

## SUMNER COUNTY SCHOOLS

### Guidelines: Initiating Nursing Services in the School Setting

In order for nursing services to be provided in Sumner County Schools these steps must be followed:

- All request for nursing services must be submitted on the SCS approved forms available from your school nurse or online at [sumnerschools.org](http://sumnerschools.org) (i.e. SCS Prescription Medication Form, SCS Non-Prescription Medication Form, SCS Procedure Form, SCS Health Plan) or a Vanderbilt Endocrinology Clinic Form. Forms other than those utilized in SCS will require special permission and may not be accepted.
- All requests for nursing services should be filled out completely, MUST have the parent/guardian and health care provider signatures with a date reflecting the current school year.
- **Each school year requires new physician's orders.**
- All requests will be evaluated and must be essential, during school hours, and necessary for the student to attend school.
- If an order is held, altered, discontinued or changed in any way it requires a new order from the health care provider.
- Verbal orders are acceptable ONLY from the health care provider, as a 1-time order and must have time, date, nurse initials & health care provider name. If the order will change permanently a new order must be written.
- All orders for nursing services can be verified and clarified with the prescribing physician/health care provider on an as needed basis.

### Special Situations

Student requiring nursing services without orders:

**If a student requires nursing services while attending school, and the parent/guardian has not provided the necessary paperwork, medication, documentation, etc... for the SCS School Nurse to legally and safely provide these services:**

- The student may attend school; however, the parent/guardian is responsible for providing the medical service needed, in the school clinic, until the proper paperwork/medication/documentation is brought to the school. If it is an emergency medication and the parent isn't readily available, EMS will be activated.
- The student may attend field trips; however, the parent/guardian will be responsible for attending the field trip and providing the medical service needed, until the proper paperwork/medication/documentation is brought to the school. If it is an emergency medication and the parent isn't readily available, EMS will be activated.
- The school nurse will make 3 attempts to reach the parent to collect the needed information (nurse should document all attempts to collect information/medication/documentation, etc...on yellow *Student Health Information Form*).

### Student requiring extensive nursing services:

**Once a school nurse receives appropriate and verifiable physician's orders for extensive nursing services (i.e. 1:1 nurse, 4 hour feeding over pump with monitoring, etc...):**

- The nurse will verify orders and seek order clarification, as needed.
- If the school nurse determines the orders are appropriate in the school setting and has verified them with the prescribing physician, if necessary, the orders will be sent to the Charge Nurse or Nurse Manager for review.
- The CN or NM will send the orders to the SCS Medical Director for consultation and review. SCS Medical Director will contact the prescribing physician for rationale to substantiate the order/need.
- The SCS Medical Director will give written notice (email is acceptable) of approval/no approval to the CTE or NM.
- The decision will be shared with the school nurse and parent/guardian.

### Student utilizing Private Duty Nursing (PDN) services:

**Any student utilizing an outside agency for PDN services will have the AGENCY:**

- Request PDN packet & fingerprinting instructions from Debbie Knowlton at [debbie.knowlton@sumnerschools.org](mailto:debbie.knowlton@sumnerschools.org) or (615) 451-5229.
- PDN should complete forms (*Private Duty Nurse Code of Conduct, Private Duty Nurse Responsibilities and Personal Information Form*). **AGENCY: Please scan/email or fax this information to Debbie Knowlton with a copy of the current state TN State Nursing License.**
- PDN should complete the fingerprinting process according to the packet directions. There will be a fee for fingerprinting.
- The AGENCY will be notified by Debbie Knowlton once the PDN has cleared the background check.
- Once the background check has cleared the PDN is to obtain a Sumner County Schools photo ID at Central Office, 695 E. Main Street, Gallatin, TN (Bring driver's license or photo ID for identification).
- **Current orders for the student's care should be on file with the school nurse at all times and is the responsibility of the parent.** This is required for times the PDN may be unavailable due to emergency, etc...
- Should the parent decline or fail to provide the necessary orders for their student, the school nurse will be unable to provide care. The student **MUST** be accompanied, in this situation, by an approved PDN or the student should remain at home until other arrangements are made.