

Delegation

Section 9

Updated by SHSPC 2/17/2010 - Approved by JSHC 3/8/10

DELEGATION

STATEMENT OF PURPOSE:

The school nurse delegates school health services to appropriately trained and supervised staff, utilizing the Vermont Nurse Practice Act and the Vermont State Board of Nursing associated Rules and Regulations

AUTHORIZATION/LEGAL REFERENCE:

26 V.S.A. Chapter 28 § 1572(2) - Nurse Practice Act

<http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=26&Chapter=028&Section=01572>

Vermont State Board of Nursing Position Statement on and delegation decision tree

http://vtprofessionals.org/opr1/nurses/position_statements/PS-Role%20of%20the%20Nurse%20in%20Delegating%20Nursing%20Interventions.pdf

REQUIRED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLES:

Determine activities to be delegated based on State Board of Nursing delegation decision tree and on the nurse's assessment of:

- the health status and stability of the student
- the complexity of the task to be delegated
- the training and competency of the designated person to whom the task is to be delegated
- the proximity and availability of the school nurse to the designated person when the selected nursing task will be performed
- the school's policies and procedures

SUGGESTED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLES:

Maintain current guidelines for substitute nursing coverage. (see attached)

Train LPNs and unlicensed assistive personnel and document successful demonstration of the delegated care.

Develop Individual Health Plan with written procedures.

Document ongoing review (include demonstration and evaluation of care) and supervision of LPNs and unlicensed assistive personnel and share with building supervisor for purpose of performance evaluations.

Document all nursing activities as performed in accordance with above roles.

Inform families about the system of delegation as appropriate.

Vermont Standards of Practice; School Health Services



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RESOURCES:

National Association of School Nurses – www.nasn.org

Vermont State Board of Nursing - http://vtprofessionals.org/opr1/nurses/position_statements/PS-Role%20of%20the%20Nurse%20in%20Delegating%20Nursing%20Interventions.pdf

Schwab, N. & Gelfman, M.H., Legal Issues in School Health Services, Sunrise River Press, 2001

Vermont State School Nurses' Association – www.vssna.org

National Association of State School Nurse Consultants. <http://www.nassnc.org/>

National council of state boards of nursing; <https://www.ncsbn.org/index.htm>

Emergency Guidelines for Schools; Ohio Department of Health;
http://www.odh.ohio.gov/ASSETS/DC36B05A688644C483F24CD083FB417B/Emer_GuidesforSchls.pdf

Journal of School Nursing, Vol. 25 No. 2, April 2009, pg. 98-107 . "Developing a Policy for Delegation of Nursing Care in the School Setting", Melinda Spriggle, MSN, RN

SAMPLE POLICIES, PROCEDURES, AND FORMS:

Sample Guidelines for a Substitute School Nurse

Suggested Guidelines for a Substitute School Nurse

Qualifications: A school nurse substitute must be currently licensed as a registered nurse. Other non-medical personnel may cover basic first aid and/or administer medication as delegated by the school nurse.

The school nurse shall prepare a manual or folder to be used by a substitute school nurse and the non-medical personnel.

The manual will provide the following:

- The organizational chart of the school showing line of responsibility
- List of administration, staff and teachers
- List of resource nurses available in the region and telephone numbers
- Layout of the school
- Responsibilities for the substitute
- School policies related to health and emergency protocols
- Class rosters with teacher's names and classroom locations
- List of students
 - a. With special health needs
 - b. On daily medication (i.e. name, dosage, time)
 - c. With life-threatening allergies
- Location of IHP's, protocols and procedures
- Important telephone numbers
- Process for notifying parents and sending sick students home
- Daily visit log/student files/emergency phone numbers for students
- Location of supplies (i.e. first aid, epinephrine, medications)
- Location of Vermont Standards of Practice: School Health Services Manual