

Catheterization and Suctioning, Lifting, Positioning, and Physical Management Procedure

RATIONALE:

Hamilton-Wentworth District School Board is committed to ensuring the provision of plans, programs, and/or services that will enable students with health or medical needs to attend and participate in school.

All health support services must be administered in a manner that respects, to the degree possible in the circumstances, the student's right to privacy, dignity, and cultural sensitivity.

TERMINOLOGY:

OT: Occupational Therapist

PT: Physiotherapist

CCAC: Community Case Access Centre

IEP: Individual Education Plan

Clean Intermittent Catheterization: Clean Intermittent Catheterization, or CIC, refers to using a catheter or a tube to drain urine out of the bladder on a regular basis and as germ-free as possible.

Shallow Surface Suctioning: Suctioning is removing mucus and fluids from the nose, mouth, or back of the throat with a bulb syringe or a catheter (thin flexible tube). Shallow surface suctioning is considered to be part of a child's normal oral hygiene needs.

PROCEDURES:

1.0 Responsibility

- 1.1 Principals will ensure that staff members who work with students with special medical/health needs are properly trained in how to provide the necessary services as detailed in the plan of care.
- 1.2 Community Care Access Centre personnel or other authorized qualified service providers will provide the training and support necessary for board staff to properly provide the needed services as per the plan of care.
- 1.3 Staff members will work in the manner and with the protective devices, measures and methods as required by this procedure and policy.

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2.0 Process

- 2.1 When a family (or a medical practitioner working with the family) identifies that their child requires a health support service that must be carried out during school hours, the Principal or designate will:
 - 2.1.1 Convene a meeting of all appropriate parties to develop a plan of care. Such a meeting will include the Principal or designate, the child's teacher(s), other school-based staff that will be involved in the plan of care, the Special Education Consultant, a representative of CCAC, and a parent/guardian. Others may also be deemed appropriate to attend by either the school or the family.
 - 2.1.2 Include in the plan of care:
 - the identification of all activities (such as clean intermittent catheterization, shallow suctioning, lifting, positioning, assistance with mobility, dressing, sensory, fine motor, gross motor, feeding, toileting, diapering, and/or general maintenance exercises) that are to be administered during the school day;
 - a communication process;
 - a review process; and
 - an emergency/contingency plan
 - identification of all equipment including personal protective equipment
- 2.2 The Principal or designate will ensure that the plan of care and any assistive equipment are referenced in the student's IEP.
- 2.3 Training will be provided by CCAC and/or an authorized qualified service provider for the appropriate school staff as identified by the Principal.
- 2.4 Staff members will use or wear the equipment, protective devices or clothing that the board requires to be used or worn.
- 2.5 When a plan of care indicates that toileting and/or lifting is required, a minimum of two staff members will participate in the procedure.
- 2.6 The Principal or designate in consultation with CCAC and/or a qualified service provider will monitor, on an ongoing basis, the appropriateness of the plan and the need for additional training/direction/consultation.
- 2.7 Additional training as requested by the plan of care will be provided whenever new staff members are designated to provide the required support.

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- 2.8 The school and the family will review the plan at least annually, and as needed according to any changes in the student's medical condition consult CCAC case manager.
- 2.9 The Principal or designate will ensure that the plan of care is available to all staff members (including occasional staff) involved in providing support to the student.

3.0 Maintenance of Assistive Physical Equipment

- 3.1 Any equipment specifically designed to support a student's plan of care will be maintained in good working order and serviced, as per the manufacturer's instructions/manual.
- 3.2 A regular maintenance plan will be established (by the Board) at the time of the procurement of the equipment.
- 3.3 Only staff members are required to use the equipment, and for the equipment's intended purpose as per the training.
- 3.4 Employees shall not use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself, another worker or student.
- 3.5 Staff will conduct a visual check of the equipment as per their training prior to its use.
- 3.6 Staff shall report to the principal the absence of or defect in any equipment or protective device of which staff is aware and which may endanger himself, herself, another staff member or student.
- 3.7 If a report regarding a concern is made to the Principal, and/or designate (s)he will investigate the concern and request an inspection and/or maintenance of the equipment by the appropriate Board approved service provider (if required). The Principal, and/or designate will communicate the findings of the investigation to all affected employees.
- 3.8 When equipment is no longer required, the appropriate CCAC personnel will be contacted to discuss the possible re-distribution of the equipment.
- 3.9 If the surplus equipment cannot be re-used or re-distributed appropriately, the Special Education Consultant will be made aware of the surplus equipment, such that other disposal options can be explored.

4.0 Additional Information

- 4.1 Principals should consult, as required, other related Board policies and procedures.

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4.2 The following chart outlines the guidelines for the provision of school health support services (source: PPM81 and the subsequent Memorandum to directors dated August 14, 1989):

Support Service	Administered by	Provided by	Training and Direction	Consultation
Sterile, Intermittent Catheterization Manual expression of bladder/stoma Postural drainage/deep suctioning Tube feeding	Health Professional	Ministry of Health	Ministry of Health	School Board
Clean, Intermittent Catheterization Shallow Surface suctioning	Educational Assistant	School Board	School Board and Ministry of Health	Ministry of Health
Lifting and positioning Assistance with mobility Feeding	Educational Assistant	School Board	School Board and Ministry of Health	Ministry of Health
Toileting of students with special needs	Educational Assistant	School Board	School Board and Ministry of Health	Ministry of Health
Physio/Occupational: Consultative model	Qualified therapist	Ministry of Health	Ministry of Health	Ministry of Health
Physio/Occupational: General maintenance exercises	Educational Assistant	School Board	Ministry of Health	Ministry of Health