
Board Governance Policy Cross Reference: [1, 12, 13](#)

Administrative Procedures Cross Reference:

[Anaphylaxis and Life Threatening Allergies](#)

[Administration of Medication](#)

[Outside Agency Involvement](#)

Form Cross Reference:

[URIS Group A Application](#)

[URIS Group B Application](#)

[Letter to Parent Guardian for Authorization for the Administration of Epinephrine & Anaphylaxis](#)

[Authorization for Administration of Epinephrine & Anaphylaxis](#)

[Letter to Parent Guardian for Authorization for the Administration of Reliever Medication &](#)

[Asthma](#)

[Authorization for Administration of Reliever Medication & Asthma](#)

[Letter to Parent Guardian for the Authorization for Self-administration of Reliever Medication](#)

[for Asthma](#)

[Authorization for Self-administration of Reliever Medication for Asthma](#)

Legal/Regulatory Reference:

[Appropriate Educational Programming Regulation 155/2005](#)

[Appropriate Educational Programming in Manitoba: Standards for Student Services](#)

[The Public Schools Amendment Act \(Anaphylaxis Policies\)](#)

[Unified Referral and Intake System \(URIS\)](#)

Interlake School Division (ISD) is committed to meeting the educational needs of all students. To meet the diverse needs of students, a continuum of supports including health care services has been developed. ISD endorses and supports the guidelines and procedures outlined in the provincial

Unified Referral and Intake Systems Manual (URIS). URIS provides a standard means of classifying health care needs based on their complexity and determining the degree of professional qualification required by people who support children with special health care needs. Health care needs under URIS are categorized as Group A or Group B.

A. Group A Health Care Needs

URIS Group A are complex health care procedures that must be performed by a registered nurse or licensed practical nurse.

- Ventilator care
- Tracheostomy care
- Suctioning (tracheal/pharyngeal)
- Nasogastric tube care and/or feeding (i.e., while at community program)
- Complex administration of medication (i.e., via infusion pump, nasogastric tube, injection [other than Auto-injector] while at community program)
- Central or peripheral venous line intervention (i.e., while at community program)
- Other clinical procedures requiring judgments and decision-making by a nursing professional.

B. Group B Health Care Needs

URIS Group B are health care procedures or needs that may be delegated to non-health care personnel who receive training and monitoring by a registered nurse.

- Anaphylaxis
- Asthma
- Bleeding disorders
- Cardiac conditions
- Clean intermittent catheterization
- Diabetes
- Endocrine conditions
- Gastrostomy care and feeding
- Osteogenesis imperfecta
- Ostomy care
- Pre-set oxygen
- Seizure disorder
- Steroid dependent conditions
- Suctioning (oral or nasal)

Specific procedures related to [Administration of Medication](#) (for medications not covered under URIS) and [Anaphylaxis and Life Threatening Allergies](#) are outlined in the respective administrative procedures.

C. Responsibilities of Parents/Guardians

- When required, complete the appropriate [URIS Group A](#) or [Group B Application](#).
- Complete Authorization forms for Epinephrine (Anaphylaxis SHCP) and/or Reliever Medication (Asthma SHCP) as needed.

- Participate in developing an Individual Health Care Plan (IHCP) with the URIS Nurse if required.
- Notify the school immediately of any changes in health care procedures and provide updated medical instructions.
- Provide necessary materials/supplies as outlined in the IHCP and/or SHCP.

D. Responsibility of the Principal or Designate: Individual Health Care Plans (IHCP)

- Distribute URIS B applications based on registration information.
- Collect and submit completed URIS Group A or B Applications to Student Services Administrative Assistant.
- Distribute IHCPs from the URIS Nurse for parent review and signatures.
- Submit signed IHCPs to the URIS Nurse.
- Ensure appropriate procedures are outlined with input from the school team, parents/guardians, and other caregivers as required.
- Confirm with health care professionals whether staff can be trained and arrange appropriate training.
- Maintain training records for all staff performing procedures.
- Keep a record of completed procedures per IHCP, including dates and signatures.
- Designate a secure area for medical supplies.
- Notify parents/guardians/caregivers or health care professionals of concerns or changes.
- Review and update IHCPs annually or when staffing or procedures change.
- Forward IHCPs for bused students to the Transportation Department.
- Store original signed IHCPs in the student's cumulative (CUM) file, with a working copy in the school URIS binder.

E. Responsibility of the Principal or Designate: Standard Health Care Plans (SHCP) for Anaphylaxis and Asthma

- Distribute Standard Health Care Forms (Asthma/Anaphylaxis) for new students as needed.
- Send out existing SHCPs annually for parent review and updates.
- Collect completed SHCP authorization forms from parents.
- Sign and share SHCPs with relevant staff.
- Ensure supervision and re-training for procedures as needed.
- Designate a secure storage area for extra medications and supplies.
- Notify parents/guardians/caregivers or health care professionals of changes or concerns.
- Review and update SHCPs annually or when staffing/procedures change.
- Forward SHCPs for bused students to the Transportation Department.
- Maintain a list of students requiring SHCP updates for the next school year and share with receiving schools during transitions.
- Store original signed SHCPs in the student's cumulative (CUM) file, with a working copy in the school URIS binder.

Individual health care plans and standard health care plans are renewed yearly in the spring.