



# HEALTH INFORMATION - OTHER HEALTH SUPPORT SERVICES

Responsibility:	<i>Executive Superintendent of Education</i>
Legal References:	<i>Municipal Freedom of Information and Protection of Privacy Act, 1990</i>
Related References:	<i>SES-06-CCA Referral to Community Care Access Centre/School Health Support Services (CCAC/SHSS); SES-06-RO1-A Legal Guardian Permission for Release of Information FROM a Specified Agency, School Board or Individual; SES-06-RO1-B Legal Guardian Permission for Release of Information TO a Specified Agency, School Board or Individual; SH17 Home Care Form</i>

### 1. Preamble

The procedures that follow provide guidelines and expectations for the administration of health support services, and the referral of a student to the Home Care Program.

### 2. Catheterization/Manual Expression/Postural Drainage

2.1 These procedures will be the responsibility of Home Care. Training of other personnel to perform these procedures shall be done at the discretion and direction of Home Care personnel.

### 3. Lifting/Mobility/Feeding/Toileting

3.1 Staff, as a part of the total education program, may accept these support services for that student. Persons carrying out these functions must be appropriately trained by designated personnel of the Waterloo Region District School Board, in consultation with personnel from the Ministry of Health

3.2 If support personnel are deemed necessary by the teaching staff and the principal, such requests must be made through the Superintendent of Instruction responsible for Special Education.

### 4. Therapies

4.1 Speech Pathology (Treatment) is the responsibility of Speech Therapists/Pathologists contracted by Home Care. Schools are to be included in the development and review of treatment plans of care, and have the responsibility to facilitate their implementation, as approved.

4.2 The Waterloo Region District School Board Speech and Language teachers/therapists/pathologists will be responsible for speech and language remediation of an educational nature.

4.3 Physiotherapy and Occupational Therapy (Treatment) is the responsibility of physiotherapists and occupational therapists contracted by Home Care. Schools are to be included in the development and review of treatment plans of care and have the responsibility to facilitate their implementation, as approved.

## 5. Referral to Waterloo Regional Home Care School Health Support Services Program

### 5.1 "Home Care" Services include:

- Physiotherapy
- Occupational Therapy
- Nursing
- Nutritional counseling
- Speech Therapy

### 5.2 Initial Referral

Note: If the student is on Rotary Centre Caseload, discussion by the appropriate Rotary Centre and Special Education personnel should occur prior to completion of the referral.

5.2.1 The principal is notified of possible referral to Home Care Program. The parent/guardian, Rotary Centre personnel, classroom teacher or Board of Education personnel may initiate referrals.

5.2.2 The principal discusses the potential referral with teachers and Special Education personnel and proceeds if a referral is indicated. Prior to a referral for Speech & Language support, school board personnel should be involved to avoid duplicating services.

5.2.3 If Home Care is not indicated, the principal notifies the referring person of this decision.

5.2.4 If Home Care is indicated, the principal obtains signed parent/guardian permission for release of information using forms:

- SES-06-R01-A/B LEGAL PERMISSION FOR RELEASE OF INFORMATION to and/or from A SPECIFIED AGENCY, SCHOOL BOARD, or INDIVIDUAL
- SES-06-CCA Community Care Access Centre (Home Care) Referral

Further, if Occupational Therapy is being requested, the principal completes the Home Care Form, **SH17**, available from the Home Care office.

The original forms are sent to:

Home Care Office  
Box 1612  
99 Regina Street South, 4th floor  
Waterloo, ON N2J 4G6  
Phone: 519-883-2210 ext. 5125  
Fax: 519-883-2196

5.2.5 After receiving the Home Care referral, the Case Manager will contact the parent/guardian to arrange a meeting to determine Home Care program eligibility. If the student is deemed eligible, the Case Manager will obtain a signed consent to release information to the professional service providers.

5.2.6 Once the service providers have completed their initial assessments, the Home Care Case Manager arranges a Case Conference to establish the plan of care with the parent/guardian, principal and teacher(s). Depending on the nature of the service being requested, the following additional personnel may be included:

- Special Education Services personnel
- Other service providers

5.2.7 Written recommendations of the Home Care therapists will be provided to the school using the Home Care Form, Recommendations - Plan of Care. A copy to be placed in the student's O.S.R., Documentation File.

### 5.3 Follow-up and Communication

5.3.1 By the end of August, the Home Care Case Manager will submit a written memo to the school principal indicating a recommendation for continuation of support for each student on the Home Care Program for the following year. These memos are to be filed in each student's O.S.R., Documentation File.

5.3.2 Home Care Case Conferences should be initiated by schools and arranged for by the Home Care Case Manager in the following situations:

- When significant change occurs in the status of a student. (e.g. A student has corrective surgery over the summer and rehabilitation exercises are recommended);
- When the student moves to another school.

Any questions or concerns regarding provision of services to the student under the Home Care Program should be communicated to the Home Care Case Manager by calling 519-883-2210, ext. 5125 or by faxing 519-883-2196