



**Family Voices of Illinois  
The Arc of Illinois  
Family to Family Health Information Center**

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**TOOLS FOR SCHOOL:  
RELATED SERVICES AND ACCOMMODATIONS  
FOR CHILDREN WITH SPECIAL NEEDS**

**Dear Families of Illinois Children and Youth with Special Health Care Needs:**

The Arc of Illinois Family to Family Health Information Center is pleased to share this guide to back-to-school checkups with you.

Special thanks for collaborating with us in developing and reviewing this guide go to Arc staff members from the Illinois Life Span and Family Support Network Projects, members of the University of Illinois at Chicago Division of Specialized Care for Children Family Advisory Board and the Illinois Medical Home Project Parent Partners.

Please keep in mind that information contained in this document is intended to be general in nature and is not a substitute for individual guidance from your child's health care providers. Questions about health care needs in the school setting for your child need to be directed to the appropriate medical personnel.

We look forward to hearing from you with feedback about how you have used this guide and your suggestions for improvement or additional resources to include.

You can reach us at 866-931-1110 (toll free for families in Illinois), 708-560-6703, or by  
Email: [familytofamily@thearcofil.org](mailto:familytofamily@thearcofil.org)

Best wishes for a happy and healthy school year to your entire family.

Meg Cooch, Executive Director  
The Arc of Illinois  
Faye Manaster, M.Ed., Project Director

### ***Back-to-School Check-Ups for Children and Youth with Special Needs***

Before school-age children and youth go back to school in Illinois, they need back-to-school check-ups (school physicals) and dental check-ups. Here are links to the Illinois School Code pertaining to both health and dental examinations:

<http://www.ilga.gov/legislation/ilcs/documents/010500050K27-8.1.htm> or  
<http://www.ilga.gov/commission/jcar/admincode/077/07700665sections.html>.

Health/medical examinations are **required** for children entering kindergarten, fifth grade and ninth grade, as well as for students enrolling in Illinois schools for the first time. Dental examinations are required for children entering kindergarten, second and sixth grades. Part of the process of registering for the new school year includes giving the school a copy of forms completed and signed by your child's doctor and dentist. Here are links to blank copies of the forms:

<http://www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof10.pdf>  
<http://www.dph.illinois.gov/sites/default/files/forms/certificate-of-child-health-examination-03032017.pdf>

Many medical providers recommend physical and dental checkups for children at least once per year. More information about checkups for children and adolescents is available from Bright Futures in their publication "***Guidelines for Health Supervision of Infants, Children and Adolescents***".

[https://brightfutures.aap.org/\\_layouts/15/WopiFrame.aspx?sourcedoc=/Bright%20Futures%20Documents/BF Infant Priorities Screens.pptx&action=default&DefaultItemOpen=1](https://brightfutures.aap.org/_layouts/15/WopiFrame.aspx?sourcedoc=/Bright%20Futures%20Documents/BF%20Infant%20Priorities%20Screens.pptx&action=default&DefaultItemOpen=1)

Your health insurance plan may also have rules about how often children get checkups, so it's a good idea to find this out before making an appointment.

If your child has All Kids health insurance (Medicaid), guidelines for well-child checkups must be followed. Here is a link to information about laws covering check ups for children with Medicaid insurance. They are called "Healthy Kids Check Ups".

<https://www.illinois.gov/hfs/info/Brochures%20and%20Forms/Brochures/Pages/HFS1123.aspx>  
[x](#)

Here are links to the Center for Disease Control's immunization schedules for children and youth:  
<https://www.cdc.gov/vaccines/schedules/index.html>.

Immunizations ("shots") are required for Illinois children to attend school. This information is available in chart form at: <http://www.immunize.org/catg.d/when1.pdf>.

A text version of the current (updated 2017) child immunization schedule is available at:  
<https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>

Please discuss your child's immunization needs with your child's medical providers. More information for families about checkups can be found on the Kids Health Webpage in order by the child's age: <http://kidshealth.org/en/parents/checkups.html>

The American Academy of Pediatric Dentistry provides information on regular dental visits for children at:

[http://digital.ipcprintservices.com/publication/?m=17249&l=1#{\"issue id\":64412,\"page\":0}](http://digital.ipcprintservices.com/publication/?m=17249&l=1#{\)

The Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH) have developed guidelines which must be followed for students who require exemptions from the immunization regulations for medical or religious reasons:

<https://www.isbe.net/Documents/immun-exam-gdlns-religious-exempt.pdf#search=IMMUNIZATIONS>

Back-to-school check-ups are especially important for children and youth with special needs who have IEPs (Individualized Education Plans) and 504 Plans (health plans). In order for your child to get “related services” included in their IEP or 504 Plan, you will need to give the school written prescriptions and letters from his/her doctor. These letters need to state clearly your child’s name, birth date, diagnosis (remember that this is NOT the same as their “special education category”), which related services/accommodations your child needs in order to participate in their school program, how these services need to be delivered, and any specific details about equipment needed.

The State of Illinois requires all children beginning kindergarten or first grade for the first time, or children who are transferring into Illinois schools from out of state, to have a comprehensive eye examination prior to starting school. The examination must be done by an optometrist or ophthalmologist. The results must be submitted to the school by the parents, on a form approved by the Illinois Department of Public Health, prior to October 15. The examination may be done within one year prior to beginning school. For a copy of the Eye Exam Form, click the following link. <http://www.idph.state.il.us/HealthWellness/EyeExamReport.pdf>

Reminder to families and medical staff: decisions about related services and accommodations are separate from decisions about school placement. This means that the family and the IEP team first determine what constitutes the “**least restrictive environment**” (LRE) for the student, and then further develop the IEP in regard to any needed related services/accommodations which are required. Appropriate related services and accommodations can be delivered in any school placement; they are NOT tied to a specific program, building or location. For more information:

• 504 Plans:

<https://ed.gov/about/offices/list/ocr/504faq.html>

• IDEA Parent Guide from National Center for Learning Disabilities

<https://www.nclld.org/wp-content/uploads/2014/11/IDEA-Parent-Guide1.pdf>

• More IDEA resources:

<http://www.parentcenterhub.org/category/topics/idea-accountabilityrdassip/>

<https://sites.ed.gov/idea/>

• Section 504 and IDEA:

<http://www.wrightslaw.com/info/sec504.index.htm>

• Information from Office of Civil Rights (OCR) on Section 504 and IDEA:

<http://www.ed.gov/about/offices/list/ocr/504faq.html>

• Section 504 Guide for Parents:

<https://www.greatschools.org/gk/articles/section-504-2/>

## **Common related services that may need to be included in the IEP**

### **1. TRANSPORTATION ACCOMMODATIONS**

Due to your child's physical condition, size, medical needs and/or behavioral challenges, some of the following may be needed:

- Transportation to/from school
- Transportation in a vehicle with climate control (air conditioning , heating)
- Transportation in a vehicle equipped with a lift or ramp and crash-tested wheelchair tie-downs
- Transportation in a vehicle equipped with a child safety restraint (car seat, booster seat, safety restraint vest or lap-shoulder belt) specific to your child's needs
- Aide or attendant to ride on the bus with your child

More information about school bus safety for families and medical personnel is available from: The Illinois State Board of Education (ISBE)

- [https://www.isbe.net/Documents/special\\_needs\\_transport.pdf](https://www.isbe.net/Documents/special_needs_transport.pdf) (for children ages 3-21)
- [https://www.isbe.net/Documents/transport\\_prek.pdf#search=pre%20k%20transportation](https://www.isbe.net/Documents/transport_prek.pdf#search=pre%20k%20transportation) (applies to children under 5 years old)

The American Academy of Pediatrics (AAP)

- <https://www.aap.org/en-us/about-the-aap/aap-press-room/pages/aap-updates-recommendation-on-car-seats.aspx>

- <http://pediatrics.aappublications.org/content/108/2/516>

Healthy Children

- <https://www.healthychildren.org/English/safety-prevention/on-the-go/Pages/Car-Safety-Seats-Information-for-Families.aspx>

The National Highway Traffic Safety Administration—School Buses and Seat Belts

- <http://www.nhtsa.gov/School-Buses>

### **2. SCHOOL LUNCH ACCOMMODATIONS**

Children whose families choose for them to participate in the School Lunch Program, whether they are eligible for a free lunch, reduced price lunch, or pay the full price for their lunch, are entitled to receive medically necessary accommodations, which can include a modified lunch (how the food is prepared and/or what food is served) and accommodations to allow the child to eat the food (special seating, an aide for feedings, special equipment, for example).

Here is a link to the Illinois School Code's School Breakfast and Lunch Act:

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1019&ChapAct=105%26nbsp%3BILCS%26nbsp%3B125%2F&ChapterID=17&ChapterName=SCHOOLS&ActName=School+Breakfast+and+Lunch+Program+Act%2E>

Children with medical needs but not an IEP for special education services are also eligible for School Lunch Program accommodations. This includes, for example, children with food allergies, children with diabetes, and children with other medical conditions affecting what/how they eat, as documented by their doctor.

The U.S. Department of Agriculture has a manual on accommodations in the School Lunch Program, available for free download:

- General information about the School Lunch Program: <http://www.fns.usda.gov/cnd/lunch/>
- Manual on School Lunch Program accommodations: [http://www.fns.usda.gov/cnd/Guidance/special\\_dietary\\_needs.pdf](http://www.fns.usda.gov/cnd/Guidance/special_dietary_needs.pdf)
- Forms to be completed by the child's physician and submitted to the school: (p. 39 of USDA Manual): Eating/Feeding Evaluation and Information Form (p. 40 of USDA Manual) [http://www.fns.usda.gov/cnd/Guidance/special\\_dietary\\_needs.pdf](http://www.fns.usda.gov/cnd/Guidance/special_dietary_needs.pdf)

Children who do not participate in the School Lunch Program, but who require accommodations to allow them to consume lunches brought from home are eligible to have these services/supports included in their IEP/504 Plans, with required documentation from their doctors and therapists. For example, a child's goals in oral motor development can include related services to be provided during the lunch period at school and delivered in the lunchroom. For more information about special education rights, laws and training for families, you can contact one of Illinois' two Parent Training and Information Centers (PTICs):

Family Matters  
1901 S. 4th St., Ste. 209  
Effingham, IL 62401  
866-436-7842 Toll-Free  
217-318-3516 FAX  
E-mail: [info@fmptic.org](mailto:info@fmptic.org) or [deinhorn@arc-css.org](mailto:deinhorn@arc-css.org)  
Website: [www.fmptic.org](http://www.fmptic.org)  
Serving: Statewide except Chicago area

Family Resource Center on Disabilities  
11 E. Adams St., Suite 1002  
Chicago, IL 60603  
312-939-3513 voice  
312-854-8980 FAX  
1-800-952-4199 IL only  
E-mail: [info@frcd.org](mailto:info@frcd.org)  
Website: [www.frcd.org](http://www.frcd.org)  
Serving: Chicago Metropolitan Area

### **3. TOILETING ACCOMMODATIONS**

Some children and youth with special health care needs may require toileting accommodations in order to participate in their school programs. It is against the law to discriminate against persons who are not toilet trained. There are no state or federal laws which require any person - of any age - to be toilet-trained in order to participate in any school or community programs (including day care and child care) . These accommodations can include, for example, specialized equipment - grab bars, accessible bathrooms, special toilet seats, a mechanical lift for transferring, or a curtain instead of a door on the toilet stall. Other accommodations can include a private area for diaper changes, private area for catheterization or ostomy care, assistance from an aide or other personnel, or schedule changes to accommodate need for access to the toilet.

If needed, toilet training goals can be incorporated into a child's IEP. Please note that if a student uses any disposable supplies, such as diapers, wipes, or catheters, it is the responsibility of the family to provide these items.

If your child has a latex allergy, you will need to ask the doctor to document this in writing and request that staff assisting your child use vinyl gloves only.

All school programs and personnel are required to adhere to Universal Precautions at all times. More information on these topics is available at:

- Diaper Information Sheet - The Arc of Illinois Family to Family Health Information Center  
<http://www.familyvoicesillinois.org/wp-content/uploads/2012/06/DIAPER-FACT-SHEET-082217.pdf>
- Latex allergies and schools:  
<http://latexallergyresources.org/articles/web-article-creating-safe-school-latex-sensitive-children>
- Educating children and youth about universal precautions:  
<http://www.ericdigests.org/2000-3/disease.htm>
- Toileting at school for children with autism:  
<http://www.bellaonline.com/articles/art17322.asp>
- Toilet training as a school goal:  
<https://www.medicalhomeportal.org/clinical-practice/common-issues-for-cyshcn/toilet-training-for-cyshcn>
- Toileting procedures and toilet training in a state school code (Massachusetts):  
<http://www.doe.mass.edu/lawsregs/603cmr18.html?section=03>
- Amber Tatro Supreme Court decision (clean intermittent catheterization as a related service): <http://caselaw.findlaw.com/us-supreme-court/468/883.html>

#### **4. ADMINISTRATION OF MEDICATIONS / MEDICAL TREATMENTS DURING THE SCHOOL DAY**

Some children and youth with special needs may require medications and/or medical treatments during the school day. It is very important to have complete documentation—updated by your physician as needed—to include in your child’s IEP.

You will need to submit information such as:

- Name of medication, dosage schedule, and reason for the medication
- Whether or not you permit your child to self-medicate (some school districts have rules about this)
- Any equipment or special procedures needed to administer the medication
- A written plan for dealing with medical emergencies related to your child’s condition
- Any medical tests that may need to be done during the school day (for example, testing blood sugar)
- Any medical treatments that must be done during the school day - with complete information about the procedure, personnel need equipment and emergency plan
- If your child requires a “school nurse” for the administration of medications and/or treatments, and whether this needs to be an RN (registered nurse) or LPN (licensed practical nurse). You will need to supply the required medication and equipment, following your school district’s guidelines for packaging, quantity, storage, refills and back-up plan.

#### **Additional Resources:**

- The Department of Human Services has a manual available on medication administration:  
<http://www.dhs.state.il.us/onenetlibrary/27897/documents/schoolhealth/medguide2000.pdf>
- The Illinois Department of Public Health (IDPH) has a manual on children with chronic infectious diseases in the school setting:  
<http://www.idph.state.il.us/health/infect/chronicinfectiousdiseases2003.pdf>
- Illinois Emergency Medical Services for Children:  
<http://www.luh.org/depts/emsc/index.htm>

- Illinois Association of School Nurses: <http://iasn.org>
- Summary of court decision on School Health Services: <http://www.whittedtakiffaw.com/for-parents/memorandum/idea-decisions-u-s-court-appeals-seventh-circuit/>
- American Academy of Pediatrics Guidelines for Administration of Medication in School: <http://pediatrics.aappublications.org/content/92/3/499>
- Illinois Chapter, AAP, School Health Records Frequently Asked Questions: <http://illinoisAAP.org/2010/06/school-health-records-faq/>

## **5. THERAPIES AND ADAPTIVE EQUIPMENT**

Some children and youth require related services in their IEPs. This includes, for example, physical therapy, occupational therapy, speech therapy, feeding (oral/motor) therapy, behavioral therapy, vision therapy, and auditory therapy. All of these therapies require a doctor's prescription, which must be updated yearly. Some children may also require adaptive equipment and/or environmental modifications in order to participate in their school programs. Often, families will consult with therapists working with their child and ask for a "letter of medical necessity" to share with the doctor in order to get the needed prescriptions ready for the IEP meeting. Some examples of adaptive equipment and environmental modifications include: air-conditioning in the classroom and school building (as well as on the school bus), ramps, fragrance-free regulations, modifications in level of lighting or sound-proofing, and more.

### **See the following links for additional information**

- Related Services - <http://nichcy.org/pubs/newsdig/nd16txt.htm>
- School Accommodations - <http://www.wrightslaw.com/info/sec504.accoms.mods.pdf>  
<http://www.pacer.org/parent/php/PHP-c49a.pdf>
- Legal Information - The Final Word on School Health Services: <http://www.whittedtakiffaw.com/for-parents/memorandum/final-word-school-health-services-garret-f-case/>

## **6. ASSISTIVE TECHNOLOGY (AT)**

Many children and youth with special health care needs can benefit from assistive technology. Accessing AT starts with an assistive technology evaluation as part of the IEP process. The Illinois Assistive Technology Program has extensive resources about assistive technology, both low tech and high tech, a statewide list of AT evaluators, notices of events, an online manual on funding options (including accessing AT via the IEP), classified ads and more: [www.iltech.org](http://www.iltech.org).

Infinitec is the assistive technology program of United Cerebral Palsy which serves the Chicago metropolitan area. They have extensive resources on "AT in the School" at <http://www.infinitec.org/at-in-the-school>

The University of Illinois at Chicago, Assistive Technology Unit (ATU), Department of Human Development and Disability offers an extensive array of services. <https://ahs.uic.edu/assistive-technology-unit>

This includes Mobile AT vans to serve consumers in their homes, communities and schools.



More family-oriented resources about AT and children with IEPs can be found at the website of Center on Technology and Disability <https://www.ctdinstitute.org/library>

An article with ideas for funding AT, "AT Resource Funding Guide", is available at: <https://www.atia.org/at-resources/what-is-at/resources-funding-guide/>

Equip for Equality's Legal Advocacy Program has published a Fact Sheet on Assistive Technology that provides information on the rights of students with an IEP or 504 plan. [http://www.equipforequality.org/wp-content/uploads/2014/01/R015-at\\_specialedfactsheet.doc](http://www.equipforequality.org/wp-content/uploads/2014/01/R015-at_specialedfactsheet.doc)

**Checkup Checklist:**

**Below is a sample checklist for you to take with you to your child's checkup.**

<b>Prescription/Letters needed</b>	<b>Doctor/Provided</b>	<b>Date</b>	<b>Phone/Fax/Email</b>	<b>Comments/Instructions</b>
<b>Transportation</b>				
<b>Nutrition</b>				
<b>Nursing Services</b>				
<b>Medications</b>				
<b>Toileting</b>				
<b>Therapies</b>				
<b>Environmental</b>				
<b>AT</b>				
<b>Other</b>				