

Guidelines for Specialized Health Care Procedures

(Revision 2004)

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for the
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Foreword

The Virginia Department of Health (VDH) and the Virginia Department of Education (DOE) are pleased to present a revised edition of *Guidelines for Specialized Health Care Procedures*, a resource document for school personnel. The Guidelines were developed and published by VDH in collaboration with DOE.

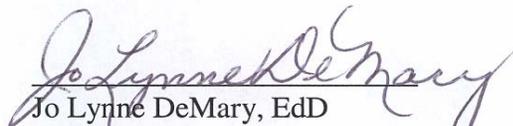
The Guidelines are intended to provide guidance to school administrators, school nurses, teachers, and other staff members on the care of students with special health care needs during the school day.

The Guidelines also present current, practical health information and recommendations for the development of local programs and policies related to the health care services for these students.

Through these Guidelines, VDH and DOE are committed to assuring that all schools in the Commonwealth have a safe and healthy learning environment.



Robert B. Stroube, MD, MPH
State Health Commissioner



Jo Lynne DeMary, EdD
Superintendent of Public Instruction

07/26/2004
Date

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Date

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Introduction

The *Guidelines for Specialized Health Care Procedures* is intended to enhance the educational process of students with special health care needs by providing guidance to school nurses, teachers, and other staff regarding the medical care of the students within the school setting. The Guidelines are based on current nursing and medical protocols for the care of children with special health care needs.

Parents or guardians have the primary responsibility for providing appropriate health care for their children. Whenever possible, parents are encouraged to work with their health care provider to administer medications and specialized health care procedures before or after school.

When procedures and medications need to be administered during school hours, the parents or guardians, health care provider, student (if appropriate), and school nurse should develop an individualized health care plan (IHCP) to outline what needs to be done during the school day. Parents or guardians also need to provide the school with comprehensive medical information, medications, medical equipment, and medical supplies to help school staff care for their child.

The Guidelines are intended to provide a broad framework for planning appropriate health care services for students with special health care needs. Because each student is different and has a unique array of needs, these guidelines should not be the sole source or a substitute for development of an IHCP that addresses the student's health care needs. The *Guidelines for Specialized Health Care Procedures* also should be used as a tool to help school staff care for students with special health care needs. It does not attempt to provide medical advice and should not be used as a substitute for professional medical consultation.

The Guidelines are divided into eight sections reflecting systems of the body. Each section is further divided into an overview of the system, selected chronic conditions within the system, and an alphabetical listing of procedures affecting that system.

Appendix A includes sample individualized health care plans. Appendix B includes checklists that may be used to train staff on procedures.