

VENTURA COUNTY SELPA INSTRUCTIONS

Items highlighted in blue are new for 2010-2011.

VI. HEALTH & MEDICAL

A. Emergency Plan

This plan is to be filled out by the school nurse only, and should not be modified by an other IEP team member.

1. Complete identifying information at the top of the document.
2. Develop the information in the first column of the chart, IF YOU SEE THIS, reflecting the probable signs and symptoms of the urgent or emergency situation.
3. Develop the information in the second column of the chart, DO THIS, clear and concisely articulating the response action needed.
4. Indicate the staff members that are trained and deemed competent to implement the response action.

Maintain adequate documentation of incident, response, and follow-up in student health cumulative record. When using an Emergency Plan, check the appropriate box on the "Health" section of the Student Information and Services page, and list as "Other Health and Nursing" in the "Special Education Services" box. Attach Emergency Plan to the IEP. May use an Administrative Amendment if changed. Make sure all members of the IEP team receive a copy of the revised Emergency Plan, including all General Education teachers.

B. Health/Emergency Plan

This form allows the nurse to combine the health plan and an emergency plan on a single form and is presented as an alternate form that can be used instead of the **Emergency Plan** described above. It is not intended to be used for specialized health care procedures which require a physician's written approval.

1. Complete identifying information at the top of the document, including important contact information.
2. Indicate plan type(s) – may check either one or both.
3. Indicate potential emergencies specific to the student
4. List any medications, allergies, or pertinent health history.
5. Develop the information in the first column of the chart, IF YOU SEE THIS, reflecting the probable signs and symptoms of the health or emergency situation.
6. Develop the information in the second column of the chart, DO THIS, clear and concisely articulating the response action needed
7. Indicate the staff members that are trained and deemed competent to implement the response action.

C. Health Assessment Summary

A school nurse assessment should be requested for all initial or "full" psychoeducational assessments and for triennial assessments.

1. Identifying Information
Complete identifying information at the top of the document.

2. Type of Report
Check the box to indicate the type of report being submitted
Indicate the types of assessment tools used in the preparation of this report. Delete the reminder (Choose applicable) when section is complete.
3. School Health Screening Assessment
Complete the table indicating date, examiner, and a brief statement of significant results pertinent to the school setting.
4. History
Concise narrative summary of nurse findings relative to health and development, developmental milestones, medical findings, and family health as reflected in the assessment data.
5. Current Health Status
Concise narrative description of nursing findings relative to the current health status in the physical, social, emotional, and behavioral areas.
6. Current Health Care And Services Providers
Reflects current health care providers and alternative services.
7. Environmental, Cultural, Economic Factors
Pertinent environmental, cultural, and economic factors.
8. Significant Assessment Findings
Summary of the entire assessment process including both medical and educational implications.
9. School Nurse Recommendations
Written statements to ensure a safe and successful school experience. Indicate strategies/procedures/resource and referrals as deemed necessary.
The school nurse signs the report and distributes the report following the district's practice.

Indicate in the site pupil cumulative record that such a document was prepared, the date prepared, by whom, and where the complete summary report is filed.

D. Initial Health and Developmental History

This is an optional instrument to be used as part of the interview process in gaining health and developmental information from the parents, with a portion for a nurse's comments.

E. Record of Training for Specialized Physical Health Care Services

Two forms are available – one for districts with a single school nurse and one for districts with multiple nurses.

1. Complete identifying information at the top of the document.
2. Check or complete applicable school program.
3. Specify service to be provided and identify authorizing physician.
4. Attach the training record to the parent/guardian request and physician authorization.
5. Complete the tables with both the primary providers and "back-up" school personnel participating in the training.

Accurately document the training date/s, location of training, ensure the provider meets the requirements as indicated above including, competence in cardiopulmonary resuscitation, the name and signature of trainer and date signed.

F. Specialized Physical Health Care Services

Consists of three parts:

- Request for Physician Authorization/Parent Authorization for Exchange of Information Form
- Physician's Authorization for Specialized Physical Health Care Services Form
- Specific Health Care Procedures – Developed by physician and attached to the Authorization.

The school nurse should coordinate the development of this plan. Have the parent fill out the Authorization for Exchange of Information, and forward to doctor with the Physician's Authorization Form. Attach the health care procedures that you propose. Place the completed Physician's Authorization along with the health care procedures or other information from the physician in the student's file. Specialized Physical Health Care Services must be listed in the "Special Education Services" box on the Student Information and Services page, and the "Specialized Physical Health Care Services" box checked under "Health". Do not attach to the IEP – does not require a change to IEP if the doctor modifies the plan. *See California Department of Education booklet "Guidelines and Procedures for Meeting Specialized Physical Health Care Needs of Pupils" (1990) for sample procedures.*