

# **Guidelines for School Staff in Supporting Students Who Require Training of Delegated Medical Procedures**

The Limestone District School Board has a partnership with the South East Community Care Access Centre (SE CCAC) in supporting students who required medical interventions in order to attend school. The purpose of this guideline, is to provide clarification of this partnership.

## **Overview of the Partnership**

The SE CCAC Child and Family Team provides an integrated delivery of services to students with health-care needs within the school setting. The partnership involves a team approach to planning with families and schools.

## **Procedures That May Be Delegated to School Board Staff**

The medical procedures that may be delegated to school board staff according to the *Regulated Health Professions Act (RPHA), 1991* include:

- gastrostomy tube feeds (G-tube)
- catheterization (including mitrofanoff procedure)
- cecostomy tube monitoring (C-tube)
- glucometer reading
- medication administration via G-tube and nebulizers
- shallow suctioning
- postural drainage

## Training

### New Students During the School Year

- SE CCAC will contact Educational Services lead staff (Kristin Check 542-9871 ext. 176) with information related to students entering the school system who require medical procedures
- a case conference will be set either by SE CCAC or Educational Services to introduce the student's medical needs to the school
- prior to school entry, the nursing agency will determine if the procedure will be delegated, the nurse will then meet with the family to outline the specifics surrounding the delegated procedure
- if the procedure is on the list of Delegated Procedures according to the (RPHA) SE CCAC will contact the principal to arrange training and provide to the principal a copy of the specific duties of the delegated procedure
- if the procedure can not be delegated SE CCAC will contact the principal with the name of the nursing agency and the procedures that the nurse will be performing while at school
- training for delegated procedures needs to be done on the first day of the student's attendance,
- SE CCAC agrees that training will continue until school Staff are comfortable with the procedure
- **training can only be performed by the delegating nurse** (parents, previous school staff, etc. **cannot** train other school staff)
- parents can perform the procedure themselves in schools, but can not train school staff

### New School Year Training

- in early spring of each year, SE CCAC Case Managers and Educational Services Lead Staff will review the current list and status of students requiring delegated procedures and add new students as
- Educational Services will share this list with Human Resources
- a case conference will be set either by SE CCAC or Educational Services to introduce the student's medical needs to the school as part of the transition to school process
- in May, the lead staff at Educational Services will provide to SE CCAC a list of the names of the teachers and principals assigned to the student
- prior to the first day of school, SE CCAC will send a letter to the Principal's attention: the date and time of the first training for school start-up
- the Principal will share this information with the assigned school staff and if there are any questions or concerns around the timing of the training, the designated Board staff will call SE CCAC Care Manager to discuss this (544-8200 ext.4111 - Laura Lalande)

- if nurse training can not be established for the first day of the student's attendance at school, then SE CCAC will request that the parent perform the procedure until school staff have been trained
- following the general training, the nurse will spend individual time with each student and assigned staff to discuss individual circumstances of the training

## **Questions/Concerns Once Training Has Occurred**

- if school staff require more training to ensure a comfort level, they may express this to the nurse at the time of the training visit or they may contact the SE CCAC Care Manager at (544-8200 ext. 4111 Laura Lalande)
- if school staff have questions related to any aspects of the procedure (i.e. equipment trouble-shooting or concerns about the student), they may contact the SE CCAC Care Manager at (544-8200 ext. 4111 Laura Lalande)

## **School Procedures**

### **The Chart**

- a chart (property of the community nursing agency) will be left at each school for students who receive nurse support (delegated or non-delegated)
- this chart will be left by the nurse with the assigned school staff at the time of the first training and then be picked up by the nurse towards the end of the school year
- upon pick up of the chart, the nurse will direct school staff regarding what materials will be required to photocopy for the "Procedures" binder (property of the Board)
- school staff will need to copy this material for the Procedures binder, for reference when the chart leaves

### **Procedures Binder**

- schools will receive a "client package" from the community nursing agency to be inserted into the binder
- business cards of the community nursing agency and the pediatric co-ordinator will be enclosed within the "client package" for school staff reference
- the purpose of the binder is to outline the procedure expected by school staff in detail
- the binder stays at the school at all times, in a secure space, for school staff reference

**Change in Procedure/Change in Staff Involved**

- Educational Assistants are the staff that are trained to perform the delegated procedures
- Training should include 2 Educational Assistants so that the school always has a trained back up staff
- any change in procedure or staff involvement, will require re-training by the delegating nurse to school staff prior to school staff performing the new procedure
- training will be arranged through the SE CCAC and provided by the community nursing agency only
- the new procedure will be given by the nurse to the school staff for the procedures binder
- the chart and procedures binder need to be kept current with any changes inserted immediately