



Student Services Department
5 Blue Lake Rd.
Levittown, PA 19057
(267) 599-2020

Bristol Township School District (BTSD)

Guidelines and Service Agreement for the Provision of Private Duty Nurses

Purpose: The purpose of this guideline is to outline expectations for agencies, private duty nurses, parents, and educational staff for students receiving private duty nursing services in Bristol Township School District.

Private Duty Nurses from outside healthcare agencies are accepted in the Bristol Township School District consistent with and contingent on compliance with these procedures. Provision of this service in the school setting is determined by outside homecare/insurance agencies and is not a reflection on the ability of the school to render services to the student; nor does the allowance of such services constitute an acknowledgement by the district that the service is educationally necessary. A decision made by the homecare/insurance agency that private duty nursing services are no longer necessary for a student will in no way obligate the district to provide the same or similar service.

In order to begin Private Duty Nursing Services for a student on any BTSD campus, the BTSD Special Education Department requires receipt of the following from the contracting agency or independent contractor within the given timelines:

Prior to Initiation of Services:

1. The agency seeking to provide private nursing services within the Bristol Township School District (BTSD) will provide documentation of the agency's demographic information to the Nurse Coordinator or Supervisor of Special Education/Pupil Services for approval (contact information listed on last page).
2. Act 151, 34, and 114 clearances must be submitted to BTSD's Personnel Department prior to the initiation of services.
 - a. ACT 151 CHILD ABUSE HISTORY CLEARANCE:
<https://www.compass.state.pa.us/cwis/public/home>
 - b. ACT 34 CRIMINAL BACKGROUND CHECK <https://epatch.pa.gov/home>
 - c. Act 114 FBI CLEARANCE / FINGERPRINTING <https://uenroll.identogo.com>

APPLICANT PROCEDURES:

When registering on-line, an applicant must use the appropriate agency-specific Service Code to ensure they are processed for the correct agency and/or applicant type. **(SERVICE CODE: 1KG6XN)** Using the correct service code ensures the background check is submitted for the correct purpose.

- d. When all 3 clearances are completed, the agency nurse must set up an appointment to obtain a BTSD ID badge. (BTSD Personnel Dept. 267-599-2041)
3. **A detailed copy of the student's Plan of Care from the agency, as well as the student's medication orders, must be presented to the building's Certified School Nurse prior to starting services within the school building. It is the agency's responsibility to obtain a release of records from the student's parent/guardian.**
4. The agency must provide a signed copy of this Agreement (**Guidelines and Service Agreement for the Provision of Private Duty Nurses**) for each private duty nurse providing services in BTSD.
5. A Licensed Practical Nurse (LPN) may be used in the school setting, but under their licensure they may not function independently. Therefore, a registered nurse (RN) from the agency must be readily available by phone at all times to provide the LPN with direction and/or assistance. The building's Certified School Nurse must have a name and contact number for the individual overseeing the LPN working as the student's private duty nurse.

Upon receipt and verification of all above items:

The Coordinator of Health Services or the Supervisor of Special Education will provide authorization to the contracting agency or independent contractor, indicating that the private duty nurse may begin services for their student on a specific date.

Private Duty Nurse:

- Upon arrival at a building, the private duty nurse will report to the building's main office. They will sign in and out and indicate the time of each.
- The private duty agency nurse must wear an agency badge at all times while working with a student.
- The private duty nurse is responsible for providing a copy of the most recent or updated medical order and student's plan of care to the building's Certified School Nurse within 1 school day of changes.
- The private duty nurse is only responsible for medical services for their client, and shall not provide medical services to any other student or staff.
- The private duty nurse accompanying a student to school is to attend to the ongoing and emergency medical needs of the student in their care.

- The private duty agency nurse will establish and maintain a respectful and professional relationship with school personnel. Any questions concerning the classroom will be directed to the building principal and/or Supervisor of Special Education/Pupil Services.
- The private duty agency nurse must adhere to the established classroom rules and procedures. Classroom instruction and student discipline are the responsibility of the classroom teacher.
- The private duty agency nurse will be responsible for behavior consistent with appropriate professional practice and policies of the Bristol Township School District.
- The private duty agency nurse will function under direct supervision of the respective building principal and/or the Supervisor of Special Education/Pupil Services, in consultation with the outside provider supervisor.
- The private duty agency nurse will use school telephones only in the case of an emergency. Cell phones are permitted in the buildings (unless otherwise specified by the school) but must be turned off during the school day. The private duty agency nurse may use their cell phone while on breaks or outside of the classroom.
- The private duty agency nurse will maintain the least intrusive role in the classroom. When not working directly with an identified student, the private duty agency nurse will quietly observe and monitor the student.
- The private duty agency nurse does not have the authority to take a student out of the building. In the event the student becomes ill during the school day, the parent will be required to arrive at the school and sign the student out in the main office.
- District staff will exchange information with the agency nurse only after the parent/guardian has given written permission for such an exchange to occur.
- The private duty agency nurses are required to maintain confidentiality with regard to student information. All information observed and/or heard, including meetings, conferences, etc., will be maintained as confidential. It is the expectation of the district that the agency nurse will not provide information about their client, other students in the class, the teacher, and/or the learning environment, to anyone other than the appropriate district or agency personnel in compliance with FERPA and HIPAA.
- The private duty nurse must not video record, audio record, and /or photograph students or staff for any reason.
- The private duty nurse shall make every effort to ensure that the medical services provided to their client shall be non-disruptive, non-intrusive, and not disrupt (shall be supportive of or shall support) the student's individual education plan.
- The private duty nurse is expected to stay with their student, in close proximity at all times. Building staff will not be responsible for covering the private duty nurse's responsibilities at any time throughout the school day, i.e. for lunch, to make a phone call, etc.
- The private duty nurse shall follow all BTSD policies and procedures.

These guidelines are applicable for the duration of the agency's services within the Bristol Township School District. Failure to adhere to any of these procedures by the agency staff will be considered cause for termination.

This Agreement must be signed and returned to BTSD's Health Coordinator, Regina Jones, or to Dr. Al Oberman, Director of Student Services, before services can be rendered within our buildings.

Nurse Coordinator: Regina Jones, CSN MEd. regina.jones@bristoltwpsd.org

Director of Pupil Services: Al Oberman, Ed. D. al.oberman@bristoltwpsd.org

Name of Agency: _____

Phone: _____

Signature of Agency

Representative: _____

Print and Sign Signature of Private Duty Nurse:

Print: _____

Sign: _____

If the agency nurse is an LPN, please provide the name and phone number of the agency's authority to supervise the LPN before the LPN begins in the school. The school does not provide supervision of independent contracted LPN's under the duties and responsibilities of the Certified School Nurse. BTSD does not employ the LPN, so they will not be working under the Certified School Nurses licensure.

Name: _____

Phone: _____

RJ 02/2024