

GENERAL GUIDELINES FOR ORIENTATION OF PUPIL

This form is to be initiated by the school nurse when an agency nurse is new to the student's school setting.

Date:	
Pupil's Name:	DOB:
School:	Teacher:
Address:	Phone:
Caregiver:	Relationship to Pupil:
Agency:	
RN Supervisor/Contact:	

Definition of Caregiver: An individual not employed by the school district (parent, parent designee, LVN, or RN) who provides specialized physical healthcare services to a pupil within the educational setting.

Responsibilities of School Nurse:	Caregiver Initial	School Nurse Initial
1. Orient caregiver to physical layout of classroom and school: (a) Emergency exits, fire/earthquake procedures, evacuation priorities (b) Classroom Emergency Response Procedures (c) Staff restrooms (d) Pupil restrooms and supplies (e) Appropriate area to perform specialized physical healthcare procedures	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
2. Teacher will review classroom schedule.		
3. Review school policy regarding communicable diseases.		
4. Review standard universal precautions with caregiver.		
5. Review student's information with caregiver: (a) School emergency card (b) Healthcare provider authorization for specialized physical health care service (c) Emergency response procedure (d) Equipment checklist(s) as needed (e) Documentation: record all healthcare interventions performed during school hours and on bus	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
6. Identify which computer agency nurse will use for documentation.		
7. Always maintain confidentiality for all pupils.		
Responsibilities of Caregiver:	Caregiver Initial	School Nurse Initial
1. Before boarding school bus, verify that equipment and supplies are ready for immediate use.		

Responsibilities of Caregiver (cont):		Caregiver Initial	School Nurse Initial
2.	Always remain in close proximity to the pupil in order to maintain safety (make ongoing observations and assessments), while maintaining distance to promote the development of independence.		
3.	Never leave the classroom without personally coordinating with the teacher.		
4.	The caregiver's role at school is to provide healthcare procedures and support the pupil in having as independent an educational experience as possible.		
5.	Any participation in educational instruction and classroom discipline should be done through teacher guidance only.		
6.	Please refrain from physical contact and personal questions concerning other pupils in the program. School staff is required to protect confidentiality of all pupils.		
7.	Ask assistance of school staff as needed. School staff will ask for assistance in classroom only if necessary.		
8.	Always practice standard universal precautions.		
9.	Direct concerns and questions regarding the pupil's educational program to the teacher.		
Responsibilities of Caregiver During Transportation:		Caregiver Initial	School Nurse Initial
1.	Remains responsible for the pupil during transportation.		
2.	Must remain seated while the school bus is in motion.		
3.	If the caregiver determines that the pupil needs special physical healthcare services, additional or emergency attention, he/she will instruct the bus driver to stop at the closest, safest area.		
4.	If immediate and additional healthcare procedures do not alleviate the problem: (a) Tell the bus driver to call 911 and request paramedics to the bus location. (b) While waiting for the paramedics, respond to the pupil's needs according to appropriate procedures; be prepared to initiate CPR if necessary.	_____	_____
	(c) Be sure that the school 911 procedure is followed (i.e., request to ride in an ambulance with the pupil until parent arrives.	_____	_____

Name (Print)	Signature	Initials	Date
Caregiver:			
School Nurse:			