



Procedure MM - #3

Title: **TRAINING OF EDUCATIONAL ASSISTANTS FOR SPECIALIZED PROCEDURES FOR ACTIVITIES OF DAILY LIVING: Feeding Tubes**

Adopted: October 20, 2011

Revised: March 2014

November 2019

Related Documents: PPM 81, Provisions of Health Support Services in a School Setting
PPM 161, Supporting Children and Students with Prevalent Medical Conditions in Schools
Policy SHSM 014 - Prevalent Medical Conditions
Procedure MM#1 Administration of Medication

PURPOSE:

The purpose of this procedure is to provide direction regarding the support of students requiring specialized procedures for activities of daily living to fully access school in a safe, accepting, and healthy learning environment that supports well-being.

PROCEDURES:

1. Staff will be trained to provide health support services for students who require a feeding tube for feeding during the school day, as outlined in their Feeding Plan of Care.
2. For specialized activities of daily living procedures, (Feeding Tube), all Educational Assistants and Occasional Support staff will participate in a yearly review that will include a theory presentation and a return demonstration before they can proceed with a student. This training will be conducted by Holland Bloorview Kids Rehabilitation Hospital nursing staff.
3. Feeding Tube specialized procedure (feed administration, water flushing, disconnecting tube from feeding) is a delegated activity whereby a parent/guardian will be required to come the first day of their child's attendance at school to demonstrate the feeding with the Educational Assistants and to sign off that they delegate the staff to continue with the same procedure for their child Form # MM.04.01 Consent Form Assigning/delegating Specialized Procedures: Feeding Tubes
4. For students new to Integrated Education and Therapy program (IET) and for students returning to IET, the parents are required to ensure their child's Feeding Plan of Care is up to date for the coming year.

5. For Resource Students, the classroom team reviews MM.04-01 during their meeting with the parent.
6. In situations where parents are not able to demonstrate, they must make arrangements for a delegate to do the demonstration for their child.
7. The classroom team may, upon their discretion, ask for additional demonstrations if they feel more information is needed.
8. A back-up staff list for specialized procedures will be created each school year and updated as needed. If an Educational Assistant is listed as a back-up they will observe the procedure with their assigned student before they independently proceed with a student. The date of observation will be noted on the Form # MM.01.07 Back up staff for Specialized Procedures and Administration of Medication. This form will be kept up-to-date by the Resource Teacher.
9. Staff is expected to review the Feeding Plan of Care for each student with whom they have direct contact.
10. The Plan of Care will be maintained in the classroom, O.S.R and in the S.L.P. files.
11. The Bloorview School Authority (BSA) Human Resources Department will keep records indicating which staff has completed the yearly theory and return demonstration training.
12. Parent(s) will be called to assess their child if there is a change in their condition and/or an equipment problem.

Related Forms:

- MM.01-05 Feeding Plan of Care
- MM.01-07 Back up staff for Specialized Procedures and Administration of Medication
- MM.01-09 Prevalent Medical Conditions Training Record
- MM.02-01 Administration of Prescribed Medication
- MM.02-02 Administration of Medication Monthly Record
- MM.04-01 Consent for assigning/delegating specialized procedures: Feeding Tubes
- MM.04-02 Feeding Questionnaire