

## **SPECIAL SERVICES**

### **Health and Welfare**

#### **Health Services—School Health-Related Needs**

This regulation supersedes Regulation 2104.4.

#### **I. PURPOSE**

To provide a process and procedures to meet the health needs of a student identified as requiring some level of assistance related to a health condition. The process is initiated when the parent or guardian indicates that the student has a health condition or a health-related need or requests a specific health care procedure to be provided for the student during the school day.

#### **II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

- A. Section III. changes language to include Fairfax County Health Department (FCHD) personnel.
- B. Section IV. changes language to avoid confusion with individualized education program (IEP) accommodations.
- C. Section IV.A.3. adds information requiring the Medical Services Review Team (MSRT) to evaluate students with significant health issues to determine medical stability for school attendance and the need for one-on-one nursing prior to enrollment.
- D. Sections IV.C.2.a., b., and c. add language for clarification.
- E. Section IV.D.5. clarifies that a parent or guardian cannot come to school to perform one-on-one nursing services for his or her child during the school day.
- F. Section V.D. adds the roles and responsibilities of one-on-one nurses in schools.
- G. Reference adds the Fairfax County Public Schools (FCPS) manual *School Health Care Emergencies: Temporary Care Guidelines* and Guidelines for Use of Contract Nurses in Schools web sites.

#### **III. PHILOSOPHY**

FCPS recognizes its dual obligation to protect the rights of individual students with special health conditions and to provide a safe educational environment for students, staff members, and the public. It is the intent of the School Board that health practices in a

school setting shall include only those practices that may be safely provided by FCPS and FCHD personnel. The health procedures or processes that may be provided by nonmedical personnel shall be determined in cooperation with the FCHD. These procedures or processes shall be specific and based on the health needs of each individual student.

#### **IV. SCHOOL HEALTH CARE PLAN**

A school health care plan may be developed by the school public health nurse (PHN), in collaboration with the parent or guardian, as a preventive or responsive measure to a specific student health need. A health plan may be useful, for example, in establishing arrangements for students with multiple or complex health needs and/or the need to coordinate services throughout the school day, e.g., asthma, diabetes, seizures, etc. Serious medical conditions are to be referred to the school's local screening committee for consideration under the current version of Regulation 1454, Declaration of Nondiscrimination--Students With Disabilities, which communicates the basic provisions of Section 504 of the Rehabilitation Act of 1973, or as established by the current version of Regulation 2670, Free, Appropriate Education for Students With Disabilities. Administration of medication in the school setting is delineated in the current version of Regulation 2102, First Aid, Emergency Treatment, and Administration of Medication for Students.

##### **A. Identification of School Health Care Need**

1. Upon entrance into the school system and each school year, the parent or guardian will complete the Health Information form which is available at <http://www.fcps.edu/DIT/forms/se71.pdf>.
2. A student who has a health condition or health need that may affect his or her school day should be identified as soon as possible. A parent or guardian, teacher, school PHN, counselor, administrator, or other school staff member can identify any student who may have a health need.
3. A student with a significant health need, which may require one-on-one nursing, must be reviewed by the MSRT, as described in section V., prior to enrollment. Students transferring from another school division will be enrolled under the terms of the IEP from the transferring school division for 30 days.

##### **B. Assessment of the School Health Care Need**

1. When a health condition or health need has been identified, the school PHN will assess the health need(s) to determine what intervention(s) may be necessary to support the student during the school day, to include field trips. Parents or guardians are encouraged to participate in this process.
2. Based on the assessment, the school PHN will develop a medical flag list to note the students at the school who have health conditions or health needs. The principal or his or her designee will ensure that all staff members, including

transportation personnel and any other related support personnel who need to be apprised of the student's health condition or health need, have the information available to review.

C. Development of a School Health Care Plan

1. A school health care plan may be developed to outline the action steps or care that the student requires. The health plan may follow existing school procedures or protocol or may be individualized to meet specific needs or circumstances for a student. For a student with a health condition or a health need that affects the school day, the school PHN will collaborate with the parent or guardian and the school staff to review the plan annually.
2. A health plan may be developed by the school PHN as a preventive or responsive measure to specific student health needs. Health plans address the health needs of students at three different levels.

a. Level I

A health need that can be met with standard procedures currently in place as outlined in the FCPS manual *School Health Care Emergencies: Temporary Care Guidelines* which is available only through computers within the internal FCPS network (FCPSnet), at <http://fcpsnet.fcps.edu/ssse/healthinfo/HealthEmergencies.htm>.

b. Level II

A health need that requires additional modifications within existing procedures to meet a student's needs, as outlined in the standard health care plans available from the school PHN.

c. Level III

A health need that cannot be met with standard procedures or a standard health care plan because the needs are complex or the health condition is of a critical nature. This type of plan requires additional health department consultation and may be considered for referral to the MSRT.

D. Implementation of the School Health Care Plan

1. Specific health care procedures should be done at home whenever possible. However, when a licensed physician, a licensed medical professional, or a parent or guardian requests the administration of a specific health care procedure or deviation from the standard procedure (e.g., catheterization, peak flow meter, etc.), a copy of the doctor's orders and the procedural guidelines to be followed must be reviewed and approved by FCPS and FCHD prior to the student attending school. The physician's orders shall be documented by completion of the Specific Health

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Care Procedures Authorization form, which is available at <http://www.fcps.edu/DIT/forms/se180.pdf>. Unless otherwise stated, physician orders are current for the school year and must be renewed annually. A physician's orders must include:

- a. Name of the specific health care procedure written legibly in lay language with no abbreviations.
  - b. Reasons for the specific health care procedure to be provided in the school setting.
  - c. The exact process to be followed in school, including the time interval between applications of the procedure and the time of administration at school. If the student is to self-administer the health care procedure, the physician must indicate that the student has received adequate instructions and is able to perform the procedure independently.
  - d. The exact conditions or symptoms that require administering the specific health care procedure and precautions that school staff members should be aware of before, during, or after the administration of the procedure.
  - e. The order in which the procedures are to be administered when the physician prescribes more than one specific health care procedure.
  - f. Written notification by the prescribing physician of any adjustments or changes in the specific health care procedure to be administered by school personnel. Procedural changes will be reviewed, and additional training may need to be initiated by the school PHN.
2. Approval must be received in the form of a parent's or guardian's written permission for FCPS personnel to perform a specific health care procedure or FCHD personnel to be the caretakers of supplies and/or equipment and/or to administer the specific health care procedure prescribed by the physician as outlined on the Specific Health Care Procedures Authorization form available at <http://www.fcps.edu/DIT/forms/se180.pdf>.

The parent or guardian is responsible for providing the school with any medications, special food, and other supplies or equipment that the student will require during the school day. When appropriate, prepackaged medication or medication in premeasured doses shall be provided by the parent or guardian. Medications must comply with the current version of Regulation 2102, First Aid, Emergency Treatment, and Administration of Medication for Students, including appropriate authorizations to facilitate medications in school.

3. Once the school health care plan has been developed and the orders for the plan or procedure have been approved, the school PHN will coordinate any needed training for the appropriate school staff members. If orders or health care plans

change during the school year, the PHN will retrain or update school staff members.

- a. Each academic year, training of school staff members is necessary before the student may attend school.
  - b. The principal or program manager is responsible for the annual review of the *Standard Precautions*, which is available only through computers within the internal FCPS network (FCPSnet) at [http://fcpsnet.fcps.edu/ssse/healthinfo/SchoolHealthRisks/handbook\\_sections/standard\\_precautions.pdf](http://fcpsnet.fcps.edu/ssse/healthinfo/SchoolHealthRisks/handbook_sections/standard_precautions.pdf), and the specific health care procedures for all staff members.
  - c. Any specific health care procedure performed must be documented by the person(s) performing or assisting with the procedure by using the Specific Health Care Procedure Chart, which is available only through computers within the internal FCPS network (FCPSnet) at [http://fcpsnet.fcps.edu/it/offices/eis/doc\\_mgmnt/information/se181.pdf](http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/se181.pdf).
4. The principal or his or her designee will ensure that appropriate school staff members are designated and will be responsible for implementation of each student's health plan. This includes field trips that are an extension of the school day.
- a. The principal or program manager will identify a minimum of three people in the school building as the staff members to administer the specific health care procedure.
  - b. The principal will ensure the presence of at least one of the three trained school staff members during school hours.
  - c. The clinic room aide may be trained as a fourth person to administer the procedure, based on the type of procedure and the time at which it is to be performed.
5. The principal may recommend temporary alternative educational arrangements for a student until all pertinent information is obtained and a comprehensive review of the student's health status and specific health care procedure is completed or the MSRT review process is completed. Alternative arrangements, for example, may be considered when there is incomplete documentation for a health care procedure. The principal may, for example, temporarily include a student when the parent or guardian will come to school to perform the health care procedure; however, a parent or guardian cannot attend school with the child to provide nursing services. The principal shall:
- a. Confer with the student's parent or guardian before temporarily excluding or including the student.

- b. Provide the parent or guardian with a copy of this regulation.
- c. Confer with the school PHN and/or the assistant superintendent, special services, or his or her designee, about whether or not this is a health care procedure that requires consideration by the MSRT.
- d. Notify the parent or the guardian orally and in writing of the temporary alternative educational arrangements. Review the procedure with the parent or guardian. Written notification of exclusion shall be in the primary language of the parent or guardian.
- e. Review the need for appropriate instructional activities that may be provided to the student during a temporary exclusion period.

**V. MEDICAL SERVICES REVIEW TEAM**

- A. The MSRT, established by the assistant superintendent, special services, provides guidance and information to school IEP teams regarding:
  - 1. Students who may require skilled nursing services in order to access their educational program.
  - 2. Evaluation of a student's medical stability for school attendance.
  - 3. Requirements for special transportation accommodations.
- B. The MSRT includes:
  - 1. Representatives of the FCHD designated by the director of public health.
  - 2. Representatives of the Office of Special Education Services and/or the Office of Student Services, designated by the assistant superintendent, Department of Special Services, with one serving as chairman.
  - 3. Representative of the Office of Transportation.
  - 4. Representative from a special education center.
- C. The student's parent or guardian, the student's physician, the student's attorney, and the principal or his or her designee may attend the review and provide information for the team's consideration. All information shared with the team shall be confidential.
- D. The team reviews the documents and information provided and makes recommendations to the school IEP team regarding the provision of skilled nursing services, the evaluation of a student's medical stability for school attendance, and/or transportation accommodations. The roles and responsibilities of school staff members, health department staff, parents or guardians, and one-on-one nursing

service providers in the school are available only through computers within the internal FCPS network (FCPSnet) at <http://fcpsnet.fcps.edu/ssse/healthinfo/SchoolHealthRisks/letters/One-On-OneResponSchoolNurse.pdf>.

- E. The student's safety shall be the prime consideration. The team may require that additional medical and other appropriate information be obtained prior to completion of the review process. Each referral shall be reviewed on its own merits with due consideration for the student's health condition.

Legal reference: Rehabilitation Act of 1973, Section 504

See the current versions of:

- Regulation 1454, Declaration of Nondiscrimination—  
Students With Disabilities
- Regulation 2102, First Aid, Emergency Treatment, and  
Administration of Medications for Students
- Regulation 2670, Free, Appropriate Education for  
Students With Disabilities

Other References:

Fairfax County Public Schools manual *School Health Care Emergencies: Temporary Care Guidelines*.  
<http://fcpsnet.fcps.edu/ssse/healthinfo/HealthEmergencies.htm>  
This link is available only from computers within the FCPS network (FCPSnet).

Standard Precautions: [http://fcpsnet.fcps.edu/ssse/healthinfo/SchoolHealthRisks/handbook\\_sections/standard\\_precautions.pdf](http://fcpsnet.fcps.edu/ssse/healthinfo/SchoolHealthRisks/handbook_sections/standard_precautions.pdf)  
This link is available only from computers within the FCPS network (FCPSnet).

Guidelines for Use of Contract Agency Nurse in Schools  
web site: <http://fcpsnet.fcps.edu/ssse/healthinfo/SchoolHealthRisks/letters/Guidelines4ContractNurse.pdf>  
This link is available only from computers within the FCPS network (FCPSnet).