



Procedure MM #4

Title: TRAINING OF EDUCATIONAL ASSISTANTS FOR SPECIALIZED PROCEDURES FOR ACTIVITIES OF DAILY LIVING: Tip Suctioning

Adopted: October 20, 2011 (previously MM-#1)
Revised: March 2014
November 2019

Related Documents: PPM 81, Provision 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

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 tip suctioning during the school day, as outlined in their Management of Medical Concerns.
2. For specialized activities of daily living procedures, (Tip Suctioning), 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. Tip suctioning 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 procedure with the Educational Assistants and to sign off that they delegate the staff to continue with the same procedure for their child Form #MM.05-01edit

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 Management of Medical Concerns is up to date for the coming year.
5. For Resource Students, the parents are required to ensure their child's Management of Medical Concerns is up to date for the coming year.
6. In situations where parents are not able to demonstrate, they must make arrangements for HBKRH to do the demonstration of the specialized procedure on 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. The MM.01-07 *Back up Staff for Specialized Procedures and Administration of Medication* form will be kept up-to-date by the Resource Teacher.
9. Staff are expected to review the Management of Medical Concerns for each student they have direct contact with.
10. The Bloorview School Authority (BSA) Human Resources Department will keep records indicating which staff has completed the yearly theory and return demonstration training.
11. 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.05-01 Consent Form Assigning/delegating Specialized Procedures: Tip Suctioning
MM.01-06 Management of Medical Concerns
MM.01-07 Back up staff for Specialized Procedures and Administration of Medication
MM.01-09 Prevalent Medical Conditions Staff Training Record