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**The Use of Unlicensed Assistive Personnel and the Delegation Process**

**School Nurse Organization of Arizona**

**Position Statement**

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. There are increasing numbers of medically complex students and students with chronic illnesses entering school. This, coupled with educational budget cuts in many states, has made the Unlicensed Assistive Personnel (UAP) an invaluable and sometimes necessary resource for student care. In accordance with National Association of School Nurses (NASN) position statements (NASN 2014-15 on UAP’s Role and Delegation) it is SNOA’s position that the registered professional school nurse has the responsibility of training and supervising the UAP upon delegation by the school administrator, to ensure continuity of safe practice. It is recommended that the school nurse be consulted when identifying delegated staff. It is also recommended that the school nurse be responsible for the evaluation of the UAP to ensure skill competency.

It is recommended that a UAP works under the supervision and direction of the registered school nurse. The nurse is responsible for following scope of practice and delegation rules in assigning tasks and procedures. For the safety of the students and the UAP working under the nurses’ supervision it is important for the nurse to advise and follow the five rights of delegation:

* Right task
* Right circumstance
* Right person
* Right directions/communication
* Right supervision and evaluation

School personnel can perform certain healthcare tasks as needed (see the Delivery of Specialized Healthcare in the School Setting Resource Guide for Arizona Schools), if asked to serve as a UAP. These staff members must be appropriately identified as part of the healthcare team, and recognized in the student’s Individualized Healthcare Plan (IHP). It is recommended that the parent participate in the documented training in conjunction with the registered school nurse. The nurse will determine competency of the UAP and provide ongoing supervision.

It is important to avoid misconceptions and misunderstandings about the transition of care from the home setting to school in relation to tasks performed by the registered school nurse and school personnel. As part of this transition and delegation of care, the parent and school administration must work together to ensure appropriate management of care in the school setting. Parents must provide documents such as medical orders, required for any medication and/or medical procedure in the school setting. Registered nurses are held to a high level of standards when delivering care and thus must make sure to comply with state licensing standards, Nursing Scope of Practice rules, the delegation rules and regulations as well as the school district’s policy and guidelines for delivery of care.

As school nurses, it is our responsibility to meet the student’s medical needs within the educational and community setting and to support the student in being successful in school.

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