

## Administrative Procedures



### AP 602 – Services for Students with Special Needs

**References:**

The Education Act, 1995  
The Emergency Medical Aid Act, 1978  
NESD Supporting Diversity Procedural Manual

**Related:****Tracking:**

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**Status:** APPROVED

### SERVICES FOR STUDENTS WITH SPECIAL NEEDS

The Board recognizes its responsibilities toward the education of students with special needs. It approves the provision of special programs, facilities, and services as recommended by the Director of Education to meet the needs of these students.

The Board adheres to the concept of placing students in their most enabling environment, and supports the process of inclusion of students with special needs.

### PROCEDURES

#### 1. *Specialized Programs and Services*

- a. The Superintendent of Student Services is responsible to the Director of Education for the implementation, maintenance, and supervision of programs and services for students with special needs.
- b. The Superintendent of Student Services has the authority to delegate the implementation and ongoing development and operations of the student services program to coordinators, consultants, teachers, and other division employees involved in the delivery of special services.
- c. The Superintendent of Student Services is to maintain in a current and up-to-date status the school division's SUPPORTING DIVERSITY PROCEDURAL MANUAL.
- d. The SUPPORTING DIVERSITY PROCEDURAL MANUAL is to outline in specific detail the delivery system for special education within the school. It is to be consistent with the vision, mission, and goals of the school division, and to pertinent policies of the Ministry of Education and *The Education Act, 1995*.

#### 2. *Supporting Students with Potentially Life-Threatening Medical Conditions*

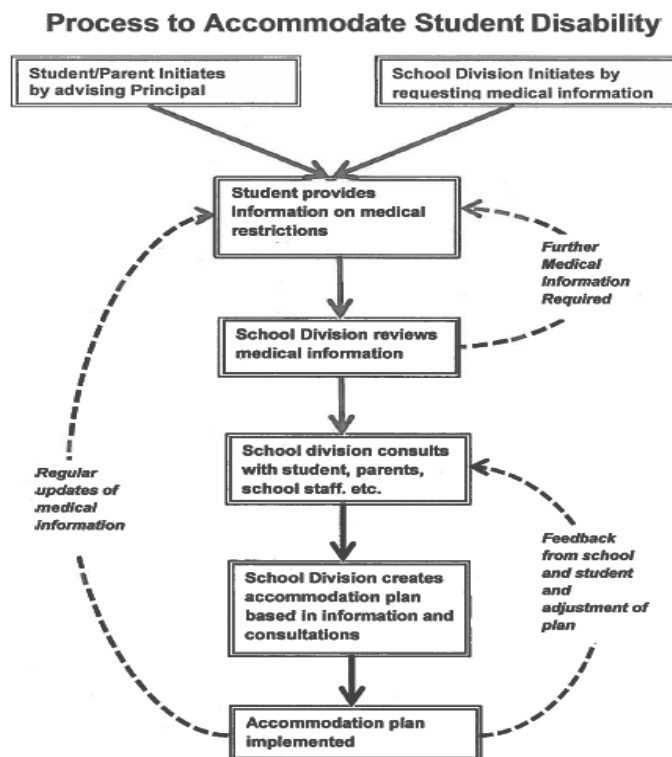
Schools have a duty to accommodate the health and safety needs of students living with potentially life-threatening medical condition(s), as determined by a qualified health practitioner such as a nurse practitioner, physician or allergist.

Potentially life-threatening medical conditions may include medical conditions such as allergies, asthma, diabetes, epilepsy and/or other medical conditions that require daily or ongoing management with the potential to result in a medical incident or life -threatening emergency.

The school administrator will:

- Assign staff members responsible for handling, administering, securely storing and disposing of medications;
- Coordinate professional development of staff by qualified professionals and/or parents/guardians who have been trained by qualified professionals for staff to handle specific circumstances related to the management of students' potentially life-threatening medical conditions;
- Maintain records and transition plans for students living with a potentially life-threatening medical condition(s) including accurate, up-to-date individual care plans that include how to respond to a medical incident or life-threatening emergency.
- Insure all staff are aware of relevant terms, signs and symptoms, potential triggers, the individual care plan, and the urgent need to respond appropriately during the school day and school-related activities;
- Describe methods for ongoing communication within the school community, inclusive of parents/guardians and students, to create awareness and support for individuals with a potentially life-threatening medical condition(s) who may be at risk.
- Insure that communication is timely so that the individual care plan is made available to the new school if/when a student transfers between schools/school divisions.

### 3. *The Accommodation Process*



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