

## SPECIAL HEALTH SERVICES

*Definitions.* The following definitions shall be used in this division, unless the context otherwise requires:

*“Assignment and delegation”* occurs when licensed health personnel, in collaboration with the education team, determine the special health services to be provided and the qualifications of individuals performing the health services. Primary consideration is given to the recommendation of the licensed health personnel. Each designation considers the individual’s special health service. The rationale for the designation is documented. If the designation decision of the team differs from the licensed health professional, team members may file a dissenting opinion.

*“Coadministration”* is the eligible individual’s participation in the planning, management and implementation of the individual’s special health service and demonstration of proficiency to licensed health personnel.

*“Educational program”* includes all school curricular programs and activities both on and off school grounds.

*“Education team”* may include the eligible individual, this individual’s parent, administrator, teacher, licensed health personnel, and others involved in the individual’s educational program.

*“Health assessment”* is health data collection, observation, analysis and interpretation relating to the eligible individual’s educational program.

*“Health instruction”* is education by licensed health personnel to prepare qualified designated personnel to deliver and perform special health services contained in the eligible individual’s health plan. Documentation of education and periodic updates shall be on file a school.

*Individual health plan”* (IHP) is the confidential, written, preplanned and ongoing special health service in the educational program. It includes assessment, planning, implementation, documentation, evaluation and a plan for emergencies. The plan is updated as needed and at least annually. The registered nurse (licensed health professional) develops this written plan with the educational team.

*“Licensed health personnel”* includes licensed registered nurse, licensed physician, and other licensed health personnel legally authorized to provide special health services and medications.

*“Prescriber”* is licensed health personnel legally authorized to prescribe special health services and medications.

*“Qualified designated personnel”* is a person instructed, supervised and competent in implementing the eligible individual’s health plan.

*“Special health services”* includes, but is not limited to, services for eligible individuals whose health status (stable or unstable) requires:

1. Interpretation or intervention,
2. Administration of health procedures and health care, or
3. Use of a health device to compensate for the reduction or loss of a body function.

*“Supervision”* is the assessment, delegation, evaluation and documentation of special health services by licensed health personnel. Levels of supervision include situations in which:

1. Licensed health personnel are physically present.
  2. Licensed health personnel are available at the same site.
  3. Licensed health personnel are available on call.
- B. Licensed health personnel shall provide special health services under the auspices of the school. Duties of the licensed personnel include:
1. Participating as a member of the education team.
  2. Provides the health assessment.
  3. Planning, implementing and evaluating the written IHP.
  4. Planning, implementing and evaluating special emergency health services.
  5. Serving as liaison and encourage participation and communication with health service agencies and individuals providing health care.
  6. Providing health consultation, counseling and instruction with the eligible individual, the individual’s parent and the staff in cooperation and conjunction with the prescriber.
  7. Maintaining a record of special health services. The documentation shall include the eligible individual’s name, special health service, prescriber or person authorizing, date and time, signature and title of the person providing the special health service and any unusual circumstances in the provision of such services.
  8. Reporting unusual circumstances to the parent, school administration, and prescriber.
  9. Assigning delegating to, instructing, providing technical assistance to and supervising qualified designated personnel.
  10. Updating knowledge and skills to meet special health service needs.
- C. Prior to the provision of special health services, the following shall be on file:
1. Written statement by the prescriber detailing the specific method and schedule of the special health service, when indicated.
  2. Written statement by the individual’s parent requesting the provision of special health services.
  3. Written report of the preplanning staffing or meeting of the educational team.
  4. Written individual health plan available in the health record and integrated into the individualized education program.
- D. Licensed health personnel, in collaboration with the education team, shall determine the special health services to be provided and the qualifications of individuals

performing the special health services. The documented rationale shall include the following:

1. Analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome and risk of improperly performed service.
  2. Determination that the special health service, task, procedure or function is part of the person's job description.
  3. Determination of the assignment and delegation based on the individual's needs.
  4. Review of the designated person's competency.
  5. Determination of initial and ongoing level of supervision required for quality services.
- E. Licensed health personnel shall supervise the special health services, define the level of supervision and document the supervision.
- F. Licensed health personnel shall instruct qualified designated personnel to deliver and perform special health services contained in the eligible individual health plan. Documentation of instruction and periodic updates shall be on file at school.
- G. Parents will provide the usual equipment, supplies and necessary maintenance for such. The equipment is stored in a secure area. The IHP shall designate the role of the school, parents and others in the provision, supply, storage and maintenance of necessary equipment.

ADOPTED: 3/14/94  
6/9/00

Reviewed: 2/94, 6/9/00, 4/8/04, 3/5/09, 11/6/14, 6/1/17