

DELEGATION GUIDELINES FOR INDIANA **SCHOOL NURSES**

Authors/Endorsements

INTRODUCTION

All students attending public schools must have access to healthcare during the school day and for extracurricular school activities, if necessary to enable the student to participate fully in the program, pursuant to federal law.¹ Indiana law requires school nurses to be registered nurses (RNs). Since some school districts in Indiana do not have full time school nurses in every building, it is often necessary for school nurses to delegate certain tasks to a licensed practical nurse (LPN) or unlicensed assistive personnel (UAP) so that children with special healthcare needs can attend school and participate in extracurricular activities. Knowing when and how to delegate specific nursing tasks is essential for the school nurse. It is the purpose of this document to provide guidance to registered nurses in the school setting who find it necessary to delegate nursing tasks.

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¹ Americans with Disabilities Act of 1990 (ADA) (2000), 42 U.S.C. §§ 12101-12213
Individuals with Disabilities Education Improvement Act (2004), 20 U.S.C. 1400 et seq.
Rehabilitation Act of 1973, 29 U.S.C. § 504

SECTION 1 - State of Indiana Regulations

The practice of nursing in Indiana is regulated by Indiana Code Title 25, Article 23 and Indiana Administrative Code Title 848. The provision of health care in the school setting is regulated by Indiana Code Title 20, Article 34 and Indiana Administrative Code Title 511, Article 4. Full text of these regulations is available at iga.in.gov. The most relevant provisions are detailed below.

Definitions

- **School Nurse** IC 20-34-5-9
As used in this chapter, "school nurse" refers to an individual who:
 - (1) is employed by a school;
 - (2) is licensed as a registered nurse under IC 25-23; and
 - (3) meets the requirements set forth in 515 IAC 8-1-47.
- **School services: school nurse** 515 IAC 8-1-47
The content area school nurse shall appear on the license if the department determines that the applicant:
 - (1) successfully meets the standards for the school services professional and the national standards for school nurse;
 - (2) obtains a bachelor's degree from an approved school of nursing program;
 - (3) obtains a registered nurse's license through the Indiana state board of nursing.
- **School Health Services** 511 IAC 4-1.5-6(b)
A school corporation shall employ at least one registered nurse who holds a bachelor of science in nursing and who shall coordinate health services.
- **Registered nurse** IC 25-23-1-1.1(a)
Bears primary responsibility and accountability for nursing practices based on specialized knowledge, judgment, and skill derived from the principles of biological, physical, and behavioral sciences.
- **Registered nursing** IC 25-23-1-1.1(b)
Registered nursing means performance of services which include but are not limited to:
 - (1) assessing health conditions;
 - (2) deriving a nursing diagnosis;
 - (3) executing a nursing regimen through the selection, performance, and management of nursing actions based on nursing diagnoses;
 - (4) advocating the provision of health care services through collaboration with or referral to other health professionals;
 - (5) executing regimens delegated by a physician with an unlimited license to practice medicine or osteopathic medicine, a licensed dentist, a licensed chiropractor, a licensed optometrist, or a licensed podiatrist;
 - (6) teaching, administering, supervising, delegating, and evaluating nursing practice;
 - (7) delegating tasks which assist in implementing the nursing, medical, or dental regimen;

(8) performing acts which are approved by the board or by the board in collaboration with the medical licensing board of Indiana.

- Licensed practical nurse IC 25-23-1-1.2
Functions at the direction of a registered nurse, physician, dentist, chiropractor, optometrist, or podiatrist in the performance of activities commonly performed by practical nurses and requiring special knowledge or skill.
- Practical Nursing IC 25-23-1-1.3
Practical nursing means the performance of services commonly performed by practical nurses, including:
 - (1) contributing to the assessment of the health status of individuals or groups;
 - (2) participating in the development and modification of the strategy of care;
 - (3) implementing the appropriate aspects of the strategy of care;
 - (4) maintaining safe and effective nursing care; and
 - (5) participating in the evaluation of responses to the strategy of care.

RN Standards of Practice

848 IAC 2-2-1 Responsibility to apply the nursing process

Sec. 1. The registered nurse shall do the following:

- (1) Assess the patient/client in a systematic, organized manner.
- (2) Formulate a nursing diagnosis based on accessible, communicable, and recorded data which is collected in a systematic and continuous manner.
- (3) Plan care which includes goals and prioritized nursing approaches or measures derived from the nursing diagnosis.
- (4) Implement strategies to provide for patient/client participation in health promotion, maintenance, and restoration.
- (5) Initiate nursing actions to assist the patient/client to maximize his or her health capabilities.
- (6) Evaluate with the patient/client the status of goal achievement as a basis for reassessment, reordering priorities, new goal setting, and revision of the plan of nursing care.
- (7) Seek educational resources and create learning experiences to enhance and maintain current knowledge and skills for his or her continuing competence in nursing practice and individual professional growth.

848 IAC 2-2-2 Responsibility as a member of the nursing profession

Sec. 2. The registered nurse shall do the following:

- (1) Function within the legal boundaries of nursing practice based on the knowledge of statutes and rules governing nursing.
- (2) Accept responsibility for individual nursing actions and continued competence.
- (3) Communicate, collaborate, and function with other members of the health team to provide safe and effective care.
- (4) Seek education and supervision as necessary when implementing nursing practice techniques.

- (5) Respect the dignity and rights of the patient/client regardless of socioeconomic status, personal attributes, or nature of health problem.
- (6) Maintain each patient/client's right to privacy by protecting confidential information unless obligated, by law, to disclose the information.
- (7) Provide nursing care without discrimination on the basis of diagnosis, age, sex, race, creed, or color.
- (8) Delegate and supervise only those nursing measures which the nurse knows, or should know, that another person is prepared, qualified, or licensed to perform.**
- (9) Retain professional accountability for nursing care when delegating nursing intervention.
- (10) Respect and safeguard the property of patient/client, family, significant others, and the employer.
- (11) Notify, in writing, the appropriate party, which may include:
 - (A) the office of the attorney general, consumer protection division;
 - (B) his or her employer or contracting agency; or
 - (C) the board;of any unprofessional conduct which may jeopardize the patient/client safety.
- (12) Participate in the review and evaluation of the quality and effectiveness of nursing care.

848 IAC 2-2-3 Unprofessional conduct

Sec. 3. Nursing behaviors (acts, knowledge, and practices) failing to meet the minimal standards of acceptable and prevailing nursing practice, which could jeopardize the health, safety, and welfare of the public, shall constitute unprofessional conduct. These behaviors shall include, but are not limited to, the following:

- (1) Using unsafe judgment, technical skills, or inappropriate interpersonal behaviors in providing nursing care.
- (2) Performing any nursing technique or procedure for which the nurse is unprepared by education or experience.
- (3) Disregarding a patient/client's dignity, right to privacy, or right to confidentiality.
- (4) Failing to provide nursing care because of diagnosis, age, sex, race, color, or creed.
- (5) Abusing a patient/client verbally, physically, emotionally, or sexually.
- (6) Falsifying, omitting, or destroying documentation of nursing actions on the official patient/client record.
- (7) Abandoning or knowingly neglecting patients/clients requiring nursing care.
- (8) Delegating nursing care, functions, tasks, or RN responsibility to others when the nurse knows, or should know, that such delegation is to the detriment of patient safety.**
- (9) Providing one's license/temporary permit to another individual for any reason.
- (10) Failing to practice nursing in accordance with prevailing nursing standards due to physical or psychological impairment.
- (11) Diverting prescription drugs for own or another person's use.
- (12) Misappropriating money or property from a patient/client or employee.
- (13) Failing to notify, in writing, the appropriate party, which may include:
 - (A) the office of the attorney general, consumer protection division;
 - (B) his or her employer or contracting agency; or
 - (C) the board;

of any unprofessional conduct which may jeopardize patient/client safety.

LPN Standards of Practice

848 IAC 2-3-1 Responsibility to apply the nursing process

Sec. 1. The licensed practical nurse shall do the following:

- (1) Know and utilize the nursing process in planning, implementing, and evaluating health services and nursing care to the individual patient or client.
- (2) Collaborate with other members of the health team in providing for patient/client participation in health promotion, maintenance, and restoration.
- (3) Seek educational resources and create learning experiences to enhance and maintain current knowledge and skills for his or her continuing competence in nursing practice and individual professional growth.
- (4) Assess the health status of the patient/client, in conjunction with other members of the health care team, for analysis and identification of health goals.
- (5) Evaluate with the patient/client the status of goal achievement as a basis for reassessment, reordering of priorities, and new goal setting for contribution to the modification of the plan of nursing care.

848 IAC 2-3-2 Responsibility as a member of the health team

Sec. 2. The licensed practical nurse shall do the following:

- (1) Function within the legal boundaries of practical nursing practice based on the knowledge of statutes and rules governing nursing.
- (2) Accept responsibility for individual nursing actions and continued competence.
- (3) Communicate, collaborate, and function with other members of the health care team to provide safe and effective care.
- (4) Seek education and supervision as necessary from registered nurses and/or other members of the health care team when implementing nursing techniques or practices.
- (5) Respect the dignity and rights of the patient/client regardless of socioeconomic status, personal attributes, or nature of health problems.
- (6) Maintain each patient/client's right to privacy by protecting confidential information unless obligated, by law, to disclose the information.
- (7) Provide nursing care without discrimination on the basis of diagnosis, age, sex, race, creed, or color.
- (8) Accept only those delegated nursing measures which he or she knows he or she is prepared, qualified, and licensed to perform.**
- (9) Respect and safeguard the property of patient/client, family, significant others, and the employer.
- (10) Notify, in writing, the appropriate party which may include:
 - (A) the office of the attorney general, consumer protection division;
 - (B) his or her employer or contracting agency; or
 - (C) the board;

of any unprofessional conduct which may jeopardize the patient/client safety.

- (11) Participate in the review and evaluation of the quality and effectiveness of nursing care.

848 IAC 2-3-3 Unprofessional conduct

Sec. 3. Nursing behaviors (acts, knowledge, and practices) failing to meet the minimal standards of acceptable and prevailing licensed practical nursing practices, which could jeopardize the health, safety, and welfare of the public shall constitute unprofessional conduct. These behaviors shall include, but are not limited to, the following:

- (1) Using unsafe judgment, technical skills, or inappropriate interpersonal behaviors in providing nursing care.
- (2) Performing any nursing technique or procedure for which the nurse is unprepared by education or experience.
- (3) Disregarding a patient/client's dignity, right to privacy, or right to confidentiality.
- (4) Failing to provide nursing care because of diagnosis, age, sex, race, color, or creed.
- (5) Abusing a patient/client verbally, physically, emotionally, or sexually.
- (6) Falsifying, omitting, or destroying documentation of nursing actions on the official patient/client record.
- (7) Abandoning or knowingly neglecting patients/clients requiring nursing care.
- (8) Accepting delegated nursing measures that he or she knows that he or she is not prepared, qualified, or licensed to perform.**
- (9) Providing one's license/temporary permit to another individual for any reason.
- (10) Failing to practice nursing in accordance with prevailing practical nursing standards due to physical or psychological impairment.
- (11) Diverting prescription drugs for own or another person's use.
- (12) Misappropriating money or property from a patient/client or employee.
- (13) Failing to notify, in writing, the appropriate party which may include:
 - (A) the office of the attorney general, consumer protection division;
 - (B) his or her employer or contracting agency; or
 - (C) the board;of any unprofessional conduct which may jeopardize patient/client safety.

Violations

Indiana Code 25-23-1-7(a)(8) Powers and duties of board

Registered nurses and licensed practical nurses who violate these standards are subject to prosecution by the Indiana State Board of Nursing.

Indiana Code 25-23-1-27 Violations; penalty

It is a Class B misdemeanor for an unlicensed individual to:

1. practice nursing as a registered nurse or licensed practical nurse when unlicensed to do so, or
2. use in connection with the person's name any designation tending to imply that the person is a registered nurse or a licensed practical nurse when unlicensed

Management of Students with Diabetes

IC 20-34-5-12 Requirements of the management and treatment plan for a student with diabetes

Sec. 12. (a) A diabetes management and treatment plan must be prepared and implemented for a student with diabetes for use during school hours or at a school related activity. The plan must be developed by:

- (1) the licensed health care practitioner responsible for the student's diabetes treatment; and
- (2) the student's parent or legal guardian.

(b) A diabetes management and treatment plan must:

- (1) identify the health care services or procedures the student should receive at school;
- (2) evaluate the student's: (A) ability to manage; and (B) level of understanding of; the student's diabetes; and
- (3) be signed by the student's parent or legal guardian and the licensed health care practitioner responsible for the student's diabetes treatment.

(c) The parent or legal guardian of a student with diabetes shall submit a copy of the student's diabetes management and treatment plan to the school nurse. The plan must be submitted to and be reviewed by the school nurse:

- (1) before or at the beginning of a school year;
- (2) at the time the student enrolls, if the student is enrolled in school after the beginning of the school year; or
- (3) as soon as practicable following a diagnosis of diabetes for the student.

IC 20-34-5-13 Development of the individualized health plan for a student with diabetes

Sec. 13. (a) An individualized health plan must be developed for each student with diabetes while the student is at school or participating in a school activity. The school's nurse shall develop a student's individualized health plan in collaboration with:

- (1) to the extent practicable, the licensed health care practitioner responsible for the student's diabetes treatment;
- (2) the school principal;
- (3) the student's parent or legal guardian; and
- (4) one (1) or more of the student's teachers.

(b) A student's individualized health plan must incorporate the components of the student's diabetes management and treatment plan.

IC 20-34-5-14 Use of volunteer health aides

Sec. 14. (a) At each school in which a student with diabetes is enrolled, the school principal, after consultation with the school nurse, shall:

- (1) seek school employees to serve as volunteer health aides; and
- (2) make efforts to ensure that the school has an adequate number of volunteer health aides to care for students.

(b) A volunteer health aide, while providing health care services, serves under the supervision and authorization of the principal and the school nurse in accordance with the requirements that apply to the school nurse under IC 25-23.

(c) A volunteer health aide must have access to the school nurse, in person or by telephone, during the hours that the volunteer health aide serves as a volunteer health aide.

(d) A school employee may not be subject to any disciplinary action for refusing to serve as a volunteer health aide. The school shall inform school employees that participation as a volunteer health aide is voluntary. A school employee who volunteers as a volunteer health aide may elect to perform only those functions that the school employee:

- (1) chooses to perform; and
- (2) is trained to perform in the training program described in section 15 of this chapter.

SECTION 2 - The Principles of Delegation for the School Nurse²

Delegation is the transfer of responsibility for the performance of a task from one individual to another while retaining accountability for the outcome (ANA, 2010). Through delegation, a registered nurse can direct another individual to do something that that person would not normally be allowed to do (ANA & NCSBN 2006). The RN retains professional accountability for the overall care of the individual (NASN, 2014). Nursing tasks performed in schools may be delegated solely by the school nurse, who must be a registered nurse. The RN may delegate components of care but not the nursing process (NASN 2014). Nursing assessment, planning, evaluation and judgment cannot be delegated (ANA & NCSBN 2006). The decision to delegate is based upon professional judgment that the delegatee can safely perform a selected nursing task for a student. Delegation allows school nurses to utilize unlicensed school staff to provide safe and efficient nursing care for individual students or groups of students and provides a mechanism for workload distribution to better utilize the time and skills of each of the members of the school health team (NASN, 2014). Delegation is not appropriate for all students, all nursing tasks, or all school settings (NASN, 2014). Due to individual circumstances or complex medical needs, some nursing tasks can only be performed by an RN or LPN.

Who can delegate?

- Only a registered nurse (RN) can delegate a nursing task.
- Parents cannot delegate nursing tasks to a teacher or any other unlicensed assistive personnel (UAP) in the school.
- School administrators cannot delegate nursing tasks to a teacher or any other UAP in the school.
- Licensed practical nurses (LPNs) or UAP cannot delegate nursing tasks.

Who are unlicensed assistive personnel (UAP)?

- Any person who does not have a nursing or medical license, who acts in a complementary role to a registered nurse, and to whom the registered nurse authorizes to perform certain nursing tasks which the unlicensed individual is not otherwise authorized to perform.
- In a school, UAP may be paraprofessionals, classroom assistants, administrators, teachers, bus monitors or drivers, playground attendants, office staff or health aides.

What is essential information to know about unlicensed assistive personnel (UAP)?

- UAP cannot train, re-delegate, or ask any other person to perform any nursing task under any circumstance.
- The use of UAP in schools is a decision made by the school nurse on a case-by-case basis.
- Persons serving as UAP must do so on a voluntary basis.

² Adapted from *Guide to Delegation for Colorado School Nurses*, with the permission of the Colorado Dept. of Education, and from *Delegation, The Nurse Practice Act, and School Nursing in Wisconsin* (2009) with the permission of the Wisconsin Department of Public Instruction.

When can the school nurse delegate?

- When the task being considered for delegation is within the area of responsibility of the registered nurse.
- When the task being considered for delegation is within the knowledge, skills and ability of the registered nurse.
- When the task being delegated does not require the professional judgment of a registered nurse.
- When the student's condition is stable and the outcome of the task is predictable.
- When the nursing task does not inherently involve ongoing assessments, interpretations, or decision making.
- When the delegatee is deemed competent to perform the task.
- When ongoing supervision is provided by the registered nurse.

What types of nursing acts may be delegated and to whom?

There is not a state statute listing nursing tasks that are appropriate for delegation. The decision to delegate a nursing task is based on the registered nurse's assessment of the complexity of the nursing task and care, predictability of the health status of the student, and the educational preparation and demonstrated abilities of the delegatee. Nursing tasks may be delegated when the task does not require assessment and evaluation of the student's health and modifications to the plan of care. The school nurse determines the necessary training required to safely delegate the nursing task. While employers, administrators, and the chart included in these guidelines may suggest which nursing acts should be delegated and/or to whom the delegation may be made, it is the school nurse who must make, and is legally responsible for making, the decision whether, and under what circumstances, the delegation occurs. If the school nurse decides that the delegation may not appropriately or safely take place, then the school nurse should not engage in such delegation. School nurses are encouraged to work with school district administrators to problem solve solutions to the issues of delegation. For further guidance, please refer to the Decision Tree and the Guide to Delegation Chart in Section 3.

What is involved in delegating nursing tasks?

The general steps involved in the process of delegation are:

1. Determine if the delegated nursing task is commensurate with the nurse's education, training, and experience.
2. Determine the appropriateness of the delegation of the nursing task to UAP.
3. Assess the student's health status, environment, and available resources to determine the predictability of the outcomes of the nursing task.
4. Assess UAP willingness and ability to perform the nursing task.
5. Provide training for UAP and document competency level of UAP knowledge and skill.
6. Provide the trained UAP with contact information for the delegating registered nurse, and determine a plan for training supervisory nurse and UAP backups as needed.
7. Supervise and evaluate the ability of UAP to perform the delegated nursing task.
8. Document the student's health status, delegated task, UAP competency and performance of the task, and the evaluation of the outcomes of the nursing task.

What is meant by supervision of the delegated nursing task?

Inherent in the decision to delegate is the requirement that the school nurse must supervise the delegatee. Supervision means that the RN is available while the task is being performed, to provide direction through direct, written or verbal communications. If the RN is unable to provide this supervision, the RN is unable to delegate the tasks. The specific amount of time required for supervision will depend upon the abilities of the UAP, training, and type and number of delegated nursing care tasks. It is the nurse's responsibility to safeguard that delegation is not a detriment to patient safety (848 IAC 2-2-3(8)).

How often should the registered nurse monitor the delegation of a task?

Frequency and extent of monitoring depend on the health status of the student, the complexity of the procedure, and the learning style of the person doing the procedure.

For example, administering insulin to a child who has received insulin injections for many years may require less supervision than administering insulin to a child who has recently been diagnosed with Type 1 Diabetes. As another example, the complexity of the task and the need for monitoring oral medication administration is usually less involved than monitoring for injectable medication.

The level of training, experience, and educational preparation of the person assuming the delegation from the nurse will also determine the monitoring needs. The nurse may rescind delegation of the nursing task whenever he/she believes that the student's safety is being compromised or for other reasons according to the judgment of the nurse.

Can the nurse delegate and provide supervision in exceptional situations?

Exceptional situations include, but are not limited to, activities on campus, off campus, during school hours and outside of school hours. Delegation and supervision of nursing tasks during exceptional situations shall be determined by the registered nurse in consultation with school administration, and delegation may not be appropriate in some circumstances. The nurse must have adequate time to determine appropriateness of delegation and should consider the following in the decision to delegate:

- Assessing the student's health status and health needs
- Establishing a safe plan of care regarding:
 - o Location of activity
 - o Availability of supplies and equipment
 - o Availability of parent/guardian during the activity
 - o Availability of other appropriate health care personnel
 - o Availability of reliable communication modes between the delegating nurse and the UAP, including situations that may occur during 24/7 care

What is the difference between training and delegation?

Training is the process of providing general health information to others regarding a health skill, condition, injury, medication or task. When the training becomes specific to a certain child's health care needs, medications and/or tasks, then the training by the nurse is part of the process of delegation. The process of delegation includes: instruction regarding the plan of care; administration of medication and/or task; direction, assistance, and observation of those supervised; and evaluation of the effectiveness of the delegated task.

For example, a nurse providing instruction to school personnel regarding the effectiveness of administration of rectal diazepam to students who are experiencing ongoing continuous seizure activity would be training. When a nurse provides instruction to school personnel who will be responsible to administer rectal diazepam to a specific student based on the student's IHP, then training becomes part of the delegation process.

What is the legal liability for the school nurse?

The delegating RN is responsible for the decision to delegate, and the process of delegation, including supervising and evaluating the delegated tasks and could be found liable if harm results from inappropriate actions in those areas. The delegation of nursing tasks to UAP carries legal implications for the delegating RN. However, if the delegating nurse has taken steps to ensure that the task is delegated properly and that appropriate supervision is provided, the risk for legal liability is minimized. The delegatee must follow the steps outlined in the plan of care.

The RN must satisfy that all of the criteria for delegation in the Indiana Code and Indiana Administrative Code have been addressed, including responsibility for:

- Determining that the delegation is appropriate;
- Monitoring and evaluating the outcomes for each delegation;
- Documenting the process for training and evaluating the delegatee.

What is the procedure for documentation of delegation?

1. Instructions for a delegated task must be specific and broken into specific steps.
2. For complicated tasks, the delegatee must demonstrate each step and the delegator and the RN should initial when training has occurred for each step.
3. The nursing task can be delegated once the delegatee has demonstrated competence through the training process.
4. A statement, signed and dated by the delegating RN and the delegatee, will document completion of the training.
5. The RN should establish a schedule for the periodic evaluation regarding the continued competence of the delegatee.
6. Errors in carrying out a task must be documented along with the corrective actions taken.

Can delegation be withdrawn?

Delegated tasks must be withdrawn if the registered nurse who has delegated the task determines that circumstances have changed in that:

- the student is less stable and/or the task no longer has a predictable outcome or
- the delegatee fails, at any time, to demonstrate competence, thus making the safety of task performance questionable.

Can all nursing tasks be delegated?

All situations must be carefully assessed on a case-by-case basis by the registered nurse for delegation to occur. The following points must be considered:

- The task must be within the nurse's knowledge, skills and abilities.
- The nurse must assess whether the student's health condition is stable relative to the task.
- The nurse must provide a specific written protocol for the delegated task.
- The nurse must determine if the delegatee is competent and the task can be safely performed.

Can a school nurse refuse to administer a prescribed medication or nursing procedure?

Yes, under certain circumstances a school nurse may refuse to provide certain nursing services. A nurse can only accept a medical treatment order delegated by a medical provider for which the nurse is competent to perform, based on the nurse's education, training, or experience. However, the nurse's inability to perform the procedure does not erase the school district's obligation to provide the nursing service for the student to benefit from his/her education. The nurse may have to secure specialized training, or another health care professional may need to be employed by the school district to meet the student's health care needs. The nurse must refuse to perform a delegated procedure if the nurse suspects that the performance of the task may harm the student. If a nurse believes that a medical directive is not safe or not appropriate, the nurse cannot legally comply with the order. If the nurse complies, the nurse could face disciplinary action. If a nurse refuses to administer a medication or perform a procedure, he/she must notify the prescribing medical provider and parent.

What is the difference between assigning and delegating a medication?

School administrators and principals have the authority to assign an employee or volunteer to administer prescription and over-the-counter medication. Such assignment must be authorized by the principal in writing. Delegation is a term that is reserved for the relationship between the registered nurse and the individual performing the task. This is a responsibility that is regulated by 848 IAC, Article 2: Standards for the Competent Practice of Registered and Licensed Practical Nursing (listed under RN and LPN Standards of Practice at the beginning of this document).

May a parent delegate to a nurse?

No, a parent may not delegate to a nurse. Healthcare directions to the school nurse should be in the form of a medical treatment order signed by both a parent/guardian and a healthcare provider with prescriptive authority.

Five Rights of Delegation

1. Right Task
2. Right Circumstances
3. Right Person
4. Right Communication
5. Right Supervision

DRAFT

SECTION 3 - Delegation Tools

To provide concrete assistance to Indiana school nurses, below are resources to aid in specific delegation decisions and procedures:

- 1. Delegation Decision Tree**

Walks through fourteen prerequisites for delegation. Reprinted with the permission of the Washington Department of Health from their Nursing Care Quality Assurance Commission Advisory Opinion 4.0: Registered Nurse Delegation in School Settings

- 2. Delegation Task Table**

Guidance for sixty-one procedures as to what can be delegated by the RN and if so, whether that delegation should be to an LPN or UAP. These are general protocols and each case should be evaluated on an individual basis using the principles above. Adapted from *Guide to Delegation for Colorado School Nurses*, with the permission of the Colorado Department of Education.

The delegatory clause of the Indiana Nurse Practice Act allows registered nurses to determine whether nursing tasks, other than those listed in the Delegation Task Table (Figure 2), can be safely delegated. This can be done only on a case-by-case basis; and assessment, training, ongoing supervision, and regular evaluation must be included for each task and each individual. As with all other acts of delegation, a registered nurse must determine the appropriateness of the delegation and provide supervision and follow-up.

- 3. Skills Checklist for Staff Training**

Template to document staff training on specific procedures. Reprinted with the permission of the Michigan Department of Education.

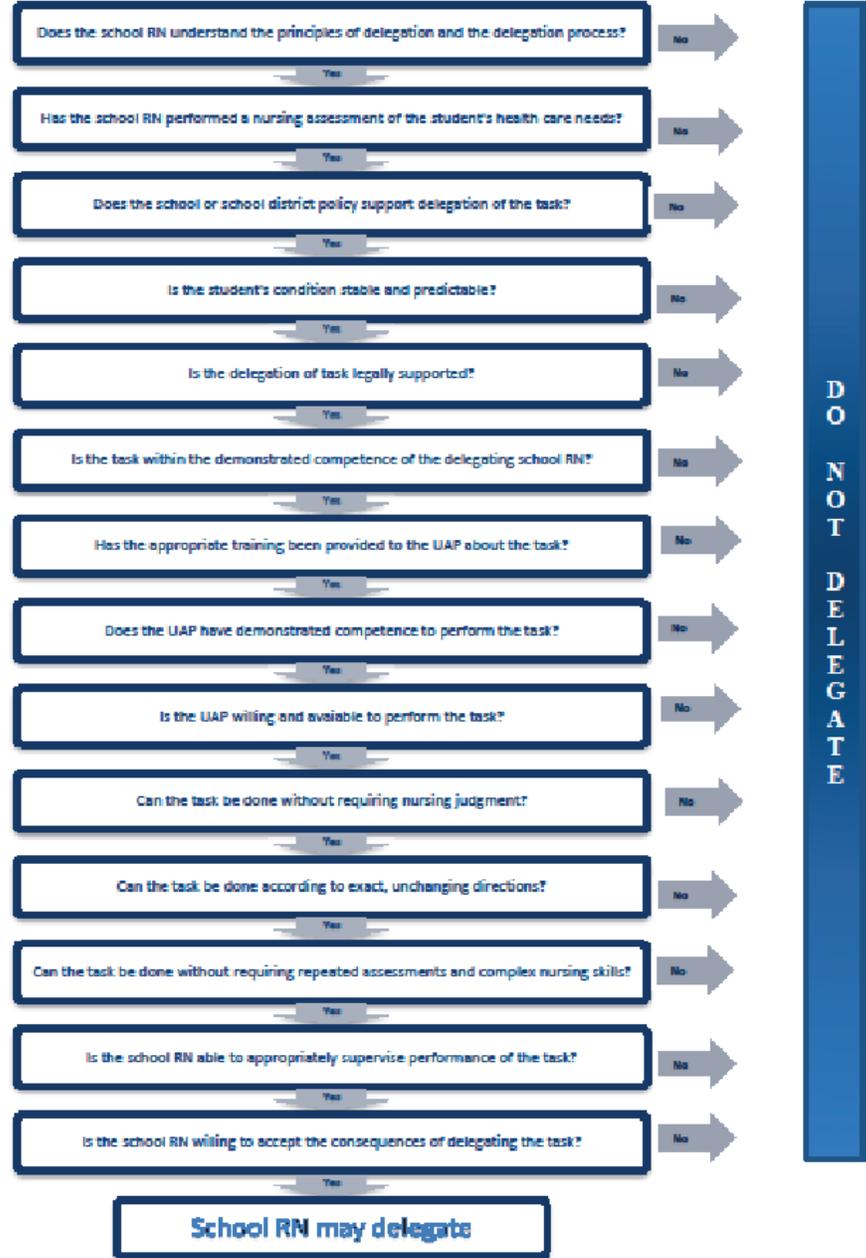
- 4. Medication Administration Checklist**

Step-by-step guide for delegatee administration of standard medications and emergency medications epinephrine, glucagon, diastat. Reprinted with the permission of the Michigan Department of Education.

- 5. Training Verification of School Personnel Administering Medication**

Form to document the delegatee received training in administering medication, verified by the delegating school nurse and the delegatee. Reprinted with the permission of the Michigan Department of Education.

School Registered Nurse Delegation Decision Tree



Delegation Table for Indiana School Nurses

		Practitioner order Required	RN	LPN	Unlicensed Assistive Personnel	
W- Within Scope of Practice 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						<u>Practitioner</u> = Person w/ legal authority to order the treatment <u>RN Scope of Practice:</u> See definitions section above <u>LPN Scope of Practice:</u> See definitions section above Delegation is determined on a case-by-case basis by the Registered Nurse
1.0 Activities of Daily Living						
1.1 Toileting/ Diapering			W	W	T	
1.2 Bowel/ Bladder Training			W	W	T	
1.3 Dental/ Oral Hygiene			W	W	T	
1.4 Lifting/ Positioning/Transfers			W	W	T	Depends on student-may need special training
1.5 Oral Feeding						
1.5.1 Nutritional Assessment			W	X	X	
1.5.2 Oral Feeding		Y *	W	W	T	*Need practitioner order if specific food texture or technique is required
1.6 Special Feeding						
1.6.1 Naso-Gastric Feeding		Y	W	S	D*	*Can be delegated if placement can be determined by an objective measure
1.6.2 Gastrostomy Feeding		Y	W	S	D	
1.6.3 Jejunostomy Tube Feeding		Y	W	S	D	
1.6.4 Total Parenteral Feeding (intravenous)		Y	W	X	X	
1.6.5 Gastrostomy Reinsertion to maintain stoma patency		Y	W	D *	D*	*Placement instructions should be verified or provided by healthcare provider before use

W-Within Scope of Practice 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 Delegation is determined on a case-by-case basis by the Registered Nurse
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	
2.4 Bladder Irrigation		Y	W	S	X	
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: oral or inhaled		Y	W	S	D	

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4.2 Insulin	Y	W	S	D	
4.3 Per Nasogastric tube	Y	W	S	D*	Can be delegated if placement can be determined by an objective measure
4.4 Injectable epinephrine (EpiPen)	Y	W	S	E	See notes for E
4.5 Rectal diazepam (Diastat)	Y	W	S	E	See notes for E
4.6 Nasal Midazolam (Versed)	Y	W	S	E	See notes for E
4.7 Glucagon	Y	W	S	E	See notes for E
4.8 Solu-Cortef (Hydrocortisone)	Y	W	S	E	See notes for E
4.9 Per Gastrostomy Tube	Y	W	S	D	
4.9.1 Intravenous medications	Y	W	S*	X	*LPN needs IV certification
6.0 Respiratory					
5.1 Ostomy care (empty bag, cleanse with soap and water)		W	S	T	
5.2 Ostomy irrigation	Y	W	S	X	
6.1 Postural Drainage	Y	W	S	D	
6.2 Percussion	Y	W	S	D	
6.3 Suctioning-					
6.3.1 Oral cavity suctioning	Y	W	S	D	
6.3.2 Pharyngeal suctioning	Y	W	S	X	
6.4 Tracheostomy tube replacement	Y	W	S	X	
6.5 Tracheostomy care (clean/dress)	Y	W	S	D	
7.0 Screening					
7.1 Growth (height/weight)		W	S	T	
7.2 Vital Signs		W	W	T	

W-Within Scope of Practice 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 must call 911 X-Cannot Perform Y- Yes		Practitioner order Required	RN	LPN	Unlicensed Assistive Personnel	<u>Practitioner</u> = Person w/ legal authority to order the treatment <u>RN Scope of Practice:</u> See definitions section above <u>LPN Scope of Practice:</u> See definitions section above Delegation is determined on a case-by-case basis by the Registered Nurse
7.3 Hearing			W	S	T	
7.4 Vision			W	S	T	
7.6 Body Mass Index			W	S	T	
8.0 Specimen Collecting/Testing					Information must be reported to RN promptly for assessment and evaluation	
8.1 Blood Glucose/Ketone		Y	W	S	D	
8.2 Urine Ketone		Y	W	S	T	
9.0 Other Healthcare Procedures						
9.1 Seizure First Aide / Safety Procedures			W	S	T	
9.2 Pressure Lesion / Ulcer Care		Y	W	S	D	
9.3 Dressing, Sterile		Y	W	S	D	
9.4 Dressing, Non-sterile			W	S	T	
9.5 Vagal Nerve Stimulator		Y	W	S	D	
10.0 Assessment Skills and Protocol Development						
10.1 Healthcare Procedures			W	X	X	
10.2 Emergency Protocols			W	X	X	
10.3 Individualized Healthcare Plan			W	X	X	
10.4 IEP Health Assessments			W	X	X	
10.5 504 Health Assessments			W	X	X	
10.6 Home Bound Services-Health Assessments			W	X	X	

Skills Checklist for Staff Training

Name: _____

Job Title: _____

Date Trained: _____

School Nurse Instructor: _____

Supervision/Evaluation

	Demo date	Return Demo date	Date	Date	Date	Date	Date	Date
Name and purpose of procedure								
Preparation for procedure <ul style="list-style-type: none"> ● When done ● Where done ● Special instructions 								
Supplies								
Steps to the procedure: <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 								
Able to state expected student outcomes:								
Appropriate documentation								
Appropriate interactions with student (provide examples)								
Appropriate communication with school nurse (provide examples)								

Medication Administration Checklist

Staff person trained/position: _____ Initials: _____

School Nurse/RN: _____ Initials: _____

Standard medications	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	
Procedure Guideline				
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				

Training Verification of School Personnel Administering Medication

Name of School: _____

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

RN Signature

Date

I have been instructed in our 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

SECTION 4 - References

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4. National Association of School Nurses (2014) *Nursing Delegation to Unlicensed Assistive Personnel in the School Setting: Principles for Practice.* Silver Spring, MD: www.nasn.org.
5. National Association of School Nurses (2014) *Nursing Delegation to Unlicensed Assistive Personnel in the School Setting: Position Statement.* Silver Spring, MD: www.nasn.org.
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<http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/ArticleId/116/Unlicensed-Assistive-Personnel-Their-Role-on-the-School-Health-Services-Team-Adopted-January-2015>.
7. Guide to Delegation for Colorado School Nurses (2010). Colorado Department of Education, in collaboration with the Colorado Association of School Nurses and Colorado School Nurse Leadership. <https://www.cde.state.co.us/guidetodelegationforschoolnurses>
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http://www.michigan.gov/documents/mde/Delegation_of_Nursing_Functions_to_Unlicensed_Assistive_Personnel_In_a_School_Setting_FINAL_6-9-13_450309_7.pdf
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<http://www.doh.wa.gov/Portals/1/Documents/6000/RegisteredNurseDelegationInSchoolSettings.pdf>.
10. Wisconsin Department of Public Instruction (2009) *Delegation, The Nurse Practice Act, and School Nursing in Wisconsin,*
<http://sspw.dpi.wi.gov/sites/default/files/imce/sspw/pdf/snpracticeact.pdf>
11. Indiana Code Title 25, Article 23 and Title 20, Article 34
12. Indiana Administrative Code Title 848 and Title 511, Article 4