



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



May 2019

Acknowledgments

Guidelines for the Delivery of Specialized Health Services in the School Setting: An Arizona Resource Guide for Schools

The Delivery of Specialized Health Care in the School Setting: An Arizona Resource Guide for Schools was developed by the School Nurse Organization of Arizona (SNOA). SNOA would like to acknowledge the following for support in making this resource guide available for our schools.

Arizona Department of Education

Arizona Department of Health Services

Arizona Nurses Association

National Association of School Nurses position statement: The Role of the 21st Century School Nurse

It is the position of NASN that every child has access all day, every day to a full time registered professional school nurse (hereinafter referred to as school nurse). The school nurse serves in a pivotal role that bridges health care and education. Grounded by standards of practice, services provided by the school nurse include leadership, community/public health, care coordination, and quality improvements (NASN,2018) <https://www.nasn.org/nasn/advocacy/professional-practice-documents/position-statements/ps-role>

Guidelines for the Delivery of Specialized Health Services 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.

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 (school nurses) are mandated to follow their individual scope of practice as outlined by their Board of Nursing. Delegation to UAP by a school nurse means that the nurse retains accountability to ensure 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.

Guidelines for the Delivery of Specialized Health Services in the School Setting: An Arizona Resource Guide for Schools

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 ensure 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

Students who require specialized health care at school cannot 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, mental health disorders and seizure 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, 2016) 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 (UAP) are utilized in a variety of settings. Delegation to the UAP is the process whereby the nurse retains accountability (training and documentation) to ensure that delivery of care is implemented safely and effectively to produce positive health outcomes that enhance student learning.

Rationale cont.

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

“School nursing, a specialized practice of nursing, protects and promotes student health, facilitates optimal development, and advances academic success. School nurses, grounded in ethical and evidence-based practice, are the leaders who bridge health care and education, provide care coordination, advocate for quality student-centered care, and collaborate to design systems that allow individuals and communities to develop their full potential.” (NASN, 2017)

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/NCSBN_Delegation_Guidelines.pdfg/fiverights.pdf (2016) and may provide a framework for delivery of care by assistive personnel who are operating within the policy and procedures of their hiring agencies. It is recommended that UAP utilize the Emergency Guidelines for Schools in the absence of a nurse. (ADHS: Office of Children with Special Health Care Needs- June 2017)

<https://azdhs.gov/documents/prevention/womens-childrens-health/ocshcn/nursing/emergency-school-guidelines.pdf>

Delegation of tasks, development of an Individualized Healthcare Plan (IHP) and Emergency Care Plans shall be performed only by a RN. RNs and LPNs are mandated by AZ State law to follow their [Scope of Practice](#) as directed by the AZ Board of Nursing.

Procedure	RN	LPN	UAP	Other
ADL (Activity of Daily Living)				
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
Procedure	RN	LPN	UAP	Other
Catheterization				
Clean Intermittent Cath *	Q	S	S	X
External Cath *	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.
- Other: Bus drivers, bus monitors, cafeteria workers or custodians who have routine interaction with the student.

Delegation of tasks, development of an Individualized Healthcare Plan (IHP) and Emergency Care Plans shall be performed only by a RN. RNs and LPNs are mandated by AZ State law to follow their [Scope of Practice](#) as directed by the AZ Board of Nursing.

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 Tub Insertion *	Q / EM	S / EM	X	X
Naso-Gastric Tube Removal *	Q / EM	S / EM	EM	X
Gastrostomy Tube Reinsertion * Trained nurses and UAP 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.	Q / EM	S / EM	EM	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.
- Other: Bus drivers, bus monitors, cafeteria workers or custodians who have routine interaction with the student.

Delegation of tasks, development of an Individualized Healthcare Plan (IHP) and Emergency Care Plans shall be performed only by a RN. RNs and LPNs are mandated by AZ State law to follow their [Scope of Practice](#) as directed by the AZ Board of Nursing.

Procedure	RN	LPN	UAP	Other
Site Monitoring				
Ventricular Peritoneal Shunt *	Q	S	S	X
Central Intravenous Catheter * (Port, PICC or Broviac)	Q	S	S	S
Ostomies *	Q	S	S	S
Procedure	RN	LPN	UAP	Other
Seizure				
Seizure Precautions	Q	S	S	S
Vagus Nerve Stimulation (VNS)* w/ Magnet	Q	S	S	EM

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

Delegation of tasks, development of an Individualized Healthcare Plan (IHP) and Emergency Care Plans shall be performed only by a RN. RNs and LPNs are mandated by AZ State law to follow their [Scope of Practice](#) as directed by the AZ Board of Nursing.

Procedure	RN	LPN	UAP	Other
Medication				
Oral *	Q	S	S	X
Over The Counter (OTC)	Q	Q	S	X
Injection * (for Insulin see Diabetes)	Q	S	EM	X
Auto-injectable Epinephrine *	Q	S	EM	S / EM
Inhalation *	Q	S	S	S / EM
Oxygen Administration / Monitoring Nasal Cannula / Mask *	Q	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
Intranasal Med *	Q	S	EM	X
The administration of intranasal medication is a specialized nursing procedure that is not recommended in a school setting				
Oral Chemotherapy *	X	X	X	X
The administration of chemotherapy medications is a specialized nursing procedure that is not recommended in the school setting				
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				

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

Delegation of tasks, development of an Individualized Healthcare Plan (IHP) and Emergency Care Plans shall be performed only by a RN. RNs and LPNs are mandated by AZ State law to follow their [Scope of Practice](#) as directed by the AZ Board of Nursing.

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

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.

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

Delegation of tasks, development of an Individualized Healthcare Plan (IHP) and Emergency Care Plans shall be performed only by a RN. RNs and LPNs are mandated by AZ State law to follow their [Scope of Practice](#) as directed by the AZ Board of Nursing.

Procedure	RN	LPN	UAP	Other
Diabetic Procedure *				
Blood Glucose Monitoring	Q	S	S	X
Urine Ketones	Q	S	S	X
Insulin Injection *	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			

Procedure	RN	LPN	UAP	Other
Development and Implementation of Individual Healthcare Plan (IHP), IEP, or 504				
Health Care Plan	Q	S	X	X
Emergency Protocols	Q	S	X	X
IEP / 504 Plan	Q	S	X	X

A school district or individual school may develop **Emergency Protocols** in which all school personnel play a role. **It is recommended that the RN or LPN, as the qualified individual,** assist in the identification and incorporation of the individual and group health needs within the Emergency Protocols.

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

Arizona Laws related to Emergency Medications

Emergency Auto-injectable Epinephrine* Please reference ARS 36-2226.01 / ARS15-157
Emergency Naloxone * Please reference ARS 36-2228/ ARS15-341
Emergency Albuterol Inhaler * Please reference ARS 36-2229/ ARS 15-158

ARS 15-158: [Emergency administration of inhalers by trained personnel; immunity; definitions](#)

Chief medical officers of county health departments, physicians licensed pursuant to title 32, chapter 13 or 17, nurse practitioners licensed pursuant to title 32, chapter 15, school districts, charter schools, **employees of school districts and charter schools and nurses who are under contract with a school district or charter school are immune from civil liability with respect to all decisions made and actions taken that are based on good faith implementation of the requirements of this section**, except in cases of gross negligence, wilful misconduct or intentional wrongdoing.

Returning to school following serious or prolonged illness, injury, surgery or hospitalization

A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization (including psychiatric and drug or alcohol inpatient treatment), should have written permission by a licensed medical provider to attend school, including any recommendations regarding physical activity/restrictions or limitations related to the school setting.

A student returning to school following a medical visit that required sutures (stitches, staples), ace bandage (elastic bandage, sling), cast, splints, crutches, cane, walker, knee walker/scooter, or a wheelchair should provide written permission from a licensed medical provider to attend school. This written permission should include any recommendations and/or restrictions related to physical activity, mobility, and safety in the school setting. All equipment will be provided by the parent or guardian. Students returning with wheelchairs, etc. need to be able to operate the equipment without the assist from other students. For those students that cannot operate their wheelchair due to limited function you may need to have a staff member to assist. A 504 plan may also need to be developed.

References:

- American Academy of Pediatrics (AAP). 2009. Guidance for the administration of medication in school American Academy of Pediatrics
- (AAP). 2008. The role of the school nurse in providing school health services
- American Nurses Association. (2005). The principles of delegation
- American Nurses Association and National Council of State Boards of Nursing. (2017). Joint statement on delegation
- National Association of School Nurses (2005). Delegation of care: Overview for the registered nurse practicing in the school setting. Castle Rock, CO: NASN Resha, C., (May 31, 2010) "Delegation in the School Setting: Is it Safe Practice?" OJIN: The Online Journal of Issues in Nursing Vol 15, No 2, Manuscript 5 Selekmann, J. (2006). (Ed).
- School nursing: A comprehensive text. Philadelphia: F.A. Davis, Company

Web Resources:

National Council of State Boards of Nursing (NCSBN)

Nursing Practice Act Toolkit

<https://www.ncsbn.org/npa-toolkit.htm>

Working with Others: Delegation and Other Health Care Interfaces

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

NCSBN Statements and Positions

<https://www.ncsbn.org/3914.htm>

Nursing Regulation and the Interpretation of Nursing Scopes of Practice (2010)

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/NCSBN_AnnualReport2006.pdf

(ANA) Assuring Safe, High Quality Health Care in PreK Through 12 Educational Setting

<https://www.nursingworld.org/practice-policy/nursing-excellence/official-position-statements/id/assuring-safe-high-quality-health-care>

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

School Nurses Organization of Arizona (SNOA) Position Statements: SNOA.org

National Association of School Nurses (NASN) Position Statements: NASN.org

Individual Healthcare Plans: The Role of the School Nurse

<https://www.nasn.org/nasn/advocacy/professional-practice-documents/position-statements/ps-ihps>

Chronic Health Conditions (Students with): The Role of the School (2017)

<https://www.nasn.org/nasn/advocacy/professional-practice-documents/position-statements/ps-chronic-health>

Delegation (2014)

<https://www.nasn.org/nasn/advocacy/professional-practice-documents/position-statements/ps-delegation>

Role of the School Nurse (Revised 2018)

<https://www.nasn.org/nasn/advocacy/professional-practice-documents/position-statements/ps-role>

Delegation, Nursing Delegation to Unlicensed Assistive Personnel in the School Setting

<https://www.nasn.org/nasn/advocacy/professional-practice-documents/position-statements/ps-delegation>

Arizona Rules and Statutes:

Arizona Board of Nursing Rules

5/23/18

<http://www.azbn.gov/laws-rules/nurse-practice-act/>