

Process for Teachers who Receive a Student with Exceptional Medical or Personal Care Needs

Policy Statement

The District recognizes its fundamental obligation to provide for the safety of students during school hours, including its obligation to provide an appropriate education to all students, regardless of disability or medical condition. The support of students with exceptional medical or personal care needs is a shared responsibility that necessitates District staff to work as a coordinated team. We recognize that support of the coordinated team members is critical to the success of all students in the District.

The definitions below outline the conditions of students who are included in this protocol and process. If a teacher is unclear if his/her student meets one of these definitions, s/he should consult with the school nurse right away.

Definitions:

Exceptional medical needs: Students with potentially life-threatening physical conditions who may require assistance on a daily basis by trained staff at school.

Exceptional personal care needs: Students with personal care needs who may require assistance by trained staff at school for their own safety or the safety of others.

Severely medically fragile: Students with severe health conditions who require direct medical intervention on a daily basis while at school to maintain a bodily function and to survive.

Exceptional Care Assistance Team

The District will establish an assistance team for the review of individual cases involving students with exceptional medical or personal care needs. The panel will include: the Director of Educational Support Services, the Health Services Program Manager, an Association representative, the Risk Manager, and the Elementary or Secondary Director, as applicable.

Process:

1. When a teacher is assigned a student with exceptional medical or personal care needs, the teacher can expect:
 - a. Communication about the student from the school nurse;
 - b. Written guidelines for care (a care plan) completed by the school nurse and/or the parent;
 - c. Identification of the building team, if needed;
 - d. Training as needed;
 - e. Relevant information about the medical condition; and
 - f. Ongoing communication and evaluation of needs and supports.

2. In general, concerns about students with exceptional medical or personal care needs are expected to be resolved at the building level in collaboration with the parents, principal, teacher(s), and nurse. If a teacher feels uncomfortable with a particular medical procedure or personal care issue, s/he will consult with the building level team.
3. If attempts to address concerns at the building level are not successful, a building team member may request a meeting with the District's Exceptional Care Assistance Team by contacting either the school nurse or the school principal. The assistance team will make every effort to meet within one week. In the interim the building level team will be responsible for addressing the needs of the student.
 - 3.1 The assistance team will hear from the building team members involved in the case.
 - 3.2 The assistance team will provide information to the building team about:
 - a. The teacher's role and responsibility in addressing the needs of the student;
 - b. The roles and responsibilities of other building and non-building staff, including regular staff, substitutes, itinerant staff, transportation;
 - c. The training the teacher and other building staff are to receive;
 - d. Identification of any additional supports available to the teacher;
 - e. Written protocols applicable to the case at hand;
 - f. District-wide management of similar cases;
 - g. Minimizing disruption to instruction;
 - h. Information sharing; and
 - i. Anticipating concerns for field trips

Implementation

Once this protocol is adopted, the committee recommends that building administrators and Directors be annually notified about the protocol. The Association and District will jointly communicate the protocol initially. These protocols will be maintained on the District and EEA websites.

Developed by Joint Committee Per Article 7.4.2 of District/EEA CBA. Approved by District and Association JCAC Representatives 10/26/11.