

**Department of Health and Mental Hygiene  
Maryland State Department of Education  
Maryland State School Health Council**

**MARYLAND STATE SCHOOL HEALTH SERVICES  
GUIDELINES**

*Model Policy for the Management of Students  
Requiring a Private Duty Nurse in Schools*

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## **PROCEDURES**

### **Formal Nursing Assessment**

1. The school nurse will obtain a health history utilizing information from parent/guardian, private duty nurse/agency, and health care providers.
2. The nursing assessment of the student will outline the nursing care needed and identify any medical equipment/supplies needed by the student while in school and during transit to and from school (See *Guidelines for Students with Special Health Care Needs*).
3. The student's transportation needs will be assessed and should include but not be limited to time on the bus, safety issues, equipment, and the need for a nurse.
4. The nursing assessment should address participation in field trips and school-sponsored activities, and, when applicable, use of the swimming pool at school or school-sponsored events.

### **Emergency Protocol(s)/Management Plan**

1. The school nurse, in collaboration with the parent/guardian and health care provider, must develop an individualized plan to meet the health needs. This will delineate for the school staff how to respond in an emergency situation.
2. For reasons of safety, the following information is essential for the student to attend school:
  - Emergency contact information
  - List of equipment/supply needs
  - Medication
  - Emergency interventions
3. The emergency protocol/management plan must be forwarded to the student's parent/guardian, health care provider, the nursing agency, and the appropriate school staff.

4. A separate protocol for emergencies on the school bus may be needed for students transported by bus. The protocol should describe procedures or activities that may be needed for the student on the bus. A simulated assessment of these activities may be done to determine if the mode of transportation will support the required procedures or activities.
5. The school nurse will ensure that the protocols are shared with appropriate school and transportation staff.
6. The principal, in collaboration with the school nurse and PDN will develop an emergency evacuation plan for the student.
7. In the event of a fire drill (or other emergency requiring evacuation), the PDN, with the assistance of appropriate school staff designated by the principal, are responsible for ensuring the student's immediate evacuation from the school building.
8. The evacuation plan must include a list of necessary equipment to be taken out of the building during a fire drill or actual emergency.

### **Medication and/or Treatment Orders**

1. Copies of **all orders and their updates** must be given to the school nurse and be kept in the student's education (health) record.
2. The original orders will reside with the PDN and a copy of the orders must be retained in the student's education (health) record.
3. All orders must be in place prior to student's first day of school.

### **Retention of Records**

Original nursing notes, correspondence, etc. generated by the PDN in school, must be kept in student's education (health) record. The Family Educational Rights and Privacy Act (FERPA) requires that all student health records maintained by a nurse acting on behalf of the school system must be maintained as part of the school record. Copies of the records can be maintained by the PDN.

## **ROLES AND RESPONSIBILITIES**

### **Local School System**

#### **The LSS shall:**

1. Ensure the PDN to remains with the student at all times during the school day or at school-sponsored activities.

2. Bear the same responsibility for the student requiring a PDN as for all other students in the event of a school emergency.
3. Ensure/verify that the PDN has an active Maryland nursing license.
4. If the PDN is hired directly by the LSS, the LSS bears the same responsibility for the actions of that PDN as for any other LSS employees.

## **Nursing Staffing Agency**

### **When the PDN is provided by a nursing staffing agency, the agency shall:**

1. Ensure that the PDN assigned to accompany the student to school is appropriately trained and qualified for this position and that he/she has a current CPR certification and a an active nursing license in the state of Maryland. If the nurse is a licensed practical nurse (LPN), the name and license of the supervising RN should be on file.
2. In conjunction with the parent/guardian, assume supervisory responsibility for the PDN.
3. Ensure the PDN has a current, active Maryland nursing license and cardiopulmonary resuscitation (CPR) certificate when reporting for duty at the school.
4. Ensure the PDN is knowledgeable regarding Standard Precautions.
5. Respond to concerns from appropriate school or health department personnel regarding the PDN's performance and professional practice.
6. Respond to concerns raised by the school principal regarding the overall professionalism of the PDN with regard to the PDN's interactions with students and school staff.
7. Develop a backup plan in case of the PDN is absent from school.

## **Parent/Guardian**

### **The parent/guardian shall:**

1. Provide the school with a copy of all orders for medications and treatments prescribed by the health care provider.
2. Give permission for the appropriate school staff to communicate with health care providers.
3. Verify that the PDN has an active Maryland nursing license.
4. Provide and maintain the necessary supplies and equipment required by the student in school.
5. Refrain from sending the student to school unless all supplies and equipment are present and in working order in order to maintain a safe environment for the student.
6. Notify the emergency medical unit of the local fire department of the child's special medical needs.

7. Be knowledgeable of the emergency protocols, the evacuation procedures, and the transportation plans for the child.
8. Participate in the development of a plan in the event of an emergency that may include coming to school to remain with or take the student home in the event the PDN needs to leave the assignment.
9. Ensure the PDN and substitutes understand the care and special needs of the child.

**Additionally, if the parent/guardian has contracted to hire the PDN through an agency or Medicaid, the parent/guardian shall:**

1. Ensure that the PDN is apprised of his/her functions in the school setting.
2. Be responsive to concerns raised by the school principal regarding the overall professionalism displayed by the PDN in his/her interactions with the student, other students, and school staff.

**School Principal/Designee**

**The principal/designee shall:**

1. Have day-to-day authority regarding the student's academic program and oversee implementation of the student's IEP or 504 Plan.
2. Follow the student's emergency protocols and/or call emergency medical services when it is determined that the student requires special or emergency intervention.
3. In consultation with the school nurse, advise the parent/guardian of any health concerns.
4. Alert the agency/parent/guardian of any concerns raised by the school staff regarding the PDN in his/her interactions with the student, other students, and school staff.
5. Verify that the PDN has an active Maryland nursing license.
6. Ensure a copy of the agreement is filed in the student's record.

**Supervisor/Coordinator of Health Services**

**The supervisor/coordinator of health services shall:**

1. Retain a copy of the agreement/contract on file when it is fully executed.
2. Ensure the school health services staff is familiar with the requirements associated with a PDN in the school setting.

3. Verify that the PDN has an active Maryland nursing license.
4. Review all reports concerning the competency, performance, and quality of care provided by the PDN.
5. Work with all involved parties to address concerns.

### **Private Duty Nurse (PDN)**

#### **The PDN shall:**

1. Present a current copy of his/her active Maryland nursing license and CPR card to the principal or school nurse. The PDN must be a licensed practical nurse or registered nurse with a current CPR certification and a license to practice nursing in the State of Maryland.
2. In collaboration with the parent/guardian, be primarily responsible for the student's daily medical care while at school and school-sponsored events. Those individuals directly involved in the student's health care treatment will determine specific nursing functions. The PDN will function in accordance with the Standards of Practice as delineated in the Maryland Nurse Practice Act when caring for the student.
3. Ensure that appropriate medical supplies and equipment are present in the school and are in good working order. A checklist of these supplies shall be completed daily. Malfunctioning equipment must be reported immediately to the parent/guardian and the principal/designee.
4. Become thoroughly familiar with the implementation of student's transportation procedures, emergency protocols, and emergency evacuation procedures and be prepared to carry out these procedures.
5. Promptly supply the school nurse with copies of all orders and their updates for inclusion in the student's record.
6. Assess the child's needs, implement the individual care plan for the child, and document all interventions.
7. Adhere to the American Nurses Association 1076 Code for Nurses, particularly Principle #2 ("The nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature.").
8. Ensure that school-related information obtained while attending to the student in the school setting remains confidential.
9. Accompany the student at **all times in school and at school-sponsored events** that have been determined to be medically safe and approved by parent/guardian, the principal, and

the school nurse. Special arrangements may be discussed with school nurses/principal to cover the bathroom needs of PDN in the event the student cannot be without the PDN for five minutes.

10. Immediately report concerns regarding equipment and supplies to the parent/guardian and the nursing agency and apprise the principal/teacher of concerns regarding equipment and supplies.
11. Participate in routine school conferences regarding the student at the discretion of the parent/guardian, principal, or other appropriate school staff.
12. Participate in academic programming, therapeutic regimens, and other school activities at the discretion of the principal/designee.
13. Report to the principal/designee if he/she must leave the assignment during the course of the school day and if at all possible, continue to supervise the student until the parent/guardian arrives at school.
14. Review these guidelines, the nursing assessment, emergency protocols, and discuss questions and/or concerns with the school nurse or principal/designee.

## **School Nurse**

### **The school nurse shall:**

1. Meet the PDN upon his/her arrival at the school, provide written guidelines, review procedures, and provide other information relevant to the PDN's activities in the school.
2. Verify that the PDN has an active Maryland nursing license.
3. Become familiar with the student's care and equipment in the event the school nurse is required to assist with the student's care:
  - In the momentary absence of the PDN, (bathrooming); and
  - In extreme emergencies.
4. Obtain copies of the student's care plan and health care provider's orders for medications and nursing treatments at school from the PDN.
5. Maintain the student's school health record.
6. Obtain copies of current medical reports and updates for the student's health record.
7. Report any concerns regarding the student's health status to the PDN, principal/designee, parent/guardian, and health care provider as appropriate.



8. Act as a liaison with appropriate school system personnel, including transportation, to ensure they have the information needed to create an environment that is safe and conducive to learning for the student.
9. In conjunction with the principal/designee, assess the impact of the student's individual needs as they relate to the needs of all the students in the school.
10. Keep the supervisor/coordinator of health services apprised of any concerns regarding care of the student.

### **Classroom Teacher/Assistant & Therapists**

#### **The classroom teacher/assistant and therapists shall:**

1. Report concerns about the conduct of the PDN to the principal/designee.
2. Become familiar with the medical needs/emergency plans of the student in order to plan an appropriate educational program for the student.

#### **Appendices:**

A--Sample Private Duty Nurse Agreement (Harford County Public Schools)

B-- Sample Private Duty Nurse Agreement (Anne Arundel County Public Schools)

**APPENDIX A**

**SAMPLE PRIVATE DUTY NURSE AGREEMENT**

**HARFORD COUNTY PUBLIC SCHOOLS**

# HARFORD COUNTY PUBLIC SCHOOLS

## THE USE OF PRIVATE DUTY NURSES IN THE SCHOOL SETTING

As growing numbers of medically fragile children attend regular classes in public schools, private duty nurses assigned to those children are increasingly present in the schools. Generally, such caregivers are hired by the student's parents/guardian, either through a nursing services agency or on a free-lance basis. Often, the services are funded by Medicaid or private insurance.

The presence of a private duty nurse in the school setting may produce complex problems related to care, coordination, supervision, and liability. In an effort to provide safe and appropriate care of these students, the following guidelines have been developed.

Harford County Public Schools staff and administrators are not responsible for the supervision of the private duty nurse. School officials are responsible for the safety of the student and therefore have the duty to warn parents/guardian if they observe or become aware of inappropriate or deficient care by the private duty nurse.

### I. Decisions regarding the use of private duty nurses

- A. Following receipt of a physician's written order, the attached agreement between the parents/guardian of the student and the Harford County Public School system regarding the use of a private duty nurse during the school day must be signed by the parents/ guardian, the nursing agency representative, private duty nurse, and the Harford County Public Schools' authorized representative.
- B. A physician's order indicating the service is no longer deemed necessary must be received by the school prior to ending the service.

### II. Responsibilities of the private duty nurse

#### The private duty nurse

- A. Shall have a current license to practice nursing as a registered nurse or licensed practical nurse in the State of Maryland
- B. Shall report to the school nurse's office on the first day he/she arrives at school to have his/her license copied and to review procedures that are to be followed while working at John Archer School, and shall sign-in each morning thereafter.
- C. Shall provide all of the primary care of the student from the time the student gets on the bus until the student gets off the bus at the end of the school day, and shall, with the parents/guardian, be responsible for the student's **daily** medical care. Specific nursing functions will be determined by those individuals directly involved in the student's medical treatment. Emergencies, see IV E.
- D. Shall coordinate care with the procedures and schedule of the school.
- E. Shall remain constantly available for the student's health care needs, and shall accompany the student at all times. Special arrangements may be discussed with school based nurses/principal to cover breaks of the private duty nurse (i.e. bathroom).
- F. Shall administer medication, which must be stored in the locked health suite medicine cabinet. The school nurse maintains the key.
- G. Shall perform all prescribed treatments (i.e. tube feedings, suction, O<sub>2</sub> administration, etc.).

- H. Shall obtain medical orders and shall provide a copy for the school health record.
- I. Shall implement the nursing care plan and shall provide a copy for the school health record.
- J. Shall maintain appropriate documentation.
- K. Shall keep school nurse/principal apprised of student's needs and status.
- L. Shall insure the availability and working order of medical equipment and supplies.
- M. Shall be familiar with and implement all of the student's emergency procedures, and shall become thoroughly familiar with the implementation of the student's transportation procedures, emergency protocols, fire drill procedures, and emergency protocols and shall be prepared to carry out these procedures.
- N. Shall participate in school conferences at the discretion of the family or principal.
- O. Shall follow all applicable school policies and procedures.
- P. Shall adhere to the American Nurses Association 1076 Code for Nurses, particularly Principal #2 ("The nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature").
- Q. Shall report to the principal or designee if he/she becomes ill during the course of the school day and shall, if at all possible, continue to supervise the student until a family member arrives at school to transport the student home.

III. Responsibilities of the school nurse

School nurses are not responsible for supervising the private duty/skilled caretaker. School nurses have the same responsibility as school administrators to monitor and warn school administrators and parents/guardian of any observed incompetent or deficient actions by the caregiver. Under the Nurse Practice Act, school nurses need to decide whether the deficiencies or incompetence warrant notification of the Board of Nursing. This decision should be made in collaboration with the principal, the Director of Student Services, and the Nurse Coordinator.

The school nurse:

- A. Shall evaluate the health care needs of individual students in relation to school attendance.
- B. Shall plan, coordinate, and provide general direction of the care of the student in the school setting.
- C. Shall initiate and develop the nursing care plan in collaboration with the private duty nurse and the parents/guardian.
- D. Shall assess, provide and/or make recommendations to the principal for a safe educational environment for the student.
- E. Shall insure that appropriate school personnel have the information necessary to create an environment conducive to learning for the student.
- F. Shall assess the impact created by this special situation in relation to the needs of all students in the school.
- G. Shall be knowledgeable about the equipment used.
- H. Shall relieve the private duty nurse for scheduled, agreed upon, breaks; (i.e. bathroom).

- I. Shall maintain the student's school health record, which includes:
    - 1. Emergency protocol
    - 2. Nursing care plan
    - 3. Doctor's orders detailing needed treatments and medications on file
    - 4. Current medical reports
    - 5. Nursing care documentation
  - J. Shall welcome the private duty nurse to John Archer School, give out written guidelines, review procedures, and provide other requested information.
  - K. Shall serve as a liaison with school staff and administrators.
- IV. Interrelationship Between the School Health Nurse and the Private Duty Nurse
- A. Shall collaborate with the medical staff to transition home/institution care to the educational setting.
  - B. Shall provide the necessary and appropriate care in a safe manner.
  - C. Shall prepare a nursing care plan for the school setting or incorporate these needs into the existing plan
  - D. If the private nurse is an LPN, the School Health Nurse (RN) is responsible for preparing and evaluating the plan of care.
  - E. Emergency Situations
    - When both professionals are registered nurses:
      - The school health nurse assists in the care needed.
    - When the private duty nurse is a licensed practical nurse:
      - The school health nurse as the RN, directs the emergency care.
      - The LPN assists as a member of the nursing team.
- V. Responsibilities of the Parents/Legal Guardian
- A. Shall ensure that private duty nurses assigned to accompany this student to school are appropriately trained and qualified for this position.
  - B. Shall ensure that the private duty nurse has been apprised about and is in agreement with this student's school procedures and the functions of said private duty nurse.
  - C. Shall assume supervisory responsibility for the private duty nurse and shall recognize the independence of the caretaker from other school-based health professionals.
  - D. Shall be receptive to judgments by the school principal or school nurse concerning the competency of the caretaker in the school setting and the overall professionalism displayed by the caretaker in interactions with the school staff.
  - E. Shall provide all medical orders and other health records, emergency protocol and necessary equipment for school use prior to this student's attendance.

- F. Are in agreement with “Medical Emergency Protocol”, “Fire Drill Procedures”, and other appropriate rules, regulations and procedures of the Harford County Public Schools.
- G. Shall make arrangements for emergency medical transportation through the Emergency Medical Division of the Harford County Fire Department. A copy of this agreement will be in the possession of the principal prior to this student’s first day of school attendance.
- H. Shall take this student home, or make arrangements for same, in the event that the private duty nurse becomes ill during the school day, if the private duty nurse is unable to accompany the student, if the principal or designee decides that the student should be sent home, or if for some reason it becomes necessary to close the school.

VI. Responsibilities of the Principal or Designee

- A. Shall follow agreed upon action and will call 911 when it is felt that this student requires special or emergency intervention. (See Attachment C “Physician Notification and Medical Emergency Protocol”).
- B. Shall advise the parents/guardian of any academic or medical concerns.
- C. Shall require the parents/guardian or the private duty nurse to remove the student from school, if on any given day this student’s medical condition warrants inordinate concern.
- D. Shall have complete discretion with regard to any action deemed necessary in order to provide for this student’s safety or the safety of other students, faculty, or school staff.
- E. Shall assume responsibility for the compliance of school personnel to the guidelines for “Private Duty Nurses in the School Setting”
- F. Shall call the parent/guardian if the private duty nurse is unable to accompany the student during the agreed upon school day. The parent/guardian or their designee must pick up the student if the private duty nurse becomes unavailable to be with the student due to illness, etc.
- G. Shall inform the parents/guardian that the private duty nurse is not supervised by any Harford County Public School employee except that:
  - Inappropriate or deficient care in nursing practice will be reported and documented to the parents/guardian and nursing agency.
  - A warning (put in writing) will be sent to the student’s parents/guardian with a copy filed in the principal’s office delineating the deficiencies of the private duty nurse.
  - If a threat to the student’s safety continues after the warning, the principal may bar the private duty nurse from the school until an acceptable and safe alternative arrangement can be made. If the student cannot attend school safely without a qualified private duty nurse, then the student may be excluded from school (and, presumably, provided home instruction), until a safe arrangement for school attendance can be made by the parent/guardian.

**APPENDIX B**

**SAMPLE PRIVATE DUTY NURSE AGREEMENT**

**ANNE ARUNDEL COUNTY PUBLIC SCHOOLS**

# ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

<b>Guidelines</b>	<b>STUDENTS REQUIRING PRIVATE DUTY NURSES AT SCHOOL</b>
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## **I. PURPOSE**

Students who must be accompanied in school by a private duty nurse have complex health and medical needs and present a number of procedural concerns. In an effort to provide safe and appropriate care of these students, the following guidelines have been developed.

## **II. REQUEST FOR SERVICES**

- A. When a student with complex medical needs requiring a private duty nurse is identified by the school, a request for a nursing assessment is made by the school team. The school nurse will identify special health needs of the student at school and on the school bus, if transported. These needs will be communicated in the nursing assessment and/or emergency protocols.
- B. Health and related services (including transportation) for disabled pupils will be requested through the established ARD process. Services for 504 eligible students will be requested through the established 504 procedure.
- C. A letter of agreement will be written by the school principal and school nurse and sent to the parent, private duty nurse, and private duty nursing agency. This letter will define the roles and responsibilities of the private duty nurse, parent, and school administration and will be individualized for each situation. (Sample copy attached.) This letter will be reviewed by the Deputy Director for School Health, if necessary.

## **III. PROCEDURES**

- A. The special needs of the student will be identified in a formal nursing assessment. This nursing assessment will also define the roles and responsibilities of the school and parent regarding the student's health and equipment needs at school.
  - 1. The school nurse will obtain a health history utilizing parent/guardian, private duty nurse/agency, and medical providers.
  - 2. The nursing assessment will outline the medical equipment needed by the student while in school and during transit to and from school.
  - 3. Transportation procedures will be outlined. If, in the school nurse's judgment, there is a concern regarding safe transportation for this child, the nurse will obtain a specific written clearance from the physician.
  - 4. The nursing assessment will address use of the swimming pool at school and participation in field trips.
  - 5. The emergency evacuation plan is the principal's responsibility, however he/she



- may request input from the school nurse or private duty nurse.
- B. An individualized emergency protocol(s) must be developed by the school nurse. This will delineate for the school staff how to respond in an emergency situation. This emergency protocol must be in place prior to the student's first day of school and must be signed by the student's parents, physician, and private duty nursing agency. A separate emergency protocol for emergencies on the school bus may be needed for these students and will be completed if necessary. The school nurse will ensure that emergency protocols will be shared with appropriate school and transportation staff.
  - C. Medication and/or treatment orders must be in place prior to the student's first day of school.

#### **IV. ROLES AND RESPONSIBILITIES OF PRIVATE DUTY NURSE**

1. Shall be a licensed practical nurse or registered nurse with a current license to practice nursing in the State of Maryland.
2. Shall, along with the parents/guardians, be exclusively responsible for the student's daily medical care. Specific nursing functions will be determined by those individuals directly involved in the student's medical treatment.
3. Shall ensure that appropriate medical supplies and equipment are present in the school and are in good working order. A checklist of these supplies shall be completed daily.
4. Shall become thoroughly familiar with the implementation of the student's transportation procedures, emergency protocols, and fire drill and emergency evacuation procedures and shall be prepared to carry out these procedures.
5. Shall adhere to the American Nurses Association 1076 Code for Nurses, particularly Principle #2 ("The nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature.")
6. Shall continually apprise the principal or designee of new medical and drug related procedures if they impact on student's school performance.
7. Shall accompany student at all times, including field trips if trip is medically safe and approved by parents, principal, and school nurse. Special arrangements may be discussed with school-based nurses/principal to cover bathroom needs of private duty nurse in the event student cannot be without a nurse for 5 minutes.
8. Shall report concerns regarding equipment and supplies to the family and the nursing agency and shall apprise the principal/teacher of concerns regarding equipment and supplies.
9. Shall participate in routine school conferences regarding student at the discretion of the family or principal.
10. Shall participate in academic programming, feeding, and other school activities at the discretion of the principal.
11. Shall report to the principal or designee if he/she becomes ill during the course of the school day and shall, if at all possible, continue to supervise student until family member arrives at school to transport student home.

12. Shall review these guidelines, the nursing assessment, and emergency protocols and have an opportunity to discuss questions or concerns with school nurse/principal.

**V. THE ROLE OF THE PRINCIPAL**

1. Shall have day-to-day authority regarding student's academic programming and shall oversee implementation of the IEP or 504 Modification plan.
2. Shall follow agreed upon action and/or call Emergency Medical Technicians when it is felt that the student requires special or emergency intervention. In the absence of the Principal, his/her designee will act.
3. Shall advise the parent of any academic or medical concern.

**VI. ROLE OF THE PARENTS**

- A. Shall ensure that private duty nurses assigned to accompany student to school are appropriately trained and qualified for this position and that they have a current professional nursing license.
- B. Shall ensure that private duty nurses have been apprised about and are in agreement with student's school procedures and the functions of the private duty nurse.
- C. Shall assume supervisory responsibility for the private duty nurse and shall recognize the independence of the private duty nurse from other school-based health professionals.
- D. Shall be receptive to judgments by the school principal concerning the competency of the private duty nurse in the school setting and the overall professionalism displayed by the private duty nurse in his/her interactions with student and the school staff.
- E. Shall accompany student to school and assume the functions of the private duty nurse when the private duty nurse is unable to be present in school.
- F. Shall ensure that school-related information obtained in the course of the school day while attending to the student in the classroom remains confidential.
- G. Shall either come to school to supervise student or shall be prepared to take student home in the event that the private duty nurse becomes ill or, if for some reason, it becomes necessary to close the school.
- H. Shall be in agreement with the Emergency Protocols, "Fire Drill Procedures," and "Transportation Procedures."
- I. Shall make arrangements for emergency medical transportation through the Emergency Medical Division of Anne Arundel County Fire Department.
- J. Shall give permission for the school to obtain a copy of all physician orders for medications and treatments.
- K. Shall provide the necessary supplies and equipment, which are listed in the nursing assessment, that are required by the student in school. Parents shall not send the student to school unless all supplies and equipment are present.

**VII. ROLE OF THE SCHOOL NURSE**

- A. Shall become familiar with the student's care and equipment in the event that this nurse is requested by the principal to assist with the student's care:
  - 1. In the momentary absence of the private duty nurse, i.e., bathrooming.
  - 2. In extreme emergencies.
- B. Shall obtain copies of the student's physician's orders for medications and treatments at school in the event the school nurse needs to administer these in an emergency.
- C. Shall maintain the student's school health record.
- D. Shall serve as a liaison with school staff, bus transportation staff, administration, parents, private duty nurse, case manager, and medical provider as needed.

**Attachment:**

Private Duty Nurse Parent Letter

**Anne Arundel County  
School Health Services**

Dear \_\_\_\_\_,  
(Parent or Guardian)

Your child \_\_\_\_\_ D.O.B. \_\_\_\_\_, will be enrolled at \_\_\_\_\_ school for the 19 \_\_\_\_/\_\_\_\_ school year. \_\_\_\_\_ is a child with the following medical disabilities:

According to the nursing assessment attached, because of these conditions, \_\_\_\_\_ requires acute skilled supervision by a licensed private duty nurse or a parent.

To ensure that \_\_\_\_\_'s multiple and complex needs can be successfully met at school, specific procedures and responsibilities that will govern \_\_\_\_\_'s daily attendance at school as well as to plan for unexpected events have been outlined.

(Child's) Requirements:

1. \_\_\_\_\_ will need to be in the presence of a private duty nurse or parent at all times during the school day.
2. Child will need the following items and supplies in the classroom (to be provided by the parents):

School System

1. Shall provide \_\_\_\_\_ with a free and appropriate education in the least restrictive environment.
2. Shall allow \_\_\_\_\_(parent/guardian), or a private duty nurse to remain with \_\_\_\_\_ at all times during the school day in order to assist him/her in the event of the need for medical care (i.e. suctioning, bagging, assessing breath sounds and feeding).
3. Shall assume no special liability for \_\_\_\_\_ beyond that which is already assumed for other students in the event of an adverse consequence during a medical emergency.

Principal

1. Shall have day to day authority regarding \_\_\_\_\_'s academic programming.
2. Shall oversee implementation of \_\_\_\_\_'s IEP.
3. Shall supervise Board of Education employees assigned to \_\_\_\_\_ school who interact with \_\_\_\_\_.
4. Shall follow agreed upon action and/or call Emergency Technicians when it is felt that \_\_\_\_\_ requires special or emergency intervention. In the absence of the principal, his designee will act.

5. Shall advise the parent of any academic or medical concerns.

Teacher

1. Shall be responsible for the implementation of daily programming as specified in the IEP or 504 Modification Plan.
2. Shall report medical and related concerns to the principal or designee.

Teacher's aide

1. Shall be responsible for the program direction under the supervision of the teacher.
2. Shall report medical and related concerns to the teacher/principal or designee.

Physical Therapist, Occupational Therapist, Speech Therapist

1. Shall be responsible for implementation of therapy program as specified in the IEP or 504 Modification Plan.
2. Shall report medical and related concerns to the principal or designee.

School Nurse

1. Shall become familiar with \_\_\_\_\_'s orders and equipment in the event that they are requested by the principal or designee to assist with \_\_\_\_\_'s care:
  - a. In extreme emergencies.
  - b. In the momentary absence of the private duty nurse (bathroom breaks) in schools where there is a full time nurse.
2. Shall obtain copies of the student's physician's orders for medications and treatments at school in the event the school nurse needs to administer these in an emergency.
3. Shall maintain the student's school health record.
4. Serves as a liaison with school staff, bus transportation staff, administration, parents, private duty nurse, case manager, and medical provider, as needed.

Private Duty Nurse (Retained by the \_\_\_\_\_ family for \_\_\_\_\_)

1. Shall, with the parents/guardian, be exclusively responsible for \_\_\_\_\_'s daily medical care. Specific nursing functions will be determined by those individuals directly involved in \_\_\_\_\_'s medical treatment.
2. Shall ensure that appropriate medical supplies and equipment are present in the school and are in good working order. A checklist of these supplies shall be completed daily.
3. Shall become thoroughly familiar with the implementation of \_\_\_\_\_'s transportation procedures and shall be prepared to carry out these procedures.
4. Shall become thoroughly familiar with \_\_\_\_\_'s emergency procedures and shall be prepared to carry out these procedures.
5. Shall become thoroughly familiar with implementation of \_\_\_\_\_'s fire drill and emergency evacuation plan and shall be prepared to carry out these procedures.
6. Shall adhere to the American Nurses Association 1976 Code for Nurses, particularly Principle #2 (the nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature).
7. Shall report school related or academic concerns to the principal or designee.

8. Shall continually apprise the principal or designee of new medical and drug related procedures and their impact on \_\_\_\_\_'s school performance.
9. Shall be responsible for \_\_\_\_\_ at all times. Special arrangements may be discussed with school based nurses/principal to cover bathroom needs of private duty nurse in event student cannot be without a nurse for 5 minutes.
10. Shall report concerns regarding equipment and supplies to the family or guardian, and the nursing agency. Shall apprise the principal or designee of concerns regarding equipment and supplies.
11. Shall participate in routine school conferences regarding \_\_\_\_\_ at the discretion of the family or principal.
12. Shall report to the principal or designee if he/she becomes ill during the course of the school day and shall, if at all possible, continue to supervise \_\_\_\_\_ until parent/guardian arrives at school.
13. Shall participate in academic programming, feeding and other school activities at the discretion of the principal.
14. Shall review these guidelines, the nursing assessment and emergency protocols and have an opportunity to discuss questions or concerns with school principal/school nurse.
15. Shall ensure that school related information obtained in the course of the school day while attending \_\_\_\_\_ in the classroom remains confidential.

#### Parents/Guardian

1. Shall ensure that private duty nurses assigned to accompany \_\_\_\_\_ to school are appropriately trained and qualified for this position and have a current professional nursing license.
2. Shall ensure that private duty nurses have been apprised about and are in agreement with \_\_\_\_\_'s school procedures and the functions of the private duty nurse.
3. Shall assume supervisory responsibility for the private duty nurse and shall recognize the independence of the private duty nurse from other school-based health professionals.
4. Shall be receptive to concerns by the school principal/school nurse regarding the competency of the private duty nurse in the school setting and the overall professionalism displayed by the nurse in his/her interactions with \_\_\_\_\_ and school staff.
5. Shall accompany \_\_\_\_\_ to school and assume the functions assigned to the private duty nurse when the private duty nurse is unable to be present in the school.
6. Shall be in agreement with the "Emergency Protocols", "Fire Drill Procedures" and "Transportation Procedures".
7. Shall ensure that school related information obtained in the course of the school day while attending \_\_\_\_\_ in the classroom remains confidential.
8. Shall either come to school to supervise \_\_\_\_\_ or shall be prepared to take him/her home in the event that the private duty nurse becomes ill or for some reason it becomes necessary to close the school.
9. Shall make arrangements for emergency medical transportation through the Emergency Medical Division of Anne Arundel County Fire Department.
10. Shall provide the necessary supplies and equipment, stated in the nursing assessment, that are required by the student in school and shall not send the student to school unless all supplies and equipment are present.

11. Shall give permission for the school to obtain a copy of physician orders for medications and treatments.
12. Shall notify the principal at least one month before the services of the private duty nurse change in frequency/or duration during school hours.

#### Emergency Procedure

1. The private duty nurse will supervise \_\_\_\_\_'s medical needs at school. This private duty nurse will act in conformity with the emergency procedures (attached) developed for \_\_\_\_\_ for the following conditions:
2. The principal has the right to call in other personnel and services if he/she believes that these personnel and services are necessary for \_\_\_\_\_'s well being. These services may include but are not limited to paramedics and ambulances.
3. The principal may determine that \_\_\_\_\_'s condition does not warrant completion of the school day. He/she may request that \_\_\_\_\_ depart from the school prior to the end of the school day. In that event, the parent/guardian/their designee agrees to transport \_\_\_\_\_ home from school.

#### Emergency Evacuation Procedure

1. In the event of an emergency evacuation or fire drill, the private duty nurse will be responsible for ensuring \_\_\_\_\_'s immediate evacuation from the school building.
2. The following equipment will be taken out of the building during a fire drill or actual emergency:
3. The principal will inform the appropriate emergency personnel about a building emergency and at his/her discretion \_\_\_\_\_ may be removed from the school grounds.

#### Transportation Procedures

1. \_\_\_\_\_ will be transported by school bus or private transportation. Parent or private duty nurse will accompany him/her.
2. If it is determined by the principal that \_\_\_\_\_'s school day must be shortened due to his/her medical condition, either parent, guardian or their designee will assume responsibility for transporting \_\_\_\_\_ from school to home.
3. If the private duty nurse becomes ill during the course of the school day, either parent, guardian or their designee will assume responsibility for transporting \_\_\_\_\_ from school to home.

#### School Day Procedure

1. Should medical attention be required at home prior to the beginning of the school day that would delay \_\_\_\_\_'s arrival at school on time, it is expected that \_\_\_\_\_ will arrive at school as close to the beginning of the school day as possible.
2. On any given day that \_\_\_\_\_ is required to arrive at school after the beginning of the regular school day he/she will participate in the activities and lessons that are

already underway. He/she will not be able to engage in activities i.e speech therapy, physical therapy, occupational therapy, etc. that have been scheduled during that portion of the school day when he/she was absent.

Please review the above procedures, duties and responsibilities and review with the nursing agency through which you have contracted nursing services.

Thank you for your cooperation as we work together to meet \_\_\_\_\_'s needs.

Sincerely,

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(Principal)

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(School Nurse)

cc: Private Duty Nurse,  
Private Duty Nursing Agency