Virginia

School Health Activity Chart



Definition of Symbols

A = Allowed (Qualified) to perform task, not in conflict with professional standards.

S = (Supervision Required)(Qualified) to perform task after completion of training with RN supervision

EM = (Emergency Situation) Only if designated professional is not available and after completion of training.

X = Should not perform.

SP = Speech/Language Pathologist only.

TH = Therapist Occupational or physical therapist only. \mathbf{N} = Nutritionist only.

School divisions are responsible for the documentation of training for specified school personnel. These recommendations are designed for the delivery of safe and effective school health services. Consult with your School Board attorney regarding the services provided by your school division.

Responsibilties	Physician Order Required	Regis- tered Nurse (RN)	Licensed Practical Nurse (LPN)	Health Aide Para professional (UAP)	Teacher	Related Services Personel	Building Admin. Principal	Others
Activities of Daily Living								
Toileting/Diapering	No	Α	Α	Α	Α	Α	Α	Α
Toilet Training	No	Α	Α	Α	Α	Α	Α	S
Dental Hygiene	No	Α	Α	Α	Α	Α	Α	S
Oral Hygiene	No	Α	Α	Α	Α	Α	Α	S
Lifting/Transferring/ Positioning	No	A	Α	S	A	A	Α	S
Feeding								
Nutrition Assessment	No	Α	X	X	X	N	X	X
Oral-Motor Assessment	No	X	X	X	X	SP/TH	X	X
Oral Feeding	No	Α	Α	Α	Α	Α	Α	S
Naso-Gastic Feeding	Yes	Α	S	S	X	X	X	X
Monitoring of Naso-Gastic Feeding	Yes	A	S	S	S	S	S	X
Gastrostomy Feeding	Yes	Α	S	S	S	Х	S	Х
Monitoring of Gastrostomy	No	A	S	S	S	S	S	х
Intravenous Parenteral Feeding	Yes	A	S	X	X	X	X	X
Jejunostomy Tube Feeding	Yes	A	S	S	S	X	S	X
Monitoring of Parenteral Feeding	Yes	A	S	S	S	S	S	X
Naso-Gastric Tube Insertion	Yes	A	S	X	X	X	Х	X
Naso-Gastric Tube Removal	Yes	Α	S	EM	EM	EM	EM	X
Gastrostomy Tube Reinsertion	Yes	A	S	X	X	X	х	X

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Responsibilties	Physician Order Required	Regis- tered Nurse (RN)	Licensed Practical Nurse (LPN)	Health Aide Para professional (UAP)	Teacher	Related Services Personel	Building Admin. Principal	Others
Medications								
Oral	Yes	Α	S	S	S	S	S	X
Injection	Yes	Α	S	S	S	S	S	X
Epi-Pen Auto Injector	Yes	Α	S	EM	EM	EM	EM	EM
Inhalation	Yes	Α	S	S	S	S	S	EM
Rectal	Yes	Α	S	S	S	EM	S	X
Bladder Instillation	Yes	Α	S	X	X	X	X	X
Eye/Ear Drops	Yes	Α	S	S	S	S	S	X
Topical	Yes	Α	S	S	S	S	S	X
Per Nasogastric Tube	Yes	Α	S	S	X	X	X	X
Per Gastrostomy	Yes	Α	S	S	S	X	S	X
Intravenous	Yes	Α	S	Х	Х	X	Х	Х
Spirometer	Yes	Α	S	S	S	X	S	X
Nasal	Yes	Α	S	S	S	EM	S	EM
Screenings						'		
Growth (Height and Weight)	No	Α	S	S	S	S	S	Х
Vital Signs	No	Α	S	S	S	S	S	Х
Hearing	No	Α	S	S	S	SP	Х	Х
Vision	No	Α	S	S	S	Х	Х	X
Scoliosis	No	Α	S	S	S	S	S	X
Catheterization								
Clean Intermittent Catheterization	Yes	A	S	S	S	X	S	X
Sterile Catheterization	Yes	Α	S	X	X	X	Х	X
Crede	Yes	Α	S	S	S	S	S	S
ExternalCatheter	Yes	A	A	S	S	S	S	X

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Regis-

Licensed

Health Aide

	Physician Order	tered Nurse	Practical Nurse	Health Aide Para		Related Services	Building Admin.	
Responsibilties	Required	(RN)	(LPN)	professional (UAP)	Teacher	Personel	Principal	Others
Ostomies								
Ostomy Care	Yes	Α	S	S	EM	EM	EM	X
Ostomy Irrigation	Yes	Α	S	X	X	X	X	X
Specimen								
Collecting/Testing								
Blood Glucose	Yes	Α	S	S	S	EM	S	X
Urine Glucose/Ketones	Yes	Α	S	S	S	S	S	X
Medical Support		•						
Systems								
Ventricular Peritoneal Shunt								
Pumping	Yes	EM	EM	X	X	X	X	X
Monitoring	Yes	Α	S	S	S	S	S	X
Mechanical Ventilator								
Monitoring	Yes	Α	S	EM	EM	EM	EM	X
Adjustment of Ventilator	Yes	Α	X	X	Х	X	Х	X
Equipment Failure	Yes	Α	S	EM	EM	EM	EM	EM
Oxygen								
Intermittent	Yes	Α	S	S	S	S	S	X
Continuous	Yes	Α	S	S	S	S	S	S
Monitoring								
Hickman/Broviac/iVac/iMED/ PICC	Yes	A	S	X	X	X	Х	X
Peritoneal Dialysis	Yes	Α	S	X	X	X	X	Х
Apnea Monitor	Yes	Α	S	S	S	S	S	X

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Responsibilties	Physician Order Required	Regis- tered Nurse (RN)	Licensed Practical Nurse (LPN)	Health Aide Para professional (UAP)	Teacher	Related Services Personel	Building Admin. Principal	Others
Respiratory Assistance								
Postural Drainage	Yes	Α	S	S	S	S	S	S
Percussion	Yes	Α	S	S	S	TH	S	S
Suctioning								
Pharyngeal	Yes	Α	S	S	S	S	S	X
Tracheostomy	Yes	Α	S	X	X	X	X	X
Tracheostomy Tube Replacement	Yes	EM	EM	X	X	X	Х	x
Tracheostomy Care (Cleaning)	Yes	Α	S	X	X	X	Х	X
Other Health Care Collecting/Testing								
Seizure Procedures	Yes	Α	Α	Α	Α	TH	Α	X
Soaks	Yes	Α	S	S	X	TH	Х	X
Dressings,Sterile	Yes	Α	S	X	X	X	X	X
Development Protocols								
Health Care Procedures	No	Α	X	X	X	X	Α	X
Emergency Protocols	Yes	Α		-WITH PHYS	SICIAN C	ONSULTA	TION	
Individual Education Plan Health Objective	No	A	X	X	X	X	A	X
Nursing Care Plan	No	Α	X	X	X	X	X	X
Medicaid Billing	No	Α	X	X	Х	Α	X	X

Roles and Responsibilities for the Safe Delivery of Specialized Health Care



Nursing Definitions

<u>Code of Virginia, Section 54.1-3000</u>, Definitions. The Code of Virginia defines "professional nurse," "professional nursing," "practical nurse," and "practical nursing."

Registered Nurse:

"Professional nurse" "registered nurse"; "registered professional nurse" means a person who is licensed or holds a multistate licensure privilege under the provisions of this chapter to practice professional nursing as defined in this section. Such a licensee shall be empowered to provide professional services without compensation, to promote health and to teach health to individuals and groups. The abbreviation "R.N." shall stand for such terms.

"Professional nursing," "registered nursing" or "registered professional nursing" means the performance for compensation of any nursing acts in the observation, care and counsel of individuals or groups who are ill, injured or experiencing changes in normal health processes or the maintenance of health; in the prevention of illness or disease; in the supervision and teaching of those who are or will be involved in nursing care; in the delegation of selected nursing tasks and procedures to appropriately trained unlicensed persons as determined by the Board; orin the administration of medications and treatments as prescribed by any person authorized by law to prescribesuch medications and treatment. Professional nursing, registered nursing and registered professional nursing require specialized education, judgment, and skill based upon knowledge and application of principles from the biological, physical, social, behavioral and nursing sciences.

Licensed Practical Nurse:

"Practical nurse" or "licensed practical nurse" means a person who is licensed or holds a multistate licensure privilege under the provisions of this chapter to practice practical nursing as defined in this section. Such a licensee shall be empowered to provide nursing services without compensation. The abbreviation "L.P.N." shall stand for such terms. "Practical nursing" or "licensed practical nursing" means the performance for compensation of selected nursing acts in the care of individuals or groups who are ill, injured, or experiencing changes in normal health processes; in the maintenance of health; in the prevention of illness or disease; or, subject to such regulations as the Board may promulgate, in the teaching of those who are or will be nurse aides. Practical nursing or licensed practical nursing requires knowledge, judgment and skill in nursing procedures gained through prescribed education. Practical nursing or licensed practical nursing is performed under the direction or supervision of a licensed medical practitioner, a professional nurse, registered nurse or registered professional nurse or other licensed health professional authorized by regulations of the Board.

Non-Nursing Definitions

Building Administrator/Principal:

A principal shall provide instructional leadership in, shall be responsible for the administration of, and shall supervise the operation and management of the school or schools and property to which he has been assigned, in accordance with the rules and regulations of the school board and under the supervision of the division superintendent. A principal may submit recommendations, as provided by § 22.1-293 the Code of Virginia, to the division superintendent for the appointment, assignment, promotion, transfer, and dismissal of all personnel assigned to his supervision.

Roles and Responsibilities for the Safe Delivery of Specialized Health Care



Non-Nursing Definitions

Building Administrator/Principal:

A principal shall provide instructional leadership in, shall be responsible for the administration of, and shall supervise the operation and management of the school or schools and property to which he has been assigned, in accordance with the rules and regulations of the school board and under the supervision of the division superintendent. A principal may submit recommendations, as provided by § 22.1-293 the Code of Virginia, to the division superintendent for the appointment, assignment, promotion, transfer, and dismissal of all personnel assigned to his supervision.

Others:

School staff not listed in this definition section and determined by the Building Administer/Principal. Related Services Personnel: Therapist - Occupational, Physical or Speech

Teachers:

All employees of the school division involved in classroom, employees of the school division except those employees classified as supervising employees. " Teacher " means, for the purposes of Part III (8VAC20-90-60 et seq.), all regularly licensed professional public school personnel employed by any school division under a written contract as provided by § 22.1-302 of the Code of Virginia as a teacher or as an assistant principal, principal, or supervisor as provided by § 22.1-294 of the Code of Virginia.

Unlicensed Assistive Personnel (UAP)/Health Aide:

Unlicensed Assistive Personnel (UAP)/ Health Aide is unlicensed, who acts in a complementary role to a registered nurse, and is employed by the school division, health department or contracted provider to work in the health clinic under the supervision of a Registered Nurse. The Registered Nurse authorizes the Health Aide/UAP 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.

Paraprofessionals: also known as paraeducator, special education paraprofessional, teaching assistant, instructional assistant or ed tech means an appropriately trained employee who assists and is supervised by qualified professional staff

Physician's Standing Order:

A Physician's Standing orders (i.e., general orders) refer to those orders, rules, or regulations that have been determined by a physician and are used by other health professionals in carrying out medical procedures. They apply to any student for whom the order may be applicable and must be based on federal/state laws and regulations and local school policy. Standing orders are used to provide the school nurse or school personnel with specific orders of treatment for specific medical problems.

Roles and Responsibilities for the Safe Delivery of Specialized Health Care



Physician's Standing Order:

Authorization

Code of Virginia, Sections 22.1-274, School Health Services. The Code of Virginia states that each school board may strive to employ, or contract with local health departments for, nursing services consistent with a ratio of at least one nurse (i) per 2,500 students by July 1, 1996; (ii) per 2,000 students by July 1, 1997; (iii) per 1,500 students by July 1, 1998; and (iv) per 1,000 students by July 1, 1999. In those school divisions in which there are more than 1,000 students in average daily membership in school buildings, this section shall not be construed to encourage the employment of more than one nurse per school building. Further, this section shall not be construed to mandate the aspired-to ratios.

<u>Code of Virginia, Section 54.1-3000</u>, Definitions. The Code of Virginia defines "professional nurse," "professional nursing," "practical nurse," and "practical nursing."

<u>Code of Virginia, Section 54.1-3005</u>, Specific powers and duties of the Board. The Code of Virginia confers specific powers and duties to the Board (of Nursing). One specific power/duty involves delegation:

Excerpt:

To promulgate regulations for the delegation of certain nursing tasks and procedures not involving assessment, evaluation or nursing judgment to an appropriately trained unlicensed person by and under the supervision of a registered nurse, who retains responsibility and accountability for such delegation.

According to the provisions of <u>18VAC90-19-250</u>. Criteria for delegation.

Excerpt:

A. Delegation of nursing tasks and procedures shall only occur in accordance with the plan for delegation adopted by the entity responsible for client care.

- B. Delegation shall be made only if all of the following criteria are met:
- 1. In the judgment of the delegating nurse, the task or procedure can be properly and safely performed by the unlicensed person and the delegation does not jeopardize the health, safety, and welfare of the client.
- 2. The delegating nurse retains responsibility and accountability for nursing care of the client, including nursing assessment, planning, evaluation, documentation, and supervision.
- 3. Delegated tasks and procedures are within the knowledge, area of responsibility, and skillsof the delegating nurse.
- 4. Delegated tasks and procedures are communicated on a client-specific basis to anunlicensed person with clear, specific instructions for performance of activities, potential complications, and expected results.
- 5. The person to whom a nursing task has been delegated is clearly identified to the client as an unlicensed person by a name tag worn while giving client care and by personal communication by the delegating nurse when necessary.
- C. Delegated tasks and procedures shall not be reassigned by unlicensed personnel.
- D. Nursing tasks shall only be delegated after an assessment is performed according to the provisions of **18VAC90-19-260**.

Roles and Responsibilities for the Safe Delivery of Specialized Health Care



Overview

Role Delineation. Advances in health care technology and procedures have resulted in increased numbers of children with special health care needs in the school setting. The trends toward out-patient and home-based treatments, federal mandates for educating special education students in the regular classroom, and parental expectations have all reinforced the need for school divisions to clearly define roles and responsibilities in addressing the specialized health care needs of these children.

Delegation. The issue of delegation involves the responsibilities of Registered Nurses (RNs) in delegating patient or client care activities to unlicensed persons. 33 The American Nurses Association (ANA) and National Council for State Boards of Nursing (NCSBN) both defined delegation as "the process for a nurse to direct another person to perform nursing tasks and activities". NCSBN describes this as the nurse "transferring authority" while ANA calls this "a transfer of responsibility". Both define delegation as a registered nurse directing another individual to do something outside their normal roles and responsibilities and both stress that the nurse retains accountability for the delegation.

Recommendations

Role Delineation. Specialized health care procedures should be performed by qualified personnel who have received child-specific training as defined by the student's primary health care provider(s) and the student's family. Every student who has a special health care need requiring nursing care, intervention, and/or supervision should have a nursing care plan written by a registered nurse.

The National Joint Task Force for the Management of Children with Special Health Needs with membership from the American Federation of Teachers, the Council for Exceptional Children, the National Association of School Nurses, and the National Education Association developed the matrix, Guidelines for the Delineation of Roles and Responsibilities for the Safe Delivery of Specialized Health Care in the Educational Setting, https://files.eric.ed.gov/fulltext/ED322705.pdf, (attached at the end of this section). 34 Many of the special health care procedures that some children may need in the educational setting are regulated by professional standards of practice. The matrix delineates the persons qualified to perform specific procedures, who should perform them, and the circumstances under which these persons would be deemed qualified. The term "quali-fied" assumes that the individual has received appropriate training and has been certified as competent to perform the procedure by a registered nurse or physician. The matrix may be useful to administrators, health care providers, and educators in planning educational programs for staff who provide care for children with special health care needs. It must be emphasized that this matrix is a guide and state law (Nurse Practice Act) supersedes the information provided.

Delegation. In the Commonwealth of Virginia, a registered nurse can delegate certain nursing tasks to an appropriately trained unlicensed person who is under the RN's supervision. Licensed practical nurses (LPNs) or UAP cannot delegate nursing tasks. Parents cannot delegate nursing tasks to a teacher or any other unlicensed assistive personnel (UAP) in the school.

Roles and Responsibilities for the Safe Delivery of Specialized Health Care



When delegating, the RN retains responsibility and accountability for such delegation. When delegating, the RN should follow the five rights of delegation: right task, right circumstances, right person, right communication, and right supervision. As defined in the Code of Virginia, RNs cannot delegate nursing tasks and procedures that involve assessment, evaluation, or nursing judgment. For further information on specialized healthcare, refer to the Virginia Department of Health Guidelines for Healthcare Procedures in Schools.

RNs cannot delegate medication administration in Virginia. The building administrator can designate the person(s) who will administer medication and the RN can train and supervise the individual. For further information on medication administration, refer to the <u>Virginia Department of Education's website</u>.

These recommendations are designed for the delivery of safe and effective school health services. Consult with your School Board attorney regarding the services provided by your school division.

Resources:

Decision trees in the National Council of State Boards of Nursing; American Nurses Association. (2019). National guidelines for nursing delegation. https://www.ncsbn.org/nursing-regulation/practice/delegation.page

American Nurses Association. (2022). School nursing: Scope and standards of practice (4 th Ed.). Silver Springs.

The Wisconsin Department of Public Instruction WISHeS Program has developed resources that may be used as part of your school division's comprehensive training plan: Nursing procedures: School Health Tasks Train-ing: https://dpi.wi.gov/sspw/pupil-services/school-nurse/training/nursing-procedures and The Care of the Student with Special Healthcare Needs—Unlicensed Assistive Personnel Training Program

End Notes

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