



Delivery of Specialized Health Care in the School Setting: A Resource Guide for Arizona Schools

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Acknowledgments

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Delivery of Specialized Health Care in the School Setting: *An Arizona Resource Guide for Schools*

Introduction

As an increasing number of children with chronic health care issues are attending school, it is crucial that schools address the needs of these students to achieve optimal learning. Schools in Arizona need to arrange for adequate personnel to provide care during the school day. In addition, the Individuals with Disabilities Education Act (IDEA) mandates that all disabled children must be provided an education in the least restrictive environment.

Arizona Resource Guide: Delivery of Specialized Health Care in the School Setting

This resource guide may assist school personnel in developing a plan of care in cooperation with the parent/guardian, medical provider and school nurse. To ensure the safety of the student, advanced planning and preparation are required to safely identify and train individuals who will be performing any medical task. In some cases, these individuals may be Unlicensed Assistive Personnel (UAP). It is best practice for employers to have policies and procedures that regulate how services will be provided to students and provide training on a regular basis. Employers need to recognize that licensed employees (schools nurses) are mandated to follow their individual scope of practice as outlined by their licensing agency. Delegation to UAPs by a school nurse means that the nurse retains accountability to assure that delivery of care is implemented safely and effectively to produce positive health outcomes. A task such as medication administration requires assessment, interpretation and independent decision-making during its performance and at completion. This would **not** be a task delegated by a nurse. Therefore, as per Title 15 of the Arizona Revised Statutes (ARS), Chapter 15-344, *“The school district governing board and the charter school governing body shall establish policies and procedures governing the administration of a prescription medication or a patent or proprietary medication to students by employees...”* The nurse should be included in the selection of the appropriate person and in the training of the skills associated with properly implementing this task in the absence of the licensed nurse.

The information provided in this document is of a general nature and authorization for any special services should be received from the medical provider and parents/guardian, kept on file and renewed annually. Delegated school staff should complete training and have documented competencies prior to performing any task for a student.

Rationale

It is best practice that school districts employ licensed registered nurses, as they are the most prepared individuals to provide training and supervision of health care tasks to assure that they:

- Are considered safe and routine for the specific student
- Pose little potential hazard for the student
- Can be performed with a predictable outcome
- Do not require assessment, interpretation or decision-making while being performed

DELIVERY OF SPECIALIZED HEALTH CARE IN THE SCHOOL SETTING: *An Arizona Resource Guide for Schools*

Students who require specialized health care at school can not be denied attendance based on their medical condition or disability. Students deserve to have their health care needs met in the least restrictive environment. Experts agree that the number of students with chronic medical needs is increasing in school districts around the country (ANA, 2007). Federal laws, such as the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act mandate that students have access to education without regard to their disability.

Examples of chronic health conditions seen in schools include, but are not limited to: asthma, diabetes, life-threatening allergies, genetic disorders, immunological disorders, cancer, orthopedic disorders, neuromotor disorders, and mental health disorders. Specialized health care may include: medication administration, gastrostomy feedings, catheterizations, ostomy care, tracheostomy care, ventilator management, central line monitoring and seizure management.

The National Association of School Nurses (NASN, 2011) recommends that delivery of health services in a school environment be supervised by a registered professional nurse (RN), with training in the specialized practice of school nursing. Due to budgetary constraints and a shortage of qualified nursing staff in many schools across Arizona, Unlicensed Assistive Personnel (UAPs) are utilized in a variety of settings. Delegation to the UAP is the process whereby the nurse retains accountability (training and documentation) to assure that delivery of care is implemented safely and effectively to produce positive health outcomes that enhance student learning.

According to the National Association of School Nurses (NASN), School Nursing is defined as:

“A specialized practice of professional nursing that advances the well-being, academic success, and life-long achievement of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self management, self advocacy, and learning”.

The guidelines outlined on the following pages were developed to assist the RN in making delegation decisions in the school environment. It is important to remember a licensed nurse must remain within the State’s Scope of Practice laws at all times. This document is intended to be utilized in conjunction with the Five Rights of Delegation (www.ncsbn.org/fiverights.pdf) and may provide a framework for delivery of care by assistive personnel who are operating within the policy and procedures of their hiring agencies.

PROCEDURE	RN	LPN	UAP	Other
Delegation of tasks, development of an Individualized Healthcare Plan and Emergency Care Plans shall be performed only by an RN. RNs and LPNs are mandated by AZ State law to follow their Scope of Practice as directed by the AZ Board of Nursing.				
Toileting/diapering	Q	Q	Q	X
Toilet Training	Q	Q	Q	X
Dental Hygiene (tooth brushing)	Q	Q	Q	X
Lifting/Positioning	Q	Q	S	S
Seizure Precautions	Q	S	S	S
• Vagus Nerve Stimulation w/Magnet	Q	S	S	EM
CATHETERIZATION				
• Clean Intermittent Cath. *	Q	S	S	X
• External Catheter*	Q	S	S	X
• Care of Indwelling Catheter*	Q	S	S	X
Ostomy Care*	Q	S	S	X
Skin Care	Q	S	S	X

Definition of symbols:

- * Medical provider order required
- Q Qualified to perform task with demonstrated competency
- S Qualified to perform task with training and demonstrated competency
- EM In emergencies with training and demonstrated competency
- X Should not perform task

RN: Registered Nurse

LPN: Licensed Practical Nurse

UAP: (Unlicensed Assistive Personnel): Individuals working in a school health office, teachers, instructional assistants, school secretaries or other school personnel who have daily responsibilities for care of the student.

Others: Bus drivers, bus monitors, cafeteria workers or custodians who have routine interaction with the student.

PROCEDURE	RN	LPN	UAP	Other
Feeding				
• Nutritional Screening	Q	S	X	X
• Nutritional Assessment	Q	X	X	X
• Oral-Motor Assessment	X	X	X	X
• Oral Feeding	Q	Q	S	X
• Naso-Gastric Feeding*	Q	S	S	X
• Monitoring of continuous feed	Q	S	S	X
• Gastrostomy Tube Feeding or Venting*	Q	S	S	X
• Jejunostomy feed*	Q	S	S	X
• Naso-Gastric Tube Insertion *	Q/EM	S/EM	X	X
• Naso-Gastric Tube Removal *	Q/EM	S/EM	EM	X
• Gastrostomy Tube Reinsertion*	Q/EM	S/EM	EM	X
Trained nurses and UAPs may re-insert a deflated and clean gastrostomy button to keep the stoma open. Re-inflation of the balloon catheter is not an emergency procedure and is not recommended at school. If a nurse or UAP has been trained in balloon re-inflation, documentation of training and provider orders should be detailed.				

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PROCEDURE	RN	LPN	UAP	Other
Ventricular Peritoneal Shunt Monitoring	Q	S	S	X
Oxygen Administration / Monitoring *				
• Nasal Cannula/Mask*	Q	S	S	EM
Central Intravenous Catheter* (PICC or Broviac)				
• Site Monitoring	Q	S	S	S
• Intravenous Medication Administration*	Q	X	X	X
The administration of IV medications or fluids is a specialized nursing procedure that is not recommended in the school setting.				

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PROCEDURE	RN	LPN	UAP	Other
MEDICATIONS				
• Oral*	Q	S	S	X
• OTC	Q	Q	S	X
• Injection*	Q	S	S	X
• Epi-pen*	Q	S	EM	EM
• Inhalation*	Q	S	S	S/EM
• Ear/Eye Drops*	Q	S	S	X
• Topical*	Q	S	S	X
• Per Nasogastric tube*	Q	S	S	X
• Per Gastrostomy Tube*	Q	S	S	X
• Rectal suppositories *	Q	S	EM	X
• Intra Nasal Med *	Q	S	EM	X
• Oral Chemotherapy	X	X	X	X
The administration of chemotherapy medications is a specialized nursing procedure that is not recommended in the school setting.				

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PROCEDURE	RN	LPN	UAP	Other
RESPIRATORY ASSISTANCE				
• Postural Drainage*	Q	S	S	X
• Percussion*	Q	S	S	X
• Suctioning*				
○ Oral*	Q	S	S	EM
○ Tracheostomy *	Q	S	S	EM
• Trach Change*	Q	S/EM	EM	X
Mechanical Ventilator Care*	Q	S	X	X
SCREENINGS				
• Growth / BMI	Q	S	S	X
• Vital Signs	Q	S	S	X
• Hearing	Q	S	S	X
• Vision	Q	S	S	X
• Scoliosis	Q	S	S	X

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PROCEDURE	RN	LPN	UAP	Other
DIABETIC PROCEDURES*				
• Blood Glucose monitoring	Q	S	S	X
• Urine Ketones	Q	S	S	X
• Insulin Administration*	Q	S	S	X
• Insulin Pump Bolus*	Q	S	S	X
• CHO Counting / Dosage Calculation*	Q	S	S	S
• Pump Site Change*	Q/EM	S/EM	X	X
• Glucagon*	*Please reference ARS 15-344.01 regarding glucagon management.			
DEVELOPMENT OF INDIVIDUAL HEALTHCARE PLAN:				
• Health Care Procedures	Q	S	X	X
• Emergency Protocols	Q	S	X	X
• IEP / 504 Medical Plan Development	Q	S	X	X

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Web Resources:

National Council of State Boards of Nursing (NCSBN) Nursing Practice

<https://www.ncsbn.org/1427.htm>

Working with Others: Delegation and Other Health Care Interfaces

<https://www.ncsbn.org/1625.htm>

NCSBN Statements and Positions

<https://www.ncsbn.org/government.htm>

Nursing Regulation and the Interpretation of Nursing Scopes of Practice (2005)

American Nurses Association (ANA) and the National Council of State Boards of Nursing (NCSBN) Joint Statement on Delegation

9/12/2006

<https://www.ncsbn.org/1056.htm>

(ANA) Delegation in the School Setting: Is It A Safe Practice?

<http://www.nursingworld.org/MainMenuCategories/ANAMarketplace/ANAPeriodicals/OJIN/TableofContents/Vol152010/No2May2010/Delegation-in-the-School-Setting.aspx>

Additional Reading: Delegation

Davis-Alldritt, L. (2009). If I delegate, am I at risk? *NASN School Nurse*, 24 (5), 180-183.

Spriggle, M. (2009). Developing a policy for delegation of nursing care in the school setting. (Electronic Version). *Journal of School Nursing*, 25, 98-107.

Schwab, N & Gelfman, M. ((2005), *Legal Issues In School Health Services*. Lincoln, NE: iUniverse.

National Association of School Nurses (NASN) Position Statements:

Individual Healthcare Plans

<http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/ArticleId/32/Individualized-Healthcare-Plans-IHP-Revised-2008>

School Nursing Management of Students with Chronic Health Conditions

<http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/ArticleId/17/Chronic-Health-Conditions-School-Nursing-Management-of-Students-with-Adopted-2006>

Delegation

<http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/ArticleId/21/Delegation-Revised-2010>

Role of the School Nurse (Revised 2011)

<http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/ArticleId/87/Role-of-the-School-Nurse-Revised-2011>

Unlicensed Assistive Personnel - The Role of the School Nurse

<http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/ArticleId/116/Unlicensed-Assistive-Personnel-The-Role-of-the-School-Nurse-Revised-2011>

Arizona Rules and Statutes:

Arizona Board of Nursing Rules

1/31/09

<http://www.azbn.gov/NursePracticeAct.aspx>

Arizona Board of Nursing Statutes

7/20/2011

<http://www.azbn.gov/NursePracticeAct.aspx>

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