

STATEMENT OF PURPOSE:

The SN/ASN can implement safe and effective delegation of school health services to appropriately trained and supervised Licensed Practical Nurses (LPN), Assistive Personnel (AP), or school staff utilizing the Vermont Nurse Practice Act and the Vermont State Board of Nursing associated Statute and Rules.

AUTHORIZATION/LEGAL REFERENCE:

26 V.S.A. § 1572 - Nursing

<http://legislature.vermont.gov/statutes/section/26/028/01572>

Vermont Education Quality Standards, 2121.5-Tiered System of Support (pg. 10)

<https://education.vermont.gov/sites/aoe/files/documents/edu-state-board-rules-series-2000.pdf>

Vermont Standards Board for Professional Educators - Rules Governing the Licensing of Educators and the Preparation of Educational Professionals, Rule Series 5100 (pg. 177-185)

https://education.vermont.gov/sites/aoe/files/documents/Rules%20Governing%20the%20Licensing%20of%20Educators_9_20_2019.pdf

DEFINITIONS:

Assistive Personnel (AP)- Individuals who are trained to function in an assistive role to the RN or LPN in the provision of patient care activities as delegated by the licensed nurse. This term includes but is not limited to licensed nursing assistants and unlicensed personnel.

Delegation- The transfer of responsibility for the performance of an activity to another, with the former retaining accountability for the outcome. Delegation allows a delegatee to perform a specific nursing activity, skill, or procedure that is beyond the delegatee's traditional role and not routinely performed. In schools, delegation occurs when the SN/ASN assigns the performance of a specific nursing task to another person, often a LPN or AP.

REQUIRED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLE:

- Determine activities that can be delegated based on the State Board of Nursing delegation decision tree and the nurse's assessment of:
 - The needs and condition of the patient or student.
 - Potential for harm.
 - Stability of the student's condition.
 - The complexity of the task and the setting.
 - Predictability of the outcomes.
 - The 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.
 - Access to supporting resources, e.g., medical care, emergency medical services, parent/primary caregiver, other trained school staff.

- Ensure that the delegatee:
 - Complies with the assigned documentation protocol.

- Demonstrates how to and who to contact with any questions about the student or situation that alters from the assigned protocol when the SN/ASN is not available.
- Demonstrates when and how to notify the SN/ASN of any incident that requires emergency, nursing, or administrative follow-up.
- Develop Individual Health Plans with written procedures for students who may require more complex nursing services.
- Instruct the LPNS and AP, document the instruction and assess the competency of the individual in providing the specified care.
- Document the ongoing review and supervision of LPNs and APs, including demonstration and evaluation of care, and share with the principal or building supervisor for purpose of performance evaluations.
- When the SN/ASN is absent from their regular work schedule:
 - The SN/ASN can delegate coverage to persons able to demonstrate the competencies needed for the activities that may occur during the assigned period.
 - An RN substituting for the regular SN/ASN is functioning under the auspices of their own RN license. Both the regular SN/ASN *and* the substituting RN must use nursing judgment to determine what additional information, support, and orientation are needed by the AP to provide safe care. The SN/ASN assesses the competencies of the person who is substituting for the SN/ASN based on a written list of desired competencies and orientation guide for each given school or setting. Suggested **Guidelines** for a Substitute School Nurse (RN) can be found at the end of this document.
 - Delegation of health-related tasks by the SN/ASN to a person who is not a registered nurse should be done using clear written guidelines in compliance with state law and school rules and policies. The SN/ASN should utilize the most current Vermont Board of Nursing position statement on delegation. The task and written guidelines should be communicated and agreed upon by appropriate school leadership and staff before the performance of the task by the non-nurse staff member.

RECOMMENDED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLES:

- Inform families about the system of delegation as appropriate.
- Include information or the protocol about delegation in the school or LEA student-parent handbook.

RESOURCES:

American Nurses Association & National Council of State Boards of Nursing. (2019). [National guidelines for nursing delegation \(Position statement\)](#).

National Association of School Nurses:

- [Principles for Practice – Nursing Delegation to Unlicensed Assistive Personnel in the School Setting](#)

This NASN publication provides an overview of nursing delegation in the school setting. Note while the critical components of nursing delegation are defined by the nursing profession, implementation is bound to the legal parameters of nursing practice defined by each state.

- National Association of School Nurses. (2019). [Nursing Delegation in the School Setting](#) (Position Statement). Silver Spring, MD: Author.
- National Association of School Nurses (2019). [School-sponsored trips - The role of the school nurse](#) (Position Statement). Silver Spring, MD: Author.
- National Association of School Nurses. (2018). [The role of the 21st century school nurse](#) (Position Statement). Silver Spring, MD: Author.

National Council of State Boards of Nursing -- Delegation <https://www.ncsbn.org/1625.htm>

- National Council of State Boards of Nursing. (2016). [National guidelines for nursing delegation](#). *Journal of Nursing Regulation*, 7(1), 5-14.

Resha, C. (2017). Process for Delegation in the School Setting, Ch. 4, 35-48. Legal Resources for School Health Services, (Eds.) Resha, C. & Taliaferro, V. SchoolNurse.com. Nashville, TN

Selekman, J., Ness, M. (2019) Students with Chronic Health Conditions, Ch. 21, 480-499. Selekman, J., Shannon, R., & Yonkaitis, C., (Ed.). *School Nursing: A Comprehensive Text* (3rd Ed.). Philadelphia, PA: F.A. Davis Company.

Vermont Department of Health- Medication Training Guide cyf_22_N_MedicationTrainingGuide-3-18-2019.pdf (healthvermont.gov)

Vermont State Board of Nursing <https://sos.vermont.gov/nursing/>

Scope of Practice Decision Trees

- [APRN/RN/LPN Scope of Practice plus Decision Tree](#)
- [Role of LPNs in Patient Assessment and Triage](#)
- [LNA Scope of Practice with Decision Tree](#)

Delegation

- [Role of the Nurse in Delegating Nursing Interventions plus Decision Tree](#)

SAMPLE POLICIES, PROCEDURES, AND FORMS:

SAMPLES from *School Nursing: A Comprehensive Text*.

Selekman, J., Shannon, R., & Yonkaitis, C., (Ed.). (2019). *School Nursing: A Comprehensive Text* (3rd Ed.). Philadelphia, PA: F.A. Davis Company.

1. Sample UAP Procedure Skills Checklist, Table 39-1, page 948, 949
2. National Council of State Boards of Nursing Delegation Model [2016]. National guidelines for nursing delegation., Figure 39-1. Page 947
3. Risk reduction list when considering delegation, bottom of page 494
4. Principals of and Rights of, Box 8-2, page 146
5. Job descriptions:
 1. School Nurse, Box 39-1
 2. LPN/LVN, Box 39-2
 3. Unlicensed [Assistive Personnel] Box 39-3

National Association of School Nurses:

- EMERGENCY MEDICATION ADMINISTRATION [DELEGATION CHECKLIST](#)
- EMERGENCY MEDICATION ADMINISTRATION [DELEGATION DECISION TREE](#)
- [Recommended Qualifications for the Unlicensed Assistive Personnel](#)
- [Sample Skills Checklist for Unlicensed Assistive Personnel Training](#)

Suggested Guidelines for a Substitute School Nurse (RN)

Qualifications: A Registered Nurse who substitutes as a school nurse must be currently licensed as an RN in Vermont. Other non-medical personnel (also referred to as Assistive Personnel) may cover basic first aid and/or administer medication as delegated by the SN/ASN. School staff regularly covering first aid duties for the school should be First Aid and CPR certified.

The SN/ASN shall prepare written information to be used by a substitute school nurse and the Assistive Personnel. The written information should consider the following:

- The organizational chart of the school showing line of responsibility
- List of administration, staff, and teachers
- Class rosters with teacher's names and classroom locations
- List of resource nurses available in the region and telephone numbers
- Layout of the school
- Responsibilities for the person substituting depending on whether they are an RN or Assistive Personnel
- School policies related to health and emergency preparedness protocols
- List of students
 - a. with special health needs
 - b. On daily medication (i.e. name, dosage, time)
 - c. with life-threatening allergies
- Location of Individual Healthcare Plans, protocols, and procedures
- Important telephone numbers
- Protocol for notifying parents and for sending ill students home
- Protocol for communicating need to know information back to the school nurse
- Daily visit log/student files/emergency phone numbers for students
 - An appropriate level of access for documentation to the Electronic Health Record as determined by the SN/ASN
- Location of supplies (i.e. first aid, epinephrine, medications)
- Location of Vermont Standards of Practice: School Health Services Manual on the website
- A supply of potential forms needed, e.g., medication, incident, trainings