

## **Paraprofessional Training Students with Special Health Care Needs**

On the CD provided, you will find several documents. Please look these over prior to your paraprofessional training. These documents include:

1. Resource Guide Developing School Policies and Training Programs for Children with Special Health Care Needs (2007 edition)
2. Delegated Nursing Skills Training Manual for Unlicensed Assistive Personnel: A Reference for School Nurses (2009 edition)
3. Pre-test/Post-test
4. Arkansas State Board of Nursing Roles and Responsibilities School Nurse Guidelines (September 2007)
5. Paraprofessional Training PowerPoint (June 2010).

For the Training:

- ❖ Make enough copies of the pre-test/post-test for each person attending the training. Each person will complete one before the training begins and then complete another one at the conclusion of the training. Both are necessary for certification purposes.
- ❖ Keep both copies of the test. These copies will need to be given to your district's Special Education Supervisor and that person will submit them to the Department of Education, Special Education section.
- ❖ The participants will receive their certificate once the sign-in sheets and Pre- and Post-tests are received by the Special Education Section of ADE.
- ❖ Make a copy of the following documents and place in a binder for each paraprofessional attending the training:
  - Resource Guide Developing School Policies and Training Programs for Children with Special Health Care Needs (2007 edition)
  - Delegated Nursing Skills Training Manual for Unlicensed Assistive Personnel: A Reference for School Nurses (2009 edition)
- ❖ The PowerPoint Presentation for the training is provided on the CD. This was discussed and reviewed at your Facilitator Training. It is saved in a PDF format.

- ❖ To conduct the training, you will need the following:
  - Computer or laptop and a projector. Check with your IT person in your district.
  - Disposable gloves for demonstration.
  - Any equipment required for students with special health care needs in your district (i.e. wheelchair, tube feeding supplies, catheterization supplies) for demonstrations.
  
- ❖ Remember to have all participants sign in. This sign-in sheet will need to be given to the Special Education Supervisor at the conclusion of the training.