

ADMINISTRATIVE GUIDELINE

Title: Health Support Services – Physical and Medical Procedures

Effective Date: November 22, 2016

Responsibility: Superintendent of Program
and Schools (Elementary/Secondary)

1.0 Rationale

In accordance with Ministry of Education PPM 81, school boards share, together with the Ministries of Education, Health and Community and Social Services, the responsibility for ensuring that no school-aged child should be denied access to education because of special health support needs during school hours. In order to fulfill this mandate, the Near North District School Board recognizes the importance of providing clear guidelines to Principals/Vice Principals and other Board personnel when a request is made for the provision of health support services.

2.0 Procedures

This guideline outlines the provision of health support services in the following areas:

- Physical Procedures
- Medical Procedures

See Appendix A for a listing of health support services in a school setting.

3.0 Personnel Delivering Services

The procedures outlined will be performed in the school by Board personnel or by community agency personnel as outlined below.

4.0 Physical Procedures

Physical procedures are health support services that have been requested by a pupil's parent/guardian and prescribed by a physician or other health care professional and are to be performed by Board personnel during school hours.

- 4.1 Board personnel will perform the following physical procedures:
- ◆ lifting and positioning
 - ◆ assistance with mobility
 - ◆ feeding (not including G-tube feeding) (See Appendix B attached for further clarification)
 - ◆ toileting (including only clean intermittent catheterization)
 - ◆ general maintenance exercises and speech remediation, correction and rehabilitation programming in accordance with the Interministerial Guidelines for the Provision of Speech and Language Services released September 1988
 - ◆ shallow surface suctioning (eg.oral or nasal suction).
- 4.2 The services of Ministry of Health personnel, usually through the Community Care Access Centres (CCAC) and occasionally from pediatricians, will be accessed/consulted as needed, in the training and direction of Board personnel in the performance of these health support services.
- 4.3 The Ministry of Health and/or community agency personnel shall remain responsible for the provision of intensive physio-occupational and speech therapy services.
- 4.4 When a parent/guardian requests health support services beyond the capacity, resources and/or requirements of the school and/or Board, the CCAC shall be notified and requested to intervene and provide the health support services in the school.
- 4.5 Students who are medically complex or have rare conditions – Due to the individual nature of students who are medically complex or have rare conditions requiring unique responses, other requests for interventions not covered in this procedure or any variations to the above procedures must be approved by the Superintendent in charge of Special Education.

5.0 Medical Procedures

Medical procedures are the responsibility of the pupil, parent/guardian or Ministry of Health (eg. CCAC personnel) or community agency personnel.

- 5.1 Board personnel will not perform any of the following medical procedures:
- ◆ manual expression of bladder/stoma
 - ◆ postural drainage
 - ◆ sterile intermittent catheterization
 - ◆ deep suctioning (eg. throat and/or chest suction or drainage)
 - ◆ administration of medication given subcutaneously or intravenously
 - ◆ G-tube feeding (see Appendix B for further clarification)
 - ◆ any invasive medical procedures
- 5.2 Administration of Medication – please refer to the Near North District School Board Administrative Guideline “Administration of Medication” for the procedure for the administration of oral medication by Board personnel.

6.0 Planning and Referral Process

- 6.1 Upon receipt of a request by a parent/guardian for the provision of health support services to a student, a plan shall be developed by the Principal/Vice-Principal and an Authorization for School Board Health Support Services (Appendix C) completed for the students requiring the health support services.
- 6.2 The Principal/Vice-principal or a school contact teacher assigned by the Principal shall oversee the plan and associated tasks for the provision of health support services requested by the parent/guardian, in consultation with the Ministry of Health and community agency personnel regarding the provision of appropriate/necessary training for Board personnel.
- 6.3 Referral to the appropriate CCAC should be made by the school Principal in situations where direct services provided by CCAC personnel or community agency personnel for medical procedures will be required.
- 6.4 Consultation with CCAC or the paediatrician/health care professional should also be made where training or consultation regarding the plan for an individual student is needed.

7.0 Training

- 7.1 Student specific training of Board personnel to provide health support services will be the responsibility of CCAC or other medical personnel including paediatricians as requested by the Board.
- 7.2 Documentation of training will be maintained (see Appendix C) by the school Principal and additional training will be arranged if there are changes in Board personnel or changes to the appropriate/necessary training.
- 7.3 A minimum of two Educational Assistants will be trained to perform each health support service and will document using the Procedure Log (Appendix D) each time a health support service is performed, as outlined below.
- 7.4 The use of the Procedure Log is required for the following:
- ♦ Catheterization
 - ♦ Shallow surface suctioning.
- 7.5 The use of the Procedure Log is optional after consultation with a health care professional for the following:
- ♦ Lifting and positioning
 - ♦ Assistance with mobility
 - ♦ General maintenance exercises and speech remediation and correction programming
 - ♦ Feeding
 - ♦ Toileting
- 7.6 The Principal may determine the additional use of the Procedure Log.
- 7.7 Universal precautions will be encouraged and undertaken whenever possible in the performance of the

health support services identified herein, including the vigilant use of regular hand washing with soap and water to prevent the spread of germs and infection.

- 7.8 It is acknowledged that the designation of roles and responsibilities for health support services in the school does not preclude, in emergency situations, the provision of health support services by designated Board personnel as per the policies and procedures of the Board.

HEALTH SUPPORT SERVICES
MINISTRY OF EDUCATION – POLICY/PROGRAM MEMORANDUM #81

SUPPORT SERVICE	ADMINISTERED BY:	PROVIDED BY:	TRAINING and DIRECTION	CONSULTATION
*Oral Medication	Pupil as authorized	Pupil	Attending Physician	Local Board of Health
	Or Parent as authorized	Parent	Attending Physician	Local Board of Health
	Or Educational Assistant or other personnel	School Board	School Board/Physician	Local Board of Health
*Injection of Medication	Pupil as authorized	Pupil	Attending Physician	Local Board of Health
	Or Parent as authorized	Parent	Attending Physician	Local Board of Health
	Or Health Professional	Ministry of Health	Ministry of Health	School Board
*Catheterization - clean intermittent	Educational Assistant or other personnel	School Board	Parent or Ministry of Health	Ministry of Health
	- sterile intermittent	Health Professional	Ministry of Health	Ministry of Health
	- manual expression of bladder/stoma	Health Professional	Ministry of Health	School Board
*Suctioning - shallow surface (e.g. oral or nasal suction) - deep (e.g. throat and/or chest suction or drainage)	Educational Assistant or other personnel	School Board	Parent or Ministry of Health	Ministry of Health
	Health Professional	Ministry of Health	Ministry of Health	Ministry of Health
*Tube Feeding	Health Professional	Ministry of Health	Ministry of Health	School Board
*Lifting and Positioning	Educational Assistant or other personnel	School Board	School Board Ministry of Health	Ministry of Health
*Assistance with Mobility	Educational Assistant or other personnel	School Board	School Board Ministry of Health	Ministry of Health
*Feeding (excluding tube feeding)	Educational Assistant or other personnel	School Board	School Board Ministry of Health	Ministry of Health
*Toileting	Educational Assistant or other personnel	School Board	School Board Ministry of Health	Ministry of Health
*Therapies a) Physio/Occupational - intensive clinical - general maintenance exercises b) Speech - speech pathology (treatment) - speech correction and remediation	Qualified Therapist	Ministry of Health	Ministry of Health	Ministry of Health
	Educational Assistant or other personnel	School Board	Ministry of Health	Ministry of Health
	Speech Therapists /Pathologists	Ministry of Health	Ministry of Health	Ministry of Health
	Speech Therapists /Pathologist	School Board	School Board	Ministry of Health

NNDSB Enteral Feeding Guidelines for Educational Assistants

- NNDSB EA staff will not be required to assess or determine proper practice when actively engaged with a student who requires enteral feeding (PPM 81)
- Feeding directive is to come from a physician in collaboration with the family and CCAC
- Staff are only to be trained for basic procedures: connect and disconnect, stop and start pre-set feeding pump - for situations such as positional changes, hygiene care, or taking part in physical activity.
 - Internal school protocol will be developed around the specific situations that EA staff will be involved in handling the G-tube, extensions and pump

PRN Medication via G-tube for Emergencies

(Medication to be given as necessary when Emergency circumstances arise)

- Staff are to follow a pre-determined written protocol for such emergencies as prescribed by a physician and in accordance with the Administrative Guideline for the Administration of Medication, Part 9.0, Emergency Medication.

Staff are not permitted to:

- Clean medical equipment
- Set rate of flow on feeding pump
(Rate needs to be pre-set and communicated to school staff.)
- Reinsert G-tube or foley catheter in the event the G-tube falls out
(Refer to written protocol ie. Parents or 911.)
- Manage any gastric contents via the G-tube which would happen during venting
- Change stoma dressings
- Manually vent either by syringe or open to a basin
- Administer any maintenance medications through G-tube

Note: Staff can dispose of Farrell Bag required for continuous relief of gastric pressure and feeding sets.

Essential Steps

1. Obtain orders from prescribing physician regarding any medications with written parent/guardian consent.
2. School team meets with CCAC to determine best practice and align duties.
3. School protocols are developed around emergency procedures with signed consent from parent/guardian.
4. School staff are trained by a qualified professional on enteral feeding procedures.

HEALTH SUPPORT SERVICES
AUTHORIZATION FOR SCHOOL BOARD HEALTH SUPPORT SERVICES

Student's Name:	Date of Birth:
Student's Home Address:	Home Phone #:
<i>Street Name:</i>	<i>P.O. Box #:</i>
<i>City:</i>	<i>Province: Postal Code:</i>
SCHOOL:	TEACHER:

HEALTH SUPPORT SERVICES INFORMATION

1. Name of Service Required:	
2. When is Service Administered:	
3. Type of Training Required:	
4. Possible Adverse Reactions:	
5. Physician's Name:	
Physician's Signature:	Date:
Address:	Phone #:
<i>Please bring any written documentation which would be helpful.</i>	

PERSON DESIGNATED AND TRAINED TO PROVIDE HEALTH SUPPORT SERVICES

Health Professional:	Organization:
Staff Trained:	Date of Training:
Signature of Health Professional:	
Principal's Signature:	Date:

PARENT'S/GUARDIAN'S APPROVAL

I hereby request and give permission to the School Principal to make arrangements for the administration of health support services as specified herein to my child named above. It is understood that school staff will administer health support services on my behalf and not as health professionals. Any changes to the above procedures shall be immediately reported by the Parent/Guardian to the School Principal or designate.

Parent/Guardian's Signature: _____ **Date:** _____

*Copy to Trainee

HEALTH SUPPORT SERVICES

HEALTH SUPPORT SERVICES PROVIDED BY SCHOOL PERSONNEL

PROCEDURE LOG

Student's Name: _____ **School:** _____

DATE	TIME	STAFF INITIALS	PROCEDURE

To be placed in the Documentation File of the O.S.R. at the end of the school year and retained for two years.