about the daily care and supervision provided to the student. The records should include any instances the support person has had to intervene to prevent an incident or following an incident.

The records should be provided at the time of the student’s review. The records help to give the verifiers a good overview of the student’s health needs.

**Your school’s responsibilities**

SHHNF supports the care of students with high health needs and should be targeted to those times of the school day where that care is most needed. Support is based on the latest ICP and the student attending school full-time.

You should review the ICP at least annually but more often if the student’s needs change. To do this you should facilitate a meeting that includes parents, educators (including your key contact) and if appropriate a health care professional.

Terms and conditions of employment of the support person are the responsibility of the school as the employer. You must also determine the appropriate grade and hourly rate of pay. The role of the support person is to assist the classroom teacher, and will involve a range of tasks as directed by the teacher and employer.

**Reviewing SHHNF**

A student’s health needs may be ongoing but what may change over time is their ability to self-manage their health needs.

Each student in the fund is reviewed regularly by Ministry of Education verifiers. The verifiers will request the current ICP, a recent medical report, any current relevant information not covered in the ICP, information about the student’s progress towards independence and copies of records from the last term. The documents will assist the verifiers to determine whether the student continues to meet the SHHNF criteria.

If your student is being reviewed, you will receive a reminder letter from the Manager, Assurance and Eligibility towards the end of the term prior to the review. If the review information is not provided to [manager.eligibility@education.govt.nz](mailto:manager.eligibility@education.govt.nz) the student’s funding will lapse and a new application for the SHHNF will need to be completed.