



Portage la Prairie School Division recognizes that some students require medication or treatment to manage medical needs and provide health and personal care. PLPSD will attempt to provide support services for students with special health care needs who require health or personal care procedures to attend and benefit from an accessible educational program.

PLPSD recognizes that parents/guardians are primarily responsible for their students' health. Schools will cooperate with parents/guardians and appropriate professional organizations to maintain individual and community health and safety.

The provision of health and personal care requires that:

- (a) Students with special health care needs are accepted in the school setting;
- (b) There is a plan identifying strategies for successful integration of students with special health care needs;
- (c) School staff know the implications of exceptional health care requirements;
- (d) The family/student are partners in the planning and service delivery with health, educational, and community professionals;
- (e) Roles, responsibilities, and criteria for service contracts are defined;
- (f) The student-specific health care plan is consistent with medical standards and procedures;
- (g) Interventions are consistent with the student-specific health care plan;
- (h) A change in the health care status of the child receives immediate and appropriate response;
- (i) All staff involved with children with special health care needs have the training to carry out their responsibilities;
- (j) Caregivers with student-specific training are available to carry out health care interventions when required;
- (k) The health care plan is included in the emergency planning for each school;
- (l) The physical environment is appropriate for all students with physical and/or sensory disabilities to the greatest extent possible.

Responsibilities of Parents/Legal Guardians

(Cross Reference: AP 309 Administration of Medication)

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1. Parents/legal guardians shall complete the necessary forms the School Administration provides.
2. Parents/legal guardians shall notify the school immediately and follow up in writing if the medication is no longer required.
3. Parents/legal guardians shall complete a new "Authorization for Administration of Prescribed Medication/Standard Health Care Plan" annually.
4. In the absence of a signed health care plan, standard health care procedures and URIS general training procedures are used.
5. To ensure emergency reliever medication (Epi-pens) must be carried on one's person at all times, except in rare circumstances where the Administrator, in collaboration with senior leadership, determines it unreasonable due to physical and/or cognitive disabilities.

Health and Personal Care Interventions

PLPSD, in partnership with Southern Health Authorities, follows the Unified Referral and Intake System (URIS) protocol outlined by Manitoba Health (2006). Upon school registration, parents/guardians declare the health care needs of their students. The URIS protocol is followed, and student referrals are forwarded to the appropriate Regional Health Authority URIS nurse. An Individual Health Care Plan (IHCP) is developed with the parent and forwarded to the school, with consent to release medical and personal health information to school personnel, as required.

GROUP A and Group B -INTERVENTION

[The Standard URIS Group B Operational Plan- School Divisions and Southern Health/Santé Sud \(2025\)](#) states:

The Unified Referral and Intake System (URIS) is a joint initiative of the provincial Departments of Health, Families, and Education and Early Childhood Learning. URIS supports community programs in caring for children with specific health care needs. Community programs eligible for URIS support include schools, licensed care facilities, and publicly funded agencies providing respite services.

URIS provides a standard means of classifying healthcare needs based on their complexity and determining the degree of professional qualification required by persons who support children with URIS health care needs.

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Healthcare needs classified as Group B can be delegated to non-healthcare personnel by a registered nurse. The nurse provides support to community programs, including the development of a written health care plan, training for community program personnel responsible for the child and monitoring and training community program personnel.

- Anaphylaxis
- Asthma
- Bleeding disorder
- Cardiac condition
- Clean intermittent catheterization
- Diabetes
- Gastrostomy care
- Osteogenesis imperfecta
- Ostomy care
- Pre-set oxygen
- Seizure disorder
- Steroid dependent condition
- Suctioning (oral/nasal)

GROUP A -INTERVENTION

URIS Group A health care needs are complex procedures that require the clinical judgment, skill, and knowledge of a registered or licensed practical nurse to support the child in the community program. More information on **Group A** support is available online - Unified Referral and Intake System (URIS) | The SHSS URIS Program does not provide support for children with Group A health care needs.

See form: [URIS Group A application](#). The Program and Student Services Department may be contacted for assistance to enable support for a student identified with a Group A need.

ANAPHYLAXIS AND ASTHMA

Authorization to Administer Medication & Standard Health Care Plan Forms (May, 2025):

- See form: [Authorization for Administration of Reliever Medication & Asthma Standard Health Care Plan \(SHCP\)](#)

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- See form: [Authorization for Administration of Epinephrine & Anaphylaxis Standard Health Care Plan \(SHCP\)](#)
- See form: [Authorization for Self-administration of Reliever Medication for Asthma](#)

To be eligible for URIS Group B support for anaphylaxis and asthma, the student must be diagnosed by a physician, prescribed the appropriate emergency medication (e.g., epinephrine, reliever medication), and bring it to school.

The student shall carry urgently required medication on their person.

The Authorization to Administer Medication and Standard Health Care Plan is a school division form completed by the parent/guardian **annually**. It includes written consent for school staff to administer medication and medical information, including the student's life-threatening allergen or asthma trigger, the name and dose of their emergency medication, and its location. The Standard Health Care Plan is also included on the form.

Procedure:

1. The parent/guardian completes the **Authorization to Administer Medication and Standard Health Care Plan form**.
2. The school administrator reviews the **Authorization to Administer Medication and Standard Health Care form**.
 - a. The school contacts the parent/guardian to obtain information if the form is incomplete.
 - b. The school administrator contacts the parent/guardian to address concerns about the location of emergency medication (e.g., epinephrine auto-injector, reliever medication) if necessary. **The student shall carry urgently required medication on their person.**
 - c. The school contacts the URIS nurse if:
 - i. The parent/guardian makes changes to the Standard Health Care Plan (SHCP) on the 2nd page;
 - ii. The parent/guardian selects "other" for the medication name or device on the asthma form or
 - iii. The school has questions about medical information included on the form or provided by the parent/guardian. The URIS Group B Application is required, which includes parental consent if the student's personal health information is shared.**

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3. **The Authorization to Administer Medication and Standard Health Care form is stored in the student's Cumulative file.**
 - a. **Medical information is also recorded in the school division database.**
4. **The Administrator or designate informs school staff of the student's medical information including their life-threatening allergy or asthma trigger and location of emergency medication.**

****If the school wishes to speak to the URIS nurse about a specific child or to contact parents, a copy of the Group B Application and Medication Administration Form should be sent to the URIS central fax number.****

INDIVIDUAL HEALTHCARE PLANS (IHCP)

An Individual Health Care Plan (IHCP) is completed for the following URIS Group B health care needs.

- Bleeding disorder
- Cardiac condition
- Clean intermittent catheterization
- Diabetes
- Gastrostomy
- Osteogenesis imperfecta
- Ostomy
- Pre-set oxygen
- Seizure disorder
- Steroid dependent condition
- Suctioning (oral/nasal)

An IHCP is completed when a URIS Group B Application is received and reviewed annually or when changes occur to the student's health care need(s).

Procedure:

1. **The School will submit a Group B URIS application.**
 - a. See form: [URIS Application-Group B](#)
2. **The URIS nurse contacts the parent/guardian to develop an Individual Health Care Plan (IHCP) for the student.**
3. **The URIS nurse will send the new IHCP for the child to the school.**

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4. **The school forwards the IHCP to the parent/guardian for their signature.**
 - a. It is recommended to keep a copy of the IHCP in case it is not returned. The copy is shredded when the signed IHCP is received.
5. **The school forwards the health care plan signed by the parent/guardian to the URIS nurse.**
6. **The URIS nurse reviews and signs the health care plan and returns to the school.**
7. **The school administrator reviews and signs the IHCP and shares student information with staff.**
 - a. The URIS nurse is contacted if the parent/guardian made changes (handwritten) to the IHCP.
 - b. The school does not make changes to the IHCP without consulting the URIS nurse.
8. **The original IHCP is stored in the student's file and a copy is placed in the URIS binder.**
 - a. Additional copies may be made and stored in other locations. They must be replaced when an updated IHCP is provided to the school.

ANNUAL RENEWAL OF URIS GROUP B SUPPORT

Procedure:

1. **Every spring, the URIS nurse sends an Annual Renewal List to the division which includes students currently receiving URIS Group B support, *excluding children with Asthma and Anaphylaxis*.**
2. **Schools complete the Annual Renewal List by selecting one of the following options for each student for the upcoming school year.**
 - a. Attending the same school
 - b. Transferring to another school within the school division (public schools only)
 - c. No longer attending the school
 - d. Attendance unknown
3. **The division returns the Annual Renewal List to the URIS nurse.**
4. **The URIS nurse uses the renewal list returned by the division to create renewal packages which are then sent back to the division.**
5. **Divisions will ensure that these renewal packages are sent to the appropriate schools where the packages will then be distributed to parents.**

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6. Parents will review their child's health care plan, sign it for the upcoming school year and return it to the school.
7. Where appropriate the school will collect the health care plans and return them to the URIS program or the division will collect the health care plans from the schools and return them to the URIS program.
8. The URIS nurse will review all the health care plans, update them as needed, sign them and return them to the division.
9. In November, the URIS nurse sends an updated list of students to the school.
 - a. If attendance is unknown, the student remains open in the current school in the URIS nurse's records until their attendance is confirmed.

TRAINING FOR ALL STAFF

Annual training is provided for health care needs that require a response to an emergency for the following health care needs.

- Asthma
- Anaphylaxis
- Bleeding disorder
- Cardiac condition
- Diabetes
- Seizure disorders
- Endocrine condition

Most training sessions for schools are provided in the fall. Additional training may be required when learning needs are identified by the URIS nurse or school.

Procedure:

1. In spring, the school administrator contacts the URIS nurse to schedule the annual training session for the upcoming school year.
 - a. Training can be provided virtually in the new school year and followed up with in-person later in the school year. School to provide the nurse with professional development days that staff would be able to attend virtual training. The URIS nurse determines the amount of time required for the training session.
2. Before the school year begins, the URIS nurse confirms the date and time of the training session.

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- a. training videos for URIS Group B health care needs will be provided before the start of the new school year and should be watched by staff prior to in-person training sessions.
- b. PowerPoint presentation with child-specific information will be provided prior to the new school year. All school staff must review power point presentation.
- c. It is recommended that student pictures be added to the school-specific power point presentation by the school contact.

3. The URIS nurse provides onsite training for all applicable conditions.

- a. How to respond in emergencies and student-specific information is included in the training session.
- b. Demonstration and return demonstration are performed for interventions such as administration of an epinephrine auto-injector.
- c. The school is responsible for taking attendance.

TRAINING FOR DESIGNATED STAFF

Designated school staff receive training for students with the following health care needs.

- Gastrostomy care
- Clean intermittent catheterization
- Ostomy care
- Suctioning (oral/nasal)
- Pre-set oxygen
- Blood glucose monitoring (for diabetes)
- Administration of midazolam (for seizure disorders)

Training occurs on an annual basis or when changes occur to the care of the student. The student is not able to attend school until staff are trained to perform the intervention or the parent/guardian will come to school to demonstrate the intervention until staff have received proper training from URIS nurse.

1. The URIS nurse contacts the school to discuss the training needs for each student.

- a. New students or those with newly assigned staff are prioritized when scheduling training.

2. The URIS nurse provides training to designated staff.

- a. Clinical information and student-specific information is reviewed.
- b. Demonstration of interventions (e.g., gastrostomy feed) are performed by the nurse, if necessary.

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- c. Return demonstration is performed by the designated staff and may take place over a number of sessions (i.e. demonstrating competence in doing a gastrostomy feed).

3. The URIS nurse and trained staff complete the evaluation form.

- a. The need for additional training is based on nursing assessment and learning needs identified by staff.

BUS DRIVERS

1. The school division and transportation department are responsible for providing each bus driver with a list of children that have health conditions relevant to their bus.
2. Each bus driver will receive a copy of the emergency response plans that will accompany the list of children on their bus.
3. Bus drivers receive annual training for asthma, anaphylaxis, bleeding disorders, cardiac conditions, diabetes, seizure disorders, and endocrine conditions. This can be completed in a virtual format or in an in-person group session. It's the school division's responsibility to contact the URIS nurse to schedule the training session.

URIS BINDER

The URIS binder contains student's health care plans, is clearly marked, and stored in an accessible and secure location, typically in the school office.

The URIS binder contains the following information.

- Current list of students with URIS Group B health care needs
- A copy of the current IHCP or Authorization to Administer Medication and Standard Health Care Plan form for each student.

Expired and unsigned forms are removed. Other documents (e.g., URIS Group B Application) is kept in the student's pupil file.

DISCONTINUATION OF URIS SUPPORT – Initiated by Parents

1. If the parent/guardian contacts the school directly to discontinue URIS support for their child, please provide them with a copy of the Discontinuation of URIS support form. The school administrator may also complete this document on the parent/guardian's behalf.

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2. They will need to state the reason(s) why they are discontinuing services, sign and return it to the school.
3. The school will update their records, close the child's plan and will then forward this form onto the division office who then forwards it on to the URIS nurse to close the file.

ROLES AND RESPONSIBILITIES

School Administrator

1. Review and sign Individual Health Care Plans and Authorization to Administer Medication forms.
2. Contact the parent/guardian if they did not indicate agreement to their child carrying the epinephrine auto-injectors on the Authorization to Administer Medication and Anaphylaxis Standard Health Care Plan form.
3. In spring, confirm date(s) of training with the URIS nurse for the upcoming school year.
4. Ensure school staff are aware of students with URIS Group B health care needs and the location of their health care plans and emergency medications.
5. Ensure staff attend training sessions.
6. Designate staff to receive training for students requiring daily interventions (i.e. gastrostomy care, ostomy care, suctioning, oxygen, catheterization, assistance with blood glucose monitoring).

Tasks that can be delegated by the school administrator:

- Complete Section I of the URIS Group B Application
- Ensure parent/guardian has completed Sections II & III, including their signature.
- Provide parent/guardian with the relevant Authorization to Administer Medication and Standard Health Care Plan form (anaphylaxis and asthma only).
- Submit a copy of URIS Group B Applications and Authorization to Administer Medication and Standard Health Care Plan forms to the URIS nurse when needed.
- Forward the Individual Health Care Plan (IHCP) to the parent/guardian for their signature.
- Store original IHCP in student's pupil file and print copy for URIS binder.

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- Remove and shred expired IHCP from the URIS binder.
- Inform the URIS nurse if changes occur to the student's health care need(s).
- Complete the Annual Renewal List and return it to the URIS nurse.
- Provide staff with access to YouTube videos and child-specific powerpoint presentations when applicable.
- Keep a record of additional copies of IHCP and Authorization to Administer Medication and Standard Health Care Plan forms and ensure they are replaced when expired.

School Staff

1. Attend training sessions provided by the URIS nurse.
2. Review all required YouTube videos.
3. Be aware of student's health care needs and where rescue medication is kept.
4. Respond to the student's health care need(s) as described in the student's IHCP or Authorization to Administration Medication and Standard Health Care Plan form.
5. Contact the URIS nurse when changes occur to the student's health care need(s).

URIS Nurse

1. Prioritize URIS Group B Applications received and have 2 weeks to respond.
2. Develop IHCP for students in partnership with the parent/guardian and forward to the school administrator.
3. Review existing IHCP with the parent/guardian on an annual basis and send updated IHCP to the school administrator.
4. Contact the school administrator to schedule staff training.
5. Prior to school year, provide the list of YouTube videos and child specific power point presentations (if applicable).
6. In fall/winter, provide annual general training to school staff.
7. Provide child-specific training (and monitoring) once training needs have been identified (both in the fall and as needed throughout the year).

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8. In spring, send the Annual Renewal List to the school administrator.

Parent/guardian

1. Identify their child's health care need(s) to the school.
2. Complete Sections II and III of the URIS Group B Application, including their signature.
3. Participate in the development of the child's health care plan.
4. Review and sign the IHCP and return it to the school.
5. Complete the Authorization to Administration Medication and Standard Health Care Plan form (anaphylaxis and asthma only).
6. Contact the nurse if changes occur to their child's health care need(s).

Privacy & Confidentiality Statement:

Southern Health –Santé Sud's PHIA Policy indicates that staff have not been authorized to share or receive personal health information (i.e., name, birth date, health condition, etc.) via email. If you would like to discuss personal health information, we can safely do so by fax or telephone.

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