

**SOUTHWEST COOK COUNTY COOPERATIVE  
ASSOCIATION FOR SPECIAL EDUCATION**

**MEDICAL/HEALTH CARE PROCEDURE – PARENT GUIDELINES**

**The following procedural guidelines will state responsibilities and requirements for Cooperative students who require specific medical/health care procedures during the regular school day or a school-related activity. Prior to the implementation of the procedure in the school setting by a trained staff member, it will be necessary that the following requirements be met.**

- 1. Health Care Procedure Authorization form must be completed and signed by both parent and physician, and include the physician's written order for the procedure.**
- 2. Physician's written order for specific procedure required during the regular school day or a school-related activity should include:**
  - a. Diagnosis**
  - b. Procedure**
  - c. Reason for procedure**
  - d. Frequency, including time schedule and/or indication for procedure**
  - e. Specific instructions (including precautions, possible adverse reactions and interventions)**
  - f. Duration of procedural implementation.**
- 3. Authorization form including physician's order is to be renewed annually and/or at any time during the year if change from original order should occur.**
- 4. The Cooperative nurse will act as a resource to designated trained staff member performing procedure.**
- 5. Parent will be responsible for providing and replenishing the necessary supplies/equipment for implementation of procedure.**
- 6. Parent will be responsible for immediately notifying Cooperative nurse of any changes in procedure or child's physical condition affecting performance of procedure.**