

## **INTEGRATED HEALTH CARE SERVICES IN GOOD SPIRIT SCHOOL DIVISION SCHOOLS**

### **Purpose**

Good Spirit School Division works in partnership with the Saskatchewan Health Authority to provide Nurse Practitioner, Primary Health Care Counsellor, Mental Health Counsellor and Drug and Alcohol Counsellor services within designated schools in the division. The partnership between the Saskatchewan Health Authority and Good Spirit School Division recognizes that caregivers, community health professionals, and schools share a common goal within their defined role to support and ensure the best interests of the child are met.

### **Procedure**

#### **1. Awareness and Acknowledgement**

- 1.1 Each year, school administrators and Student Services Consultants shall provide partner agencies with a copy of this administrative procedure before commencing services within the school division.
- 1.2 Partner agencies will sign an acknowledgement of the review of this administrative procedure.
- 1.3 Schools will distribute a Fair Notice letter to families at the beginning of each school year indicating the services provided by the Nurse Practitioner, Primary Health Care Counsellor, Mental Health Counsellor, and Drug and Alcohol Counsellor.

#### **2. Partnership Code of Conduct Acknowledgement**

- 2.1 Representatives from Integrated Health Care Services will review this Administrative Procedure governing the delivery of joint services with GSSD. They will acknowledge and sign off on the Partnership Code of Conduct annually by submitting Form 497-2 electronically or in paper format to the in-school administrator to be retained at the school level.
- 2.2 By signing Form 497-2, representatives confirm that the scope, roles, responsibilities, and service delivery protocols outlined in this procedure have been reviewed and are in agreement with the outlined expectations for interagency collaboration.
- 2.3 Representatives understand this procedure guides the cooperative work conducted between organizations and is intended to ensure consistent, student-centered, and effective service delivery. Representatives commit to uphold the practices and standards contained in procedure and agree to work in continued partnership with the Good Spirit School Division to support student well-being and success.

### **3. Scheduling and Collaboration**

- 3.1 Provide advance notice of schedule, including start and end times, to the school who will confirm the dates are suitable.
- 3.2 Collaborate with school administration and school counsellors to ensure seamless integration of services.
- 3.3 Allocate time for consultation with school-designated staff prior to and after service day.

### **4. Service Provision**

- 4.1 Provide services approved by the division and adhere to clinical practice protocols.
- 4.2 Follow the referral process outlined in Appendix A for efficient coordination of care.
- 4.3 Restrict services to assessments and refer invasive medical procedures to the clinic.

### **5. Confidentiality**

- 5.1 Maintain confidentiality of all personal and confidential information acquired during services within the school, including:
  - 5.1.1 Personal information concerning students,
  - 5.1.2 Personal information concerning all employees of the Good Spirit School Division, and
  - 5.1.3 Confidential information about matters under consideration by school administration or the Board of Education.
- 5.2 Any unauthorized release of personal or confidential information may result in disciplinary action in coordination with the Saskatchewan Health Authority.
- 5.3 Nurse Practitioners, Primary Health Care Counsellors, Mental Health Counsellors and Drug and Alcohol Counsellors will adhere to confidentiality procedures within the Good Spirit School Division and procedures within the Saskatchewan Health Authority.

### **6. Qualifications and Standing**

- 6.1 All service providers must hold valid positions within the Saskatchewan Health Authority and be in good standing with their respective governing bodies.

### **7. Withdrawal of Services**

- 7.1 Either partner reserves the right to request the withdrawal of services if it is deemed to be in the best interest of students and/or the school.

References: Form 497-2 Partnership Code of Conduct Review and Declaration  
AP 317 Appendix A Integrated Health Care Services in GSSD Schools  
AP 317 Appendix B Integrated Health Care Services in GSSD Schools Fair Notice Letter