

LOS ANGELES UNIFIED SCHOOL DISTRICT
Medical Services Division
District Nursing Services Branch

Guidelines for the School Nurse

LICENSED NURSING PROVIDER

OVERVIEW

- Students requiring continuous assessment must have a licensed nursing provider to accompany the child during the school day. Such providers must be registered nurses or licensed vocational nurses.
- Once the credentialed school nurse has determined that services are to be provided by a licensed nursing provider, there must be a current IEP in effect for the specific period when services are to be provided.
- The parent/guardian must assume responsibility for the student when the licensed nursing provider is not available. In the event of an emergency which renders the nurse unable to safely manage the student, follow the emergency plan indicated in the IEP. Notify the parent/guardian, nursing agency, and the Local District Nursing Administrator immediately.

SCHOOL NURSING SERVICES

- All specialized physical health care services required during the school day must be authorized by the parent/guardian and the CA licensed healthcare provider.
- Schedule an in-service with the equipment vendor if needed. Periodically make checks of the equipment and document on the appropriate checklist.
- Orient the agency nurse to the student's campus using *General Guidelines for Orientation of Pupil's Caregiver to School Setting*. During the initial meeting discuss:
 - Systems of communication.
 - Procedures for contacting the school nurse.
 - Procedures for calling paramedics.
- Periodically observe and visually assess student.
- *Agreement for On-Site Services by Licensed Nursing Provider* form must be completed and returned to the school nurse within one week of the assignment.
 - Agreement form is to be completed at the initiation of services and at the beginning of each school year.
 - Each new provider must complete the form.
 - Submit the original agreement form to the school principal.
 - Retain a copy in the student's health record.
 - Send a copy to District Nursing Services Branch, Roybal Annex.
- Document pertinent data on the student's health record.
 - Document nursing services that **you** provide for the student in Welligent.
 - NPA funded licensed nursing providers document in Welligent. Licensed nursing providers not funded by LAUSD may use their own agency forms.
- The school nurse continues to be responsible for managing the school health services for the student including mandates and exclusion for communicable disease.

LICENSED NURSING PROVIDER

SUPERVISION

- No supervision is exercised over the agency nurse by the school nurse. Confer with the nursing administrator regarding concerns about a student's care and safety. The nursing administrator will confer with the special education resource nurse. The agency's nursing supervisor will be notified and assist the agency nurse in the remediation of such concerns.
- The agency nurse provides continuous service to the student; however, temporary relief may be provided if the school nurse is on campus.
 - The student must be brought to the health office, if the school nurse is available.
 - Only ten minute breaks will be allowed. The agency nurse must remain on the campus.
 - If school nurse is not available, the student must be observed by school staff and within voice range of agency nurse for a bathroom break.

SELECTED DUTIES OF THE LICENSED NURSING PROVIDER

- Sign in upon arrival to the school.
- Display an appropriate identification badge with title.
- Inform an established contact person at the school site of his or her presence on the campus.
- Provide the health care needs for the student during the school day and during all school related activities as ordered by the physician and as indicated on the student's IEP.
- Observe universal precautions procedures set forth by District guidelines.
- Follow all District policies and school rules.
- Support the student's access to the educational program. The agency nurse is not responsible for facilitation of the academic program. When the agency nurse is not directly providing health care services, he or she may quietly remain for continuous observation.
- Inform the school nurse of any changes in the student's health status including accidents, illnesses, injuries, or incidents.
- Inform the school nurse or the contact person at the school of the student's early dismissal or anticipated absences.
- The Licensed Nursing Provider is not authorized to transport students.