



Preparing Today's Learner for Tomorrow

Administrative Procedure 4190

Unified Referral and Intake System (URIS)

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 New Student - Letter to Parents/Guardians](#)

[URIS Group A Application](#)

[URIS Group B Application](#)

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

1. Complete the Unified Referral and Intake System application ([URIS Group A Application](#) or [URIS Group B Application](#) depending on medical condition).
2. Complete the Authorization for the Release of Medical Information Form contained in the URIS Group A and URIS Group B Application forms.
3. Participate in the development of an Individual Health Care Plan (IHCP).

4. Notify the school immediately of any required changes in procedures and provide updated written instructions for carrying out health care procedures from a qualified health care professional.
5. Provide any necessary materials/supplies required to carry out the responsibilities as indicated in the IHCP.

D. Responsibility of the Principal or Designate

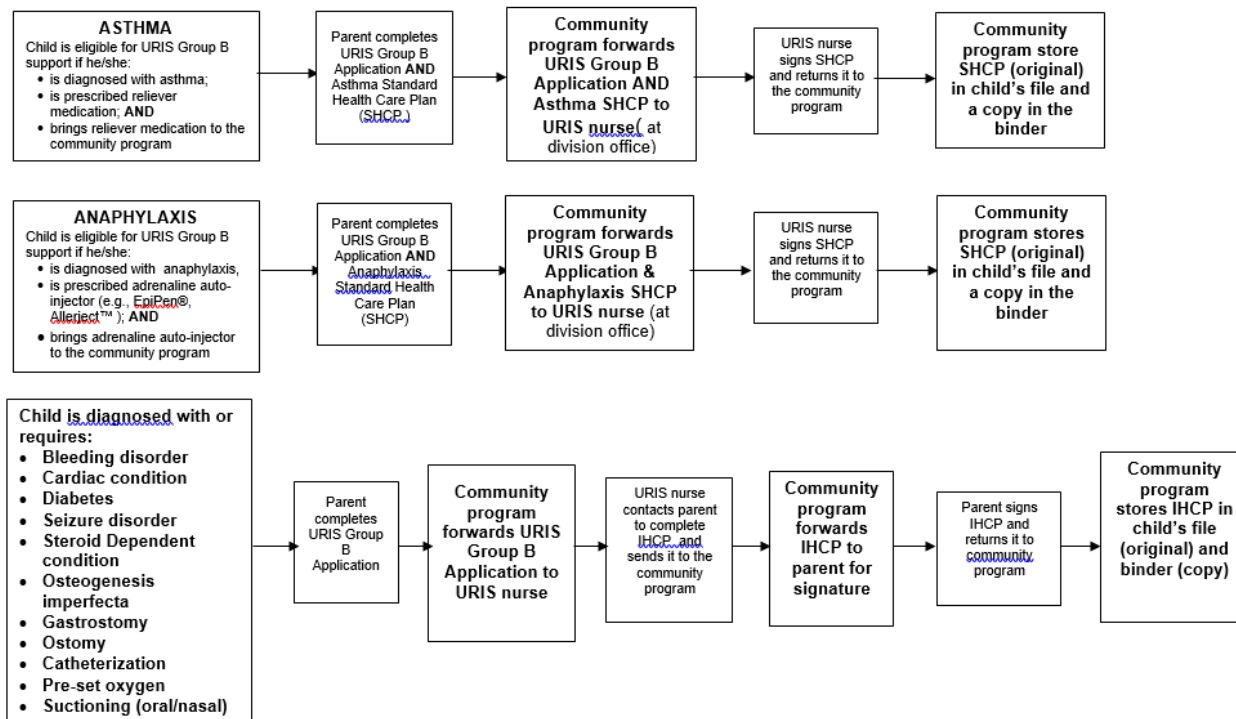
1. Distribute the URIS New Student - Letter to Parents/Guardians to all new students.
2. Obtain completed [URIS Group A Application](#) or [URIS Group B Application](#) and Authorization for the Release of Medical Information Form.
3. Confirm completion and submission of the URIS Application where applicable (see Appendix A – Group B Health Care Procedures).
4. Obtain written instructions for carrying out health care procedures from the family physician or health care professional.
5. Ensure that the necessary procedures have been outlined in a completed Individual Health Care Plan with participation of the student's in-school team, the parent/guardian, and the health care professional.
6. Confirm with the appropriate medical professional whether employees can be properly trained to perform the required procedure, identify appropriate employees for training, and ensure training is provided.
7. Ensure on-going supervision of procedures and re-training as required by a qualified health care professional.
8. Maintain a record of the training of each employee who is required to perform the procedures, with appropriate date, name of employee and signature of trainer.
9. Maintain a record of completed health care procedures as per the IHCP, and ensure each entry is dated and signed.
10. Designate a specific area, with limited access for storage of necessary equipment/materials.
11. Notify the parent/guardian and/or health care professional in a timely manner of observed changes or concerns.
12. Ensure the above process is completed annually, and whenever staffing and/or required procedures change.
13. Notify the parent/guardian when concerns arise regarding the necessary materials/supplies.
14. Individual Health Care Plans for students who are bussed are to be forwarded to the Transportation Department who will share with the appropriate bus driver.

Note: If the child is still attending the same community program, the URIS Group B Application is NOT required every year. In May, the URIS nurse sends a list of children currently receiving URIS Group B support to the community program and the community program confirms which children require URIS Group B support for the upcoming year. In September, Individual Health Care Plans for the new school year will be sent home for parents to review and sign. They will be returned to the school and sent to division office for the Nurse.

Appendix A

Group B Health Care Procedures

WHEN CHILD IS NEWLY IDENTIFIED WITH A URIS GROUP B HEALTH CARE NEED



Community program – school, child care facility, respite
IHCP – Individual Health Care Plan
SHCP – Standard Health Care Plan