

SPECIALIZED HEALTH CARE SERVICES

Students with special health care needs are those who require individualized health-related interventions to enable or maintain participation in the educational process. The population of students to be provided with a formal written Health Care Plan include those who may require more complex administration of medication; use of a particular health care device; routine or emergency procedures; and/or provision of substantial, complex, or frequent procedures.

Students may receive special health care services at school as determined by a school-based team that includes participation and input from the student's parent/guardian. A Health Care Plan can be initiated by the District Nurse or written request from a parent accompanied by a written order from a licensed physician or other qualified health care professional managing the student's medical care.

Specialized Student Health Care Services Guidelines and Procedures

1. A written plan to address and/or review health care needs and the delineation of roles and responsibilities for service delivery will be developed by a team comprised of school-based staff, family members (or their designees), and appropriate others. The District Nurse is a mandatory member of the school-based team.
2. Students with special health care needs requiring health-related intervention and/or supervision will be provided with a written Health Care Plan under the direction and supervision of the District Nurse.
3. The District will make all reasonable efforts to ensure that each student's Health Care Plan does not significantly disrupt or have a negative impact on the individual student's education, or the education of other students, consistent with applicable law.
4. Personnel responsible for the education and care of students with specialized health care needs are to receive student-specific training from persons qualified to provide such training and under the direct supervision of the District Nurse.
5. The building administrator will designate in writing those who are authorized to dispense medication or perform given procedures. No employee, except the District Nurse, may be required to administer medication by means other than ingestion. This provision will not prohibit selected staff from volunteering to administer medication by means other than ingestion (e.g., injection, diastat). No staff member may dispense medication or perform a given procedure without the dual authority of the District Nurse and building administrator.
6. No medications (including over-the-counter) are to be dispensed or procedures performed until there is verification from the District Nurse, in collaboration with the building administrator, that all procedural aspects, including authorization, training, and completion of applicable forms, is documented.
7. Verbal requests to give medication or perform a treatment will be referred to the District Nurse who will contact the parent for the request in writing and, when appropriate, refer the request to the student's instructional team.
8. In the case of a problem or error in dispensing medication or performance of a treatment, notification must be provided to the District Nurse, building administrator, parent, and, if applicable as determined by the District Nurse, the student's medical provider. School District employees who are not health care professionals are immune from civil liability for administering a non-prescription drug or prescription drug unless the act or omission constitutes a high degree of negligence. School district employees who are not health care professionals are immune from civil liability for rendering emergency care to a student, if the employee renders emergency care in good faith.
9. For the school to dispense any natural products, including nutritional supplements and herbal medications, an order from a qualified medical provider is required. In the case such authorization is not obtained and if agreed to by the building administrator and District Nurse, parents would not be prohibited from dispensing such products to their child on school premises.
10. Health Care Plans are to be followed as indicated in written instructions directly from the student's professional health care provider. No change in protocol will be made upon verbal request from parents unless that request is specifically authorized by the District Nurse.

Development of Health Care Plans

1. Health Care Plans are to be considered whenever such services are deemed necessary for the student to access educational benefits of the District.
2. The development of a Health Care Plan is contingent upon the parent/legal guardian submitting a request for such services and completing a release of medication information request form or upon determination of the District Nurse that a Health Care Plan should be developed.
3. Upon receipt of the written request for health care services and the release of medical information form, the District Nurse will obtain an order identifying the health care services required by the student. This order must be renewed on a yearly basis or when changes occur in the student's physical condition that would require revision of the Health Care Plan.
4. Upon obtaining all relevant documentation, the District Nurse, with others as designated, will develop an individual Health Care Plan contingent upon the condition the procedures requested are determined to be necessarily provided on school premises and/or during the school day for the child to attend or participate in a school-based educational program.
5. Health Care Plans are to be renewed/reviewed/revise no less than yearly and when changes in the student's health condition so warrant.

Content of the Health Care Plan

The Health Care Plan is to be developed under the direction of the District Nurse. At a minimum, Health Care Plans are to include the following:

1. Current medical information and the prescribed care ordered by the physician.
2. The specific procedure(s) to be delivered.
3. The designated trained school personnel, by name and position, to carry out the procedures.
4. Appropriate safeguards, including the availability of emergency medical services, recordkeeping, storage and maintenance of equipment, measures for safe transportation of the student, and instructions for administering health care services when the student is on school-sponsored off-campus activities.
5. An emergency plan including authorization for emergency services.
6. Upon completion of the written Health Care Plan and following necessary training of staff, all school staff involved with the implementation of the plan will be documented in writing. This documentation is to include signatures of those trained, dates of training, and any conditions that would apply to the individual student. Parents are to be informed of this information and have ready access for review.
7. When applicable, the Health Care Plan will include provisions for maintaining, storing and servicing necessary equipment.
8. A complete record of administration of medications and/or other health care procedures is to be documented upon each instance of that administration. Regardless of any other record keeping system, this information is to be recorded into the electronic system used by the District to maintain student records no later than the end of the school day the procedure/medication was administered.
9. Health Care Plans are to include the current medical information and the prescribed care requested by the physician; the complexity, anticipated frequency, and severity of the episodes requiring the Health Care Plan; backup procedures in the event that trained personnel are not available; and, when appropriate, safeguards including the availability of EMS, record keeping.
10. All forms related to the provision of health care services are to include a statement that references the legal rights of parents and contact information for District staff who can address parent concerns, including disagreement with provisions of their child's Health Care Plan and the process for appeal and/or instituting changes.

Provisions for Implementing Health Care Plans During Field Trips

1. When students with health care needs are involved in off-campus activities, the Health Care Plan will include directions and provisions to implement necessary services under such circumstances.
2. Emergency plans, if necessitated by the student's health care condition, are to be provided to applicable staff members who are involved with the student when the student is participating in off-campus activities.
3. Plans to provide health care services when students are engaged in off-campus activities will be developed under the supervision of the District Nurse.

District Nurse Responsibilities

The District Nurse is to make the following determinations for each student with health care needs sufficient to justify the need for a formal Health Care Plan:

1. Validate the necessary physician orders (including emergency orders), parent/guardian authorization, and any other legal documentation necessary for implementing health care services.
2. Determine information necessary to develop an individual Health Care Plan and conduct, when appropriate, an initial health care assessment.
3. Exercise final authority to determine who can be delegated specific health care related tasks consistent with the Nursing Practice Act, relevant state or regulatory agency regulations, and applicable individual health assessments.
4. Identify all aspects of training required to implement individual Health Care Plans.
5. Provide, facilitate, or secure appropriate training for staff delegated to implement health care plans.
6. Ensure appropriate maintenance of records and documentation of individual staff training. Training records are to indicate the instruction received by delegated staff and are to include summary of training techniques, dates, duration of training, evaluation of delegee's demonstration of skill, and schedule for retraining if necessary. Training is to also include information about limitations of any specific technique and be verified by documentation that includes signatures of both the District Nurse and those trained.
7. Create, format, maintain, provide, and/or approve all forms related to Health Care Plans. Applicable forms are to be available from the District website.

Delegation of School Nursing Functions

1. Personnel designated to provide health care services will have orientation, instruction, and supervised practice appropriate to the task to be performed.
2. Satisfactory completion of training is to be documented and accessible through the office of the District Nurse.
3. Delegated tasks are to be commensurate with educational preparation and demonstrated abilities of the person delegated.
4. In unanticipated circumstances when trained personnel are not on site, the student's lawful custodian is to be notified directly (i.e., not through voice mail or email when it is unknown when those messages might be retrieved). The legal guardian has the option of providing the service him/herself at the school site, having the student remain home or having the student transported home.
5. When delegating nursing acts or responsibilities to another district employee, the District Nurse is to act in accordance with the licensing standards adopted in the Board of Nursing Administrative Rules.

Health Care Plans for Students with Disabilities

1. Students with disabilities who have health care needs not related to their disability will have their Health Care Plan developed and implemented as for non-disabled students. In such

- cases, the Health Care Plan will be a separate document referenced in the student's IEP. Reference to the Health Care Plan for these students will be at the discretion of the IEP team. The District Nurse is not a required member of the IEP team for students whose health care needs are not related to their disability.
2. Students who qualify for services under either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), or any other applicable statutes and whose provisions of health care services are listed as a Related Service, Supplementary Aid or Service, or are otherwise required to provide a Free Appropriate Public Education (FAPE) will have their Health Care Plan referenced in the Individual Education Program (IEP) under IDEA or Individual Accommodation Plan (IAP) under Section 504; however, the Health Care Plan will be considered a separate document. When FAPE is involved, changes in the Health Care Plan will require the convening of an IEP team.
 3. For students who are eligible for services under the IDEA or Section 504 and who are also eligible for a formal Health Care Plan, the following guidelines apply:
 - a. The School District of New Berlin will provide health care services to students with disabilities consistent with *Cedar Rapids Community School District vs. Garrett F.* and other applicable law.
 - b. For any IDEA-eligible student for whom school health or nursing services are listed as a Related Service, Supplementary Aid or Service or for whom health care services are otherwise required for them to receive FAPE, the District Nurse is a mandatory member of the IEP team.
 - c. For students eligible under Section 504 and for whom the qualifying mental or physical impairment requires health care services to provide access to their educational program or other benefits of the District, the District Nurse is a mandatory member of the team developing the student's Individual Accommodation Plan (IAP).

Health Care Forms

1. The general goals of a health care procedure/policy guidelines, and resources are set forth are set forth in documents and forms available on the District Website.
2. The District Nurse will be responsible for the development of forms used in the development or implementation of Health Care Plans.
3. The District Nurse will be responsible for ensuring all District forms used in the development or implementation of Health Care Plans include all required information.
4. All forms used to develop or implement a Health Care Plan that are distributed to parents will include contact information parents can use to discuss concerns about their child's Health Care Plan.
5. All applicable health care forms are to be available on the District website.

Temporary Circumstances Requiring Health Care Plans

1. Procedures for the development and implementation of Health Care Plans for conditions considered temporary will utilize the same process as indicated for general Health Care Plans regardless of the duration of the condition requiring the Health Care Plan.
2. The District Nurse will exercise the same responsibility for plans regardless of the effective duration of the Health Care Plan.

Health Care Records

1. All records and information relative to an individual student's Health Care Plan, both at a building and district level, are to be maintained and readily available in accordance with policies governing confidentiality and include the following:
 - a. A list of persons authorized by delegation and training to administer the Health Care Plan.

- b. Documentation following each treatment. This documentation must include entry into electronic system used by the District to maintain student records, a full written copy of the individual student's Health Care Plan. This information is to be recorded into the electronic system used to maintain student records by the end of the school day the procedure/medication was administered.
 - c. Written procedures for administering the individual Health Care Plan.
 - d. Prescription(s) from the student's medical provider.
 - e. A copy of any correspondence, including request for the development of a Health Care Plan.
 - f. All health care records are to be maintained for a minimum of three years after the student has graduated, reached the age of majority, or no longer requires a Health Care Plan.
2. All physical health records will be maintained for a minimum of five years after the student ceases to be enrolled in the District.
 3. If a student withdraws from the district, copies of health care records are to be retained and originals sent to the receiving district.
 4. All regulations under the Family Education Rights and Privacy Act (FERPA) will apply to student health care records.

Medication

1. Medication provided by parents/guardians relative to a Health Care Plan will be transported to school by the parent/guardian or by other conveyance or arrangement acceptable to both the parent and District Nurse.
2. All medications (whether prescription or over-the-counter) must be supplied by the parents in the original container properly labeled with the student's name, health care provider, name of medication, dosage, and contact information for the pharmacy from which the medication was obtained, and (if a prescription medication) date prescription was filled.
3. Parental requests for the administration of over-the-counter medication will require approval of the District Nurse and building administrator.
4. When the duration of the Health Care Plan has ended or at the end of the school year, the student's parent/guardian is to be responsible for retrieving any unused medications.
5. A complete record of administration of medications and/or other health care procedures is to be documented upon each instance of that administration. Regardless of any other record keeping, this information is to be recorded into the electronic system used to maintain student records by the end of the school day the procedure/medication was administered.
6. At the end of each school year, unclaimed medications and other health care related items (e.g., syringes and needles) will be disposed of consistent with accepted safe practice.
7. Other procedures consistent with or contained in School Board Policy 6164.1 are to be followed.

Equipment Provided by Parents

1. Equipment provided by parents/guardians used to implement the Health Care Plan will be transported to school by the parent/guardian.
2. When the duration of the Health Care Plan has ended or at the end of the school year, the student's parent/guardian is to be responsible for picking up equipment provided for the student during the school year.

Legal and Policy References:

Family Education and Rights Protection Act, 34 CFR
Health Insurance Portability and Accountability Act, 45 CFR
Wisconsin Statutes 441.01; 118.25; 118.29; 118.291; 121.02(1)(g); 140.05(16)
Wisconsin Department of Public Instruction Regulations PI-8.01(2)(g)
Wisconsin Administrative Code, Chapter 46 (Nurse Practice Act)

Board of Nursing Administrative Rules
Cedar Rapids Community School District vs Garret F.
School District of New Berlin Policy 6164.1

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