



Guidelines to Delegation for Indiana School Nurses

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Section 1: Regulations

- Definitions
 - School Nurse
 - Indiana Code 20-34-5-9 mandates RN
 - Indiana Administrative Code 515: 8-1-47 mandates BSN
 - Registered Nurse
 - Licensed Practical Nurse
- Standards of Practice for RN, LPN
 - RN: delegate and supervise only those nursing measures which the nurse knows, or should know, that another person is prepared, qualified, or licensed to perform
 - LPN: accept only those delegated nursing measures which he or she knows he or she is prepared, qualified, and licensed to perform
- Violations
 - RN's & LPN's subject to discipline by Board of Nursing
 - Unlicensed personnel practicing nursing as an RN or LPN commit a class B misdemeanor

Section 2: Principles of Delegation

- Delegation defined
- Who can delegate
- Who's a UAP
- When can the School Nurse delegate
- What acts may be delegated and to whom
- Steps in the delegation process

Section 2: Principles of Delegation (cont'd)

- What constitutes supervision
- Training v. delegation v. assignment
- Liability concerns
- Documentation
- Withdrawing delegation
- 5 rights of delegation

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- Delegation Task Table
- Skills Checklist for Staff Training
- Medication Administration Checklist
- Training Verification Form for School Personnel to Administer Medication

Section 3: Delegation Tools

NCQAC Advisory Opinion 4.0: Registered Nurse Delegation in School Settings

School Registered Nurse Delegation Decision Tree



Section 3: Delegation Tools

W-Within Scope of Practice of RN S-Within Scope with Supervision of RN D-Delegated Tasks with Supervision of RN T-Training with Supervision of RN E-In Emergencies, with training and 911 must be called X-Cannot Perform Y- Yes	Practitioner order Required	RN	LPN	Unlicensed Assistive Personnel	Practitioner= Person w/ legal authority to order the treatment RN Scope of Practice: See definitions section above LPN Scope of Practice: See definitions section above
2.0 Urinary Catheterization					
2.1 Clean Intermittent Catheterization	Y	W	S	D	
2.2 Sterile Catheterization	Y	W	S	X	
2.3 Indwelling Catheter Care (cleanse with soap & water, empty bag)		W	W	D	
3.0 Medical Support Systems					
3.1 Ventricular Peritoneal Shunt monitoring	Y	W	S	T	
3.2 Mechanical Ventilation					
3.2.1 Monitoring	Y	W	S	X	
3.2.2 Adjustment of Ventilator	Y	W	S	X	
3.2.3 Ambu Bag		W	S	E	
3.3 Oxygen					
3.3.1 Intermittent/Emergency	Y	W	S	D	
3.3.2 Continuous/monitoring	Y	W	S	D	
3.3.3 Pulse oximetry monitoring	Y	W	S	D	
3.4 Central Line Port/Catheter – Site Monitoring	Y	W	S	T	
3.5 Dialysis Access Port Monitoring	Y	W	S	T	
3.6 Subcutaneous Continuous Glucose Monitoring	Y	W	S	D	
4.0 Medication Administration					
4.1 Prescription/non-Prescription Medications	Y	W	S	D	

Section 3: Delegation Tools

Medication Administration Checklist

Staff person trained/position: _____ Initials: _____

School Nurse/RN: _____ Initials: _____

Standard medications Procedure Guideline	Dates			Comments/ School Nurse initial/Staff initial, or non- applicable
	Demonstrate/ Explain or Proficient Return Demonstration	Demonstrate/ Explain or Proficient Return Demonstration	Demonstrate/ Explain or Proficient Return Demonstration	
Washes hands before and after procedure				
Gives proper dose of medication at proper time. States 5 Rights				
Compares labeled medication container with written order				
Reads label 3 appropriate times				
Checks student identity with name on label				
Checks expiration date on label				
Explains procedure to student if necessary				
Documents medications given correctly				
Maintains security of medication area				
Describes proper actions for medication refusal, field trip, medication error				
States appropriate times/situations for notification of school nurse				
Emergency medications				
Epinephrine				
States symptoms of allergic reaction, location of medication and emergency plan				
Demonstrates with trainer, correct procedure for administration				
States follow-up procedures				
Glucagon				
States symptoms of hypoglycemia, location of medication and emergency plan				
Demonstrates mixing of medication in syringe				
Demonstrates proper injection technique using correct site				
States follow-up procedures				
Diastat				
States understanding of when to use this medication, location of medication and emergency plan				
Demonstrates proper positioning of child, procedure for administering medication				
States follow-up procedures				

Section 3: Delegation Tools

Training Verification of School Personnel Administering Medication

_____ has received training to administer medications according to _____ school policy and procedures. They has demonstrated knowledge and understanding of the policies and procedures listed above.

RN Signature

Date

I have been instructed in _____ school's medication policy and administration procedures. I understand that I am to administer medications to students according to these procedures and as delegated to me by the school nurse. I understand that I am to report immediately to the school nurse any new orders, changes in medication orders, changes in a student's health status, and discovery of a medication error. I understand that I may not delegate this task to any other person.

School staff signature

Date