

Procedural Update

Students with Thermoregulation Needs

1. If a parent has a note/prescription from the doctor regarding specific temperature needs (environmental needs) for a student with thermoregulation issues, the parent needs to take that information directly to the Health Office. Case Managers should not accept the note/prescription but help the parent get the concerns/information to the Health Office.
2. The Registered Credentialed School Nurse will Contact and discuss the concerns with the Case Manager.
3. The Registered Credentialed School Nurse will write an ISHP/Care Plan. An IEP Meeting will need to be scheduled.
4. An IEP Meeting is held to discuss and document the student's needs.
IEP Documentation:
 - IEP page 1-Low Incidence**-document if appropriate. Add **Nursing Services**.
 - Present Levels page 3-Health**-document student's thermoregulation needs
 - Attach **ISHP** to IEP
 - Team Action**-document discussion and outcome.Sample #1 **Topic**-Thermoregulation needs. Team discussed.
Outcome-IEP Team determined student has thermoregulation needs.
___ will notify Sp Ed office regarding student needs.
The student will remain in the current setting while the classroom is set up. During time of high temperatures cooling vests/towels may be utilized until the classroom is set up.
5. Once the IEP has been locked documenting the student's needs the Case Manager will contact Debby Warner Anderson (dwarner@sandi.net). The IEP will be reviewed and the Case Manager (cc. Lisa Dreyer, Andrea Eaton, Sp Ed Area Program Manager, and Andrea Craft) will be directed to contact the site BSS to submit a **work order**.
6. The site BSS submits a **work order** to Energy Management. The **work order** must contain the name of the school site, the room # the student is in, the temperature required for the student per the ISHP.
7. If the student leaves SDUSD the Case Manager needs to inform the BSS that a **cancel work order** needs to be submitted.
8. Every June a **new work order** must be submitted with the new site and room number for the student in the new school year. Be sure to include the new site on the email if the student is changing sites. **ISHPs are updated annually**.
9. If issues occur during the implementation of the work order the BSS will need to submit a **new work order** stating the issue immediately.