

School Guidelines for Nurses Not Employed by the School for Private Duty or Other One to One Nursing Services

The XXXXX Schools ensure all students access to a free and appropriate education in the least restrictive environment without compromising the health and safety of students with complex medical needs. To participate in a classroom setting, some students with complex medical needs may require nursing care and assessment throughout the school day. To accommodate the needs of this student population, the XXXXX Schools may offer one to one (1:1) or private-duty nursing care by contracting with an agency pool of nurses or independent nursing care from a Massachusetts licensed nurse. Funding for all nursing services is determined on an individual basis. Nursing services must be approved by the XXXXX Public School before the student can receive in-school care.

Responsibilities of the Agency/ Independent Nurse

1. Sign the contract with the school or district.
2. Ensure that the 1:1 nurse(s) has a cleared CORI/ fingerprints conducted by the XXX School/ District where the student is enrolled.
3. Ensure that the 1:1 nurse(s) has a cleared CORI/ fingerprints conducted by the school/District the student will be attending.
4. Provide the following documentation to XXX School/ District:
 - a. Massachusetts Nursing license
 - b. CPR certification
 - c. Resume
 - d. RN or LPN Skills checks/competencies
5. Submit invoices for payment in a timely manner to XXX School/ District.
6. Notify the Director of Nurses at least two weeks in advance if the 1:1 nurse will be absent.
7. Arrange for a qualified substitute 1:1 nurse so the student can access a free and appropriate education.

*Massachusetts licensed independent nurses are required to meet the Agency Responsibilities criteria listed above.

Responsibilities of the 1:1 Nurse

1. Collaborate on the development of the student's IHP (Individualized Healthcare Plan).
2. Provide nursing care only for the student to whom they are assigned within the classroom and during transit to & from school.
3. Actively engage in nursing care and observation of the student. For example, the 1:1 nurse should refrain from texting, reading or engage in any other personal activities not related to his /her XXX SCHOOL/ DISTRICT professional responsibilities etc. while on duty.

4. Obtain all orders for medications and treatment necessary to provide nursing care for the student during the school day. The 1:1 nurse may contact the ordering physician and/or primary care physician to clarify orders or to discuss the student's health and nursing care.
5. Provide copies of current orders and any pertinent documentation to the school nurse/Director of Nurses for the student health record, and to update the student's IHP.
6. Provide nursing care for the student during the entire school day. The school nurse will provide coverage for lunch +/-or breaks. Should the 1:1 nurse require time away from the student (telephone calls, rest room), she/he must communicate directly with the school nurse and classroom teacher and develop a safe plan in his/her absence.
7. Document all nursing care provided to the student in an accurate and timely manner using the XXX SCHOOL/ DISTRICT procedure. If the student is in an Out-of-District placement, the 1:1 nurse must send documentation to the Director of Nurses on a weekly basis.
8. Attend IEP, IHP or Section 504 meetings for the student as requested in order to provide health/nursing information.
9. Provide nursing care during field trips and short term events as required. Will communicate with the school nurse with regard to planning for such events.
10. Abide by all District and school policies.
11. Notify the Agency, parents and Director of Nurses if there will be a change in availability with at least two weeks' notice in order to arrange coverage.

Responsibilities of the Parents/Guardians:

1. Communicate with the Principal and the Director of Nurses regarding the nursing care needed for their child.
2. Provide all signed medical orders from the primary care providers and/or medical specialists for treatments and medications necessary to provide care for the student during the school day to the 1:1 nurse and the school nurse or the Director of Nurses.
3. Collaborate on the development of the Individual Healthcare Plan (IHP), and Emergency Action Plan.
4. Provide all necessary equipment and supplies for their child's individual use in school.
5. Communicate promptly with the Principal regarding educational issues and/or transportation concerns.
6. Communicate promptly with the Director of Nurses regarding changes or concerns with their child's 1:1 nurse, health issues, new or revised orders, or nursing care.
7. Notify the Director of Nurses at least two weeks in advance if there will be a change in their child's schedule.

Responsibilities of the School Nurse:

1. Ensure the student meets all immunization and other health requirements for school attendance.
2. Maintain a Massachusetts School Health Record for the student, including all orders for nursing treatments, interventions, care assessment, and medications throughout the school day.

3. Orient the 1:1 nurse to the school building, health office, and emergency procedures for the building such as fire drills, building evacuation, lock-down etc.
4. Review the status of the student with the 1:1 nurse and update the Individual Health Care Plan and nursing care requirements on a regular basis.
5. Communicate promptly with the Director of Nurses regarding changes or concerns with the child's 1:1 nurse, health issues, or overall nursing care.
6. Obtain updated medical information and orders to transition the student back to school if the student has been absent for an extended time. Relay all pertinent health information to the Director of Nurses.
7. Attend IEP, IHP or Section 504 meetings for the student as requested in order to provide health/nursing information.

Responsibilities of the Classroom Teacher:

1. Review the classroom procedures and general classroom environment with the 1:1 nurse.
2. Provide all educational services to the student.
3. Designate an area for the 1:1 nurse and for any equipment required for the student within the classroom (location is based on the needs of the child and agreed upon by the Principal and the 1:1 nurse).

Responsibilities In the Event of an Emergency:

1. The 1:1 nurse is responsible for the student and will remain with the student if the student is transferred to a medical facility.
2. The school nurse will provide assistance/ backup for the 1:1 nurse.
3. The school staff is responsible for assisting in implementation of the student's emergency plan.

In the Event of a Concern, Conflict or Dispute:

1. The teacher or 1:1 nurse will inform the Principal of any concerns within the classroom.
2. If a conflict is not resolved within the school, the Principal will communicate with the Director of Nurses.
3. The Director of Nurses will communicate concerns with case manager of the Agency.
4. The parents and/or 1:1 nurse will inform the Principal, Director of Nurses and the Agency if there is a nursing concern at school.