



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Guidelines for an Individualized Health Assessment and the Participation of the School Nurse in the Individualized Education Plan (IEP) Process

NUMBER: BUL-2030.0

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Educational Services

DATE: October 21, 2005

ROUTING
Local District
Superintendents
Administrators
Support Unit
Administrators
Division of Special
Education
Principals
School Nurses
School Physicians
SAA's

POLICY: The purpose of this bulletin is to describe policies and procedures established to assure adherence to guidelines related to an individual health assessment and the participation of the Credentialed School Nurse in the Individualized Education Plan (IEP) process.

MAJOR CHANGES: This bulletin replaces Bulletin No. Z-62, April 11, 2003, " Guidelines for an Individualized Health Assessment and the Participation of the School Nurse in the Individualized Education Plan (IEP) Process."

GUIDELINES: The following guidelines apply.

Federal legislation including the Individuals With Disability Education Act (IDEA) and state legislation including California Education Code (CEC) and California Administrative Code (CAC) Title 5, assure that all individuals with exceptional needs (IWEN) have specific individual rights and protections relating to a free, appropriate public education (FAPE) in the least restrictive environment (LRE). Section 49423.5 CEC authorizes Specialized Physical Health Care Services (SPHCS) to be performed during the school day. When the term School Nurse is used, this refers to Credentialed School Nurse. Unlicensed Assistive Personnel (UAP) are trained and supervised on the assigned procedure by the Credentialed School Nurse to assist students with health needs during the school day.

I. HEALTH ASSESSMENT

The individualized health assessment is intended to be a useful supplement to educational and psychological data to insure that a student is placed in an optimal educational setting. When a student is assessed, he or she should be assessed in all areas *related to his or her suspected disability*:

CEC 56320f "...including, where appropriate, health and development, vision, including low vision, hearing, motor abilities, language function, general ability, academic performance, self-help, orientation and mobility skills, career and vocational abilities and interests, and social and emotional status."



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CEC 56324b "...any health assessment of students shall be conducted by a Credentialed School Nurse or School Physician who is trained and prepared to assess cultural and ethnic factors appropriate to the pupil being assessed."

A. Initial Health Assessment

The initial health assessment timeline starts with the following documentation:

1. The IEP Manager generates the Special Education Assessment Notification and Special Education Assessment Plan (Commodity Code 9661679320) to be signed by the parent/legal guardian. Once the parent/legal guardian signs the plan, the IEP Manager at the school site assigns the assessment in the computerized IEP system to the Credentialed School Nurse to complete. The following sections must be marked: "Health and Development" and "Nurse/Physician". The timeline allows 50 days to conduct assessment(s) and hold the IEP meeting.
2. Release of Medical Information to be initiated at the discretion of the Credentialed School Nurse.
3. IEP/IFSP School Nurse Health Assessment (Form 33.19) is the *only* form used to document the results of the initial health assessment (see Attachment A).
 - a. If in the professional opinion of the School Nurse, the student's health warrants the expertise of the School Physician, he/she will refer the case to Student Medical Services.
 - b. The health assessment must be completed before the IEP Meeting.
 - c. The initial health assessment will be completed in all areas related to the suspected disability.
 - d. Pertinent information from the initial health assessment shall be written on the student's health card.
 - e. Original initial health assessment is to be retained in the student's health card, and an electronic copy attached to the computerized IEP case. A copy may also be shared with parent/legal guardian upon their written request.
 - f. Educationally relevant health information addressing the student's strengths and challenges shall be documented on the IEP in the section designated for the Present Level of Performance (PLP).

B. Annual Review

The annual review is intended for the School Nurse to provide updated health information only if there is an on-going health problem that requires monitoring and/or if the health status of the student has changed significantly to impact the IEP.

1. In an annual review to monitor health issues, no formal assessment is required; therefore *No* new consent is required.



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- a. Verify the signed consent from the initial/triennial Special Education Assessment Plan (Commodity Code 96616799320).
 - b. Use IEP/IFSP School Nurse Health Assessment Form 33.19 (see Attachment A).
 - c. Document pertinent information on the student's health card and place original Form 33.19 in the student's health card.
2. If the health status of the student has changed significantly to impact the IEP, then a *new* Assessment Plan is required for a health assessment. Follow guidelines for initial assessment, and report findings on IEP/IFSP School Nurse Health Assessment (Form 33.19).

C. Three-Year Comprehensive Re-Evaluation

The three-year comprehensive re-evaluation provides an opportunity to review current health information related to the student's progress in the educational setting. Follow guidelines for the initial health assessment.

D. Transition IEP

A transition IEP is convened when a student moves from one level to the next: infant services to pre-school special education, pre-school to elementary school, elementary school to middle school and middle school to high school. This IEP is a review of records and therefore no assessment plan is signed. Follow guidelines for the annual review.

E. Exit IEP

An exit IEP is conducted when special education services are no longer required to meet the student's educational needs or when a student leaves high school.

1. If the student continues to have health needs that require accommodations in the school setting, a Section 504 Plan should be considered.
2. When conducting a high school Exit IEP, a Credentialed School Nurse should be consulted for recommendations to meet continuing health needs.

II. INDIVIDUAL EDUCATION PLAN (IEP) PROCESS

The Credentialed School Nurse is a team member in the IEP process, and follows the timelines initiated by the assessment plan. As an assessor for the IEP team, the School Nurse will be electronically notified within the computerized IEP system through the Message Center when assigned an assessment to complete.

A. Written Guidelines For The IEP

1. The health summary must be written to include educationally relevant



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health, developmental and medical information and should address the student's strengths and challenges. The summary should be written in language easily understood by lay personnel and the parent/legal guardian.

- a. All initial/three year assessments require *results* of vision and hearing acuity done within the previous twelve (12) months, written as mm/dd/yy. (Time frame for screening is per 1997 Systemic Action Agreement with the California Department of Education.)
- b. A general description of health challenges/needs and necessary supports/accommodations required for the student to access the educational curriculum.
- c. Information regarding SPHCS required during the school day and appropriately trained personnel necessary to provide these services.
- d. Information regarding effects of medications taken at home or at school that may impact school performance should be included in the health summary.
- e. Information regarding the student's need for assistance with activities should be specified. These include but are not limited to: feeding, toileting, mobility and accessing educational materials.
- f. The need for ongoing monitoring of health concerns and appropriate interventions should also be included in the health summary.

2. Present Level of Performance (PLP) Summary may be written in advance of the meeting noting the following:
 - a. Prior to the IEP, the information and its' confidentiality should be discussed with the parent.
 - b. The PLP written by the Credentialed School Nurse should not be altered.
 - c. If additional health information becomes available at the IEP meeting, a Credentialed School Nurse should be consulted prior to including this information in the IEP summary.

B. Attendance At IEP Meetings

At every IEP meeting where the health status impacts the student's access to the curriculum, a Credentialed School Nurse must attend the IEP meeting to interpret the assessment and recommend necessary services and accommodations.

If the PLP Summary indicates no substantial health issue, attendance at the meeting is not required. However, a School Nurse must be consulted by telephone if questions regarding the student's health status arise during the IEP meeting.

If health is not an issue, the School Nurse may attend the IEP meeting for the purpose of giving their report. The School Nurse may leave the meeting after giving her report if all members of the IEP team agree. This is noted on Page



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12 of the IEP with the following statement: “Health report was given and with permission from all members of the IEP team the School Nurse left the meeting.”

C. Thirty (30) Day Placement

The law requires that a student entering LAUSD with an IEP from any state or school district within California be placed immediately in accordance with that IEP. Within thirty days, the school of attendance must conduct an IEP which conforms to district policies.

The IEP Team may utilize information, records, and reports from the previous school district or county program attended by the student.

The School Nurse should follow the procedures for the Initial Health Assessment.

D. Special Requirements

The Credentialed School Nurse will consult with their Nursing Administrator regarding students who may require:

1. SPHCS and/or may require services from appropriately trained personnel or licensed healthcare providers.
2. Placement at another school site including special education center.
3. Handicapped access
4. Assessment when student is not enrolled in a LAUSD school.

III. ROLE OF CREDENTIALLED SCHOOL NURSE ASSIGNED TO PROVIDE SPECIAL EDUCATION SERVICES IN THE NURSING ADMINISTRATOR’S OFFICE

In order to maintain compliance, there are times when assistance will be needed from the Credentialed School Nurses assigned to Special Education Services/Nursing Administrator’s Offices. The Credentialed School Nurse or School Administrator/designee should contact the appropriate Nursing Administrator when:

- A. The site nurse cannot complete the IEP cases within the prescribed time line.
- B. Supervision of UAPs assigned to perform SPHCS at their school is required.
- C. The student has extensive health needs, requires SPHCS and/or may require services from appropriately trained personnel or licensed health-care providers. Nursing Administrators/Credentialed School Nurses Special Education Services in the Nursing Administrator’s Office may consult with Credentialed School Nurses assigned to the Central Office Special Education



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Services regarding students who require support services for health reasons. (See Attachment B: Information for Recommending Support Services due to Health Needs; Attachment C: Review for Support Services Due to Health Needs)

- D. The student may require handicapped access or placement at another school site including special education centers.
- E. The student with significant health conditions may be placed in a non-public school.
- F. The student is not enrolled in a public school and is requesting assessment/support services.

IV. ROLE OF THE CREDENTIALLED SCHOOL NURSE ASSIGNED TO PROVIDE SPECIAL EDUCATION SERVICES IN THE CENTRAL OFFICE

Assistance will be needed from the Credentialed School Nurses assigned to Special Education Services/Central Office when:

- A. Assessments are required for students in Non-Public Schools or for Infant and Preschool Special Education.
- B. Student has SPHCS for Mechanical Ventilator and/or may require the services of a Licensed Professional Health Care Provider.
- C. Student may require support services for health reasons. (See Attachments B and C)
- D. Assistance with training and supervision of unlicensed assistive personnel to provide SPHCS.

V. CREDENTIALLED SCHOOL NURSE ROLE WHEN STUDENT HAS ORDERS FOR SPECIALIZED PHYSICAL HEALTHCARE PROCEDURES

- A. SPHCS are procedures that have the following characteristics:
 - 1. Are necessary during the school day for the child to attend school.
 - 2. Can be learned without prior medical training.
 - 3. Do not require extensive amounts of time for their administration.
- B. The CEC states that any student with exceptional needs who requires SPHCS may be assisted by unlicensed assistive personnel provided the services are performed under the supervision of a Credentialed School Nurse. Supervision means review, observation and instruction in the performance of the procedure. The level of supervision, immediate, direct or indirect, is



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determined by the Credentialed School Nurse.

1. The Credentialed School Nurse directs the care by:
 - a. Assigning the specified procedure.
 - b. Giving specific training including care of equipment and the environment.
 - c. Insuring competency to perform the procedure.
 - d. Regularly monitoring the performance of the assigned task.
 - e. Ensuring accurate documentation of the services.
2. Training to perform SPHCS includes standardized training and child specific training. Standardized training for Health Care Assistants is twenty four hours of training that covers school related health information and one time practice performing the three most common SPHCS: tracheostomy, catheterizations and gastrostomy tube feedings.
3. The Credentialed School Nurse should contact their Nursing Administrator for assistance with training and supervision of Health Care Assistants.

AUTHORITY: This is a policy of:

- Federal Legislation: Individuals With Disability Education Act
- State legislation:
 - CEC 56320f "student shall be assessed in all areas of suspected disability including where appropriate health and development, vision and hearing....."
 - CEC 56324b "any health assessment shall be conducted by a Credentialed School Nurse or School Physician"
 - CEC 49423.5 "authorizes Specialized Physical Health Care Services to be performed during the school day."
- California Administrative Code Title 5: "assure that all individuals with exceptional needs have specific individual rights and protections relating to a free, appropriate public education in the least restrictive environment."

RELATED RESOURCES: Special Education Policies and Procedures Manual (July 2005)

ASSISTANCE: For assistance or further information please contact Karen Maiorca, Director, District Nursing Services, at (213) 763-8374.

IEP / IFSP SCHOOL NURSE HEALTH ASSESSMENT

Student Name _____ Birth Date _____ Age _____ Male Female
 School _____ Grade ____ Room/Track _____ Spec Ed Eligibility (if applicable) _____
 Current informant(s) _____ Relationship _____ Date _____
 Home language _____ Translator's name if applicable _____

A) DEVELOPMENTAL HISTORY (For Initial Assessment Only)

- 1) Prenatal history: Full term Premature ____ wks Birth weight _____ Delivery: Vaginal C-Section
- 2) Birthplace _____ Born at: Hospital Other _____ Home with mother: Yes No
- 3) List: Prenatal/Birth/Newborn Complications _____
- 4) Milestones: Sit alone ____ months Crawled ____ months Walked ____ months First words ____ months Sentences ____ months
 Toilet trained (day) _____ (age) Toilet trained (night) _____ (age)
- 5) Comments _____

B) HEALTH HISTORY

- 1) Health history obtained by: Interview with parent/guardian Medical report Review of school health record Other _____
- 2) Name of Health Care Provider (if applicable) _____
- 3) Current diagnosis (if applicable) _____
- 4) Current medication(s) include time and dosage _____
- 5) Current protocol(s) _____
- 6) Significant family health history (if applicable): No Yes, summarize _____
- 7) Parent areas of concern: academic behavior at home/school physical health development social/peer relationships

- 8) Summarize/update health history (include serious/ chronic illness, allergies, injury, accident, surgery, hospitalization, counseling, or psychiatric care)

- 9) Additional information including outside services, previous screenings and developmental update (if applicable) _____

C) HEALTH ASSESSMENT

- 1) Date _____ Height: _____ inches _____% Weight: _____ lbs _____%
- 2) Date _____ Vision: without correction: Rt - 20/____ Lt - 20/____ Both 20/____ Referred _____
 with correction: Rt - 20/____ Lt - 20/____ Both 20/____ Referred _____
- 3) Date _____ Audio: Yes No Pass/Fail: _____ Referred _____
- 4) Activities of daily living (ADL): Independent Needs assistance: (Include toileting, feeding, use of hands and arms)
 Summarize _____
- 5) Mobility: No assistance needed Leg braces Walker/crutches Wheel chair with assistance Wheel chair without assistance
- 6) Additional referral(s) _____
- 7) Comments _____

◆ Use the back of this form for additional comments

Completed by: _____ Signature _____ Date _____

Print Name

Signature

Date

Original: Place in the student's Health Card envelope

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INFORMATION FOR RECOMMENDING SUPPORT SERVICES DUE TO HEALTH NEEDS

A CREDENTIALLED SCHOOL NURSE MUST DETERMINE THE NEED FOR SUPPORT SERVICES FOR STUDENTS WITH HEALTH NEEDS.

- Q.** What personnel at a school site may provide assistance to students with health needs?
- A.** School Administrators may designate school site personnel to be trained by the Credentialed School Nurse to assist students with a variety of health services including but not limited to administration of medications, diabetic care including glucose monitoring, assistance with hypoglycemic reaction and Glucagon administration, nebulizer treatments and EpiPen administration.
- Q.** How should the support services be provided by specific personnel (non HCA)?
- A.** If the IEP team determines that the student requires ongoing monitoring or adult supervision to prevent injury or provide first aid due to their health condition. Such conditions include seizure disorders, osteogenesis imperfecta, cerebral palsy or the student who has a constant need for assistance with mobility, manual dexterity and toileting. Please contact your local nursing unit.
- Q.** When is the AAA needed during transportation to and from school?
- A.** For students that must be monitored even during transportation due to their health needs, the IEP team should determine if there is already adult supervision on the bus.
- Q.** Are Health Care Assistants medically trained?
- A.** No. Health Care Assistants have the same basic job description as Special Education Assistants. They receive training in providing Specialized Physical Health Care Procedures.
- Q.** When should the support services be provided by a Health Care Assistant (not 1:1)?
- A.** A Health Care Assistant should be assigned only when one or more of the following Specialized Physical Health Care Procedures are required:
- Gastrostomy Feedings
 - Catheterizations
- The IEP team should contact your local nursing unit for clarification and assistance.
- Q.** When is an AAA/Health Care Assistant (formerly known as 1:1 or TSA) needed?
- A.** When the student has one or more of the following Specialized Physical Health Care Procedures that require continuous monitoring and adult supervision:
- Oral Suctioning
 - Tracheostomy Care and Suctioning
 - Oxygen Therapy
 - Dysreflexia
- Q.** When is a Licensed Healthcare Provider (LVN or RN) required for 1:1 services?
- A.** Licensed Healthcare Providers are required for students that are ventilator dependent or in rare instances for other critical health care needs as determined by the Credentialed School Nurse.

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REVIEW FOR SUPPORT SERVICES DUE TO HEALTH NEEDS

CREDENTIALLED SCHOOL NURSE MUST COMPLETE THIS FORM PRIOR TO THE IEP MEETING

Student Name: _____ Birthdate: _____

School: _____ Telephone No. (____) _____

School Nurse: _____ Date: _____

Health needs requiring support services: _____

Are there designated school personnel on the campus to assist the student? Yes No

Are there Special Education Trainee/Assistants on the campus that can assist the student? Yes No

Does the student's health needs require continuous monitoring and supervision? Yes No

Check the Specialized Physical Health Care Procedures that the student requires:

- Gastrostomy Feedings
- Catheterization
- Oral Suctioning
- Oxygen Therapy
- Tracheostomy Care and Suctioning
- Dysreflexia Procedure

Check the Health Care Assistant services that are necessary:

- Health Care Assistant on campus to provide Procedures only
- Health Care Assistant with student

The student requires Licensed Health Care (LVN/RN) for the following reason: _____

School Nurse: Please fax this form to District Nursing Services at (213)763-8382 in preparation for the IEP meeting. If a need becomes known during the IEP meeting, call District Nursing Services for consultation at (213) 763-8374.