



Section Seven

Specialized Health Support Services in School Setting



Section 7

SPECIALIZED HEALTH SUPPORT SERVICES IN SCHOOL SETTING

Summary of Services Provided to the School Board (P/PM #81)

Provision for Health Support Services in school settings is addressed in Policy/Program Memorandum No. 81, issued July 19, 1984. Responsibility for health support services is shared among the Ministries of Education, Health, and Community and Social Services. At the local level, the responsibility is shared by school boards, the School Health Support Services, the Ministry of Health (LHIN) and agencies operating under the Ministry of Community and Social Services.

The Ministry of Health, through the Northwest LHIN, is responsible for assessing student needs, for providing such services as injection of medication, catheterization, manual expression of the bladder, stoma care, postural drainage, suctioning and tube feeding. The Ministry of Health is also responsible for intensive physio, occupational and speech therapies, and for assisting school boards in the training and direction of school Board staff performing support services.

The Ministry of Community and Social Services is responsible for ensuring the provision of health support services in children's residential care and treatment facilities.

The goals of the School Health Support Services program are to:

- Ensure students with medical and rehabilitation needs have the opportunity to attend school and receive an education; and
- Empower student to achieve optimum independence in the school setting.

Service can be direct or indirect. Direct service involves contact with the student in or out of the classroom. Indirect involves consultation with school staff and/or parent, in-service or periodic rechecks on student's use of equipment after direct service has terminated. Services available are: Nursing, Physiotherapy, Occupational Therapy, Speech Language Pathology and Nutrition.

Northwest LHIN is 100% funded by the Ministry of Health and Long-Term Care to provide School Health Support Services.

Board Procedures

Board procedures involving health support services in school settings are listed in Lakehead District School Board's Administrative Procedure Memorandum.

Included are procedures for the following:

- administration of oral medication
- assisting physically disabled students
- emergency medication for insect stings/allergic reactions
- medically fragile students
- students with communicable diseases

Northwest LHIN Referrals

A referral for School Health Support Services constitutes an invitation from “Education” to “Health” to become involved in the school setting. The parent, child, or teacher should first contact the school principal (or facilitator) to initiate the need for School Health Support Services.

Should the request for School Health Support Services come from someone other than the parent, the principal (or designate) will contact the parent to discuss and receive consent for the possible provision of School Health Support Services.

The school sends the referral directly to the LHIN. Reason(s) for referral should be specific and focus on the health-related obstacle(s) which is impeding education. A copy of any pertinent data that may be useful to the health assessment is appreciated at this time (e.g., preschool reports, Board Speech/Language Pathology reports).

The LHIN Coordinator will contact parents in order to complete a brief health history and explain the School Health Support Services program. A medical assessment is required for nursing service. The support and service occurs upon referral to the LHIN which are made by the Facilitator using the School Referral Form provided by LHIN. All speech-language pathology requests must be signed by the speech and language support staff member assigned to the school. This is to ensure that the nature of the presenting concern(s) meets ministry guidelines for referral.

The legal guardian’s signature or that of the student (if over 16 years of age) is required on the School Referral Form and must be obtained before school staff make a referral to LHIN. A copy of the completed referral form must be given to the parent or student over 16 years of age. The LHIN, Thunder Bay office is located at 201-975 Alloy Dr, Thunder Bay ON P7B 5Z8, (807) 684-9425 or fax (807) 346-4625.

The school facilitator will fax the completed original referral form to LHIN and place the original in the OSR (Ontario School Record) folder.

Please note: This process is currently undergoing a significant change. Any questions regarding the need for School Health Services should be directed to the Special Education Officer, 625-5170.

The LHIN case manager will:

- contact the student’s physician to request medical referral to the LHIN program
- arrange for an assessment of the student’s health care needs

The LHIN program will conduct a case conference to determine:

- the health care needs of the student
- eligibility for School Health Support Services
- goals and written communication sheet for the student
- the appropriate agencies for service delivery

LHIN Coordinators are responsible for:

- Determination of eligibility
- Assessment of needs
- Development of a service plan for each eligible student
- Referral to the appropriate service provider agency
- Monitoring and revision of the service plan
- Discharge planning

A LHIN Coordinator is the staff person who liaises with each family, the physician, service providers, teachers and the school principal.

The extent of the Coordinator role will vary with the complexity of each student's needs and service plan.

Eligibility

An eligible student is one who:

- Has an Ontario Health Card Number
- Has a School Health Support Services (SHSS) application signed by the principal (or designate) and the parent
- Indicates an assessed need for nursing, occupational therapy, physiotherapy, speech language pathology, and/or dietetic services.
- Meets one or more of the following criteria:
 - The student's routine is seriously disrupted by leaving school to receive treatment;
 - The provision of treatment after school hours is clinically advantageous to the student's success in school;
 - The student requires service during critical developmental stages and it is unlikely that other community resources will be able to provide the services he/she requires;
 - The student is not able to participate in school routines and instruction of SHSS is not provided in the school setting.

The school environment must be suitable for the treatment required.

Direct service or assessment can still be obtained outside the school setting without disruption to education. **Students who attend school part-time should seek health services outside the school setting.**

Exceptions: Senior Kindergarten children who require Speech/Language Pathology services and fit School Health Support Services speech criteria.

Case Conference/Written Care Plan

When assessment data is available, depending upon the complexity of the case, the LHIN Coordinator may convene a multi-agency, multi-disciplinary conference at the school site, to determine eligibility and to discuss and establish the intended plan of care. A written Care Plan is the ultimate object of the conference. The Care Plan is monitored and updated on a regular basis thereafter.

Evaluation

Evaluation is an ongoing process. The Service Provider and LHIN Coordinator meet regularly to review the Care Plan. There is regular contact between those involved with the student. Communication is both formal and informal, written and verbal.

Written therapy reports to the Ontario Student Record (OSR) and physician are provided as required (depending on the intensity of intervention).

Plan for Continuation of Services or Discharge

All services are interrupted at the end of each school year. In late spring, a progress report is sent to the school and may also be sent to the physician. It will include therapy recommendations for the following year.

During summer months, the LHIN Coordinator does the groundwork in preparation for fall re-admission. Summer therapy may be available for students who will regress significantly if therapy is interrupted over the summer.

Discharge from the School Health Support Services program is determined by the service provider in collaboration with the teacher, parents, and the LHIN Coordinator. This happens when goals have been achieved or progress ceased. Upon discharge, therapists/service professionals are encouraged to provide recommendations for ongoing practices which will enhance continued student progress.

Model for Provision of School Health Support Services

Specialized Health Support Service	Agency or Position of person who performs the services (e.g., LHIN, board, staff, parent, student)	Eligibility criteria for students to receive the service	Position of person who determines eligibility to receive the service and the level of support	Criteria for determining when the service is no longer required	Procedures for resolving disputes about eligibility and level of support (if available)
<p>Nursing to provide skilled nursing care and teaching of self-care to students and consultation with teachers and/or family members</p>	LHIN	<p>Any student, with special needs for in-school treatment from one of the professional services, is eligible.</p> <p>Additional eligibility requirements include:</p> <ul style="list-style-type: none"> ▪ A valid Ontario Health Care or effective Ontario Health Insurance coverage ▪ Referral to the LHIN by the school board ▪ A medical condition that can be treated adequately with the services available ▪ Willingness to participate in the required care, along with his/her family ▪ A school environment suitable for the treatment required 	LHIN Coordinator (Thunder Bay Branch)	<p>Discharge from the School Health Support Services program is decided by the service provider in collaboration with the teacher, parents and the LHIN Coordinator when goals have been achieved or progress ceased.</p> <p>Upon discharge, therapists/ service professionals are encouraged to provide recommendations for ongoing practices which will enhance continued student progress.</p>	<p>Ongoing communications between parent(s)/guardian(s), health care provider and school staff to set clear goals/expectations encourages a positive working relationship. If an issue/concern arises, there is a procedure for resolving disputes.</p> <p>STEP 1 – parent(s) consult facilitator (facilitator may set up meeting with facilitator, LHIN Coordinator/service provider, and parent(s))</p> <p>STEP 2 – if issue/concern is not resolved, facilitator will invite principal and LHIN Coordinator/Manager to join the resolution process</p> <p>STEP 3 – if issue/concern continues to persist, parent/principal takes issue/concern to Special Education Officer in consultation with the LHIN manager</p>
<p>Occupational Therapy to help the student achieve the highest level of independence through the use of special techniques and/or equipment and by consultation with teachers and/or family</p>	LHIN	Refer to LHIN eligibility criteria	LHIN Coordinator (Thunder Bay Branch)	Refer to LHIN discharge information	Refer to resolution process for school board and LHIN
<p>Physiotherapy to develop and teach the student and/or teacher and/or family a prescribed program that will assist the student to achieve his/her maximum level of physical ability</p>	LHIN	Refer to LHIN eligibility criteria	LHIN Coordinator (Thunder Bay Branch)	Refer to LHIN discharge information	Refer to resolution process

Specialized Health Support Service	Agency or Position of person who performs the services (e.g., LHIN, board, staff, parent, student)	Eligibility criteria for students to receive the service	Position of person who determines eligibility to receive the service and the level of support	Criteria for determining when the service is no longer required	Procedures for resolving disputes about eligibility and level of support (if available)
Nutrition <i>to provide treatment for diet insufficiencies associated with a medical problem and impacting on school issues</i>	LHIN	Refer to LHIN eligibility criteria	LHIN Coordinator (Thunder Bay Branch)	Refer to LHIN discharge information	Refer to resolution process
Speech and Language Therapy <i>to provide assessment and a treatment plan for students with health-related speech problems</i>	LHIN	Refer to LHIN eligibility criteria	LHIN Coordinator (Thunder Bay Branch)	Refer to LHIN discharge information	Refer to resolution process
Speech Correction and Remediation	School Board Speech Language Pathologists	Eligibility criteria for students to receive the service is directed by a Speech Language Pathologist	Speech Language Pathologist	<p>Discharge from Speech Language Services is decided by the service provider in collaboration with the parents and the school staff when goals have been achieved or progress eased.</p> <p>Upon discharge, therapists/service professionals are encouraged to provide recommendations for ongoing practices which will enhance continued student progress.</p>	<p>Ongoing communication between parent(s)/ guardian(s) and school staff to set clear goals and expectations encourages a positive working relationship. If an issue/concern arises, the following resolution process should be used.</p> <p>STEP 1 - parent informs teacher/facilitator of issue/concern</p> <p>STEP 2 – facilitator/ teacher invites the principal and any other agencies involved</p> <p>STEP 3 – If the issue/ concern continues, the Principal invites the Special Education Officer to be a part of the resolution process.</p>
Administering of Prescribed Medications	<p>School Board</p> <p>School Board in consultation with LHIN</p> <p>Provided and Administered by parent or pupil</p>	eligibility criteria for students to receive the service is directed by a physician	Attending Physician	Criteria for no longer providing service is directed attending physician	Refer to Board resolution process

Specialized Health Support Service	Agency or Position of person who performs the services (e.g., LHIN, board, staff, parent, student)	Eligibility criteria for students to receive the service	Position of person who determines eligibility to receive the service and the level of support	Criteria for determining when the service is no longer required	Procedures for resolving disputes about eligibility and level of support (if available)
Catheterization	LHIN– Clean Intermittent	eligibility criteria for students to receive the service is directed by a physician, therapist or a service professional	LHIN Coordinator (Thunder Bay Branch)	recommended by medical profession	Refer to Board resolution process
	LHIN – Sterile Intermittent				
Suctioning	LHIN - Shallow Surface	eligibility criteria for students to receive the service is directed by a physician, therapist or a service professional	LHIN Coordinator (Thunder Bay Branch)	recommended by medical profession	Refer to Board resolution process
	LHIN – Deep				
Lifting and Positioning	Lakehead District School Board	recommended by medical profession demonstrated need assessed by Board Staff	Special Education Officer	recommended by medical profession demonstrated need assess by Board Staff	Refer to Board resolution process
Assistance With Mobility	Lakehead District School Board	recommended by medical profession demonstrated need assessed by Board Staff	Special Education Officer	recommended by medical profession demonstrated need assess by Board Staff	Refer to Board resolution process
Feeding	Lakehead District School Board	recommended by medical profession demonstrated need assessed by Board Staff	Special Education Officer	recommended by medical profession demonstrated need assess by Board Staff	Refer to Board resolution process
Toileting	Lakehead District School Board	eligibility criteria for students to receive the service is directed by a physician, therapist or a service professional	Special Education Officer	recommended by medical profession demonstrated need assess by Board Staff	Refer to Board resolution process