

# **ADMINISTRATIVE PROCEDURES**

**SUBJECT: PROVISION OF HEALTH SUPPORT SERVICES IN SCHOOLS**

## **INTRODUCTION**

The Lambton Kent District School Board believes that the ultimate goal of health support within the school setting is to have students be as independent as possible with their own care, recognizing that in some cases coordinated supports are required.

## **BACKGROUND**

The Lambton Kent District School Board recognizes through its policy “Performance of Medical and Physical Procedures for Students” that in order for some students to access an education there will be a need for some medical and physical procedures to be performed during school hours. Program/ Policy Memorandum 81 (Provision of Health Support Services in School Settings) outlines the shared responsibility of health support services. The Ministries of Health, Education, and Community, Family and Children’s Services share in the responsibility of these services. Such services extend beyond educational services and are not included in the normal preventative health programs already provided by the local Health Units to school children. Appendix 1 provides an overview of the responsibilities for each ministry in the provision of health support services.

## **ADMINISTRATIVE PROCEDURES**

- 1) For the purpose of this procedure, essential services which may be provided for a student by the Board include the following:
  - Oral medication administration
  - Topical medication administration
  - Clean intermittent catheterization
  - Shallow surface suctioning
  - Lifting and positioning
  - Assistance with mobility
  - Feeding
  - Toileting
  - General maintenance exercise
  - Speech correction or remediation

The administration, by injection, of life-saving medication may be required in rare circumstances. If the school is asked by a Parent/Guardian to administer a life-saving injection, the Principal shall follow the relevant Administrative Procedures.

2) The Ministry of Health, through the School Health Support Services Program administered by the Community Care Access Centre, at the request of the principal, will be responsible for assessing pupil needs and for providing such direct services as:

- Injection of medication
- Catheterization (sterile intermittent)
- Manual expression of bladder
- Stoma care
- Postural drainage
- Suctioning (deep) and tube feeding
- Intensive physio-occupational therapy
- Intensive speech therapy/pathology (for Board services see Administrative Procedures for Speech and Language Services – A-SE-304)
- Nutritional counselling
- Training and direction of school board staff as required

When feasible, and authorized, the pupil, the pupil's parent or a person authorized by the parent may accept the responsibility of performing the service if required during school hours.

When the pupil or the pupil's parent or a person authorized by the parent cannot perform any of the health services listed in point #2 (above) and when the parent so requests in writing and the physician so prescribes, the service is to be provided according to the following guidelines:

- The principal must receive a written request from the parent to have services provided for the pupil.
- The principal will contact the Community Care Access Centre (Sarnia-Lambton 519-337-1000 or Chatham-Kent 519-436-2222) in order to initiate action regarding the needs of the child and the availability of appropriate services. The principal may be required to complete a School Health Support Services Referral Form provided by the Community Care Access Centre.
- The principal will ensure that appropriate space is made available within the school in order that the service provider may perform the service in a professional and private manner.

- 3) It should be further noted that the designation of roles and responsibilities for health support services in school settings does not preclude, IN EMERGENCY SITUATIONS, the provision of a health service by designated school board personnel, administered in accordance the Regulated Health Professions Act and the Drugless Practitioners Act and under the policies and procedures of the Board.

Implementation Date: June 14, 2000

Revised: November, 2002 and June 3, 2008  
September 2017

Reference: Policy and Regulations

**APPENDIX 1**

**MINISTRY OF EDUCATION – POLICY/PROGRAM MEMORANDUM #81 –  
MODEL FOR PROVISION OF SCHOOL HEALTH SUPPORT SERVICES**

<b><u>SUPPORT SERVICE</u></b>	<b><u>ADMINISTERED BY</u></b>	<b><u>PROVIDED BY</u></b>	<b><u>TRAINING AND DIRECTION</u></b>	<b><u>CONSULTATION</u></b>
<b>ORAL/ANAL MEDICATION</b>	Pupil as authorized or	Pupil	Attending Physician	Local Board of Health
	Parent as authorized or	Parent	Attending Physician	Local Board of Health
	Aide or other personnel	School Board	School Board/Physician	Local Board of Health
<b>INJECTION OF MEDICATION</b>	Pupil as authorized or	Pupil	Attending Physician	Local Board of Health
	Parent as authorized or	Parent	Attending Physician	Local Board of Health
	Health Professional	Ministry of Health	Ministry of Health	School Board
<b>CATHETERIZATION</b> - Clean Intermittent	Pupil as authorized or	Pupil	Parent	Ministry of Health
	Aide or other personnel	School Board	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	Ministry of Health	School Board
<b>SUCTIONING</b> - Shallow Surface (e.g., oral or nasal suction)	Aide or other personnel	School Board	Parent or Ministry of Health	Ministry of Health
	- Deep (e.g., throat and/or chest suction or drainage)	Health Professional	Ministry of Health	Ministry of Health
<b>TUBE FEEDING</b>	Health Professional	Ministry of Health	Ministry of Health	School Board
<b>LIFTING AND POSITIONING</b> - Assistance with Mobility	Aide or other personnel	School Board	School Board Ministry of Health School Board Ministry of Health	Ministry of Health
- Feeding	Aide or other personnel	School Board	School Board Ministry of Health	Ministry of Health
- Toileting	Aide or other personnel	School Board	School Board Ministry of Health	Ministry of Health
<b>THERAPIES</b> (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
	Aide or other personnel	School Board	Ministry of Health	Ministry of Health
	Speech Therapists/Pathologists	Ministry of Health	Ministry of Health	Ministry of Health
	Speech Language Pathologists and Communicative Disorder Assistants	School Board	School Board	Ministry of Health

**APPENDIX 1 (Continued)**

**MINISTRY OF EDUCATION – POLICY/PROGRAM MEMORANDUM #81 –  
MODEL FOR PROVISION OF SCHOOL HEALTH SUPPORT SERVICES (Continued)**

<u>SUPPORT SERVICE</u>	<u>ADMINISTERED BY</u>	<u>PROVIDED BY</u>	<u>TRAINING AND DIRECTION</u>	<u>CONSULTATION</u>
<b>ALL SERVICES IN CHILDREN'S RESIDENTIAL CARE/TREATMENT FACILITIES</b>	Health Professional or Aide or other personnel	Ministry of Community and Social Services	Ministry of Community and Social Services	Ministry of Health