

STATEMENT OF PURPOSE:

The school nurse delegates school health services to appropriately trained and supervised staff, in accordance with the Vermont State Board of Nursing associated Statute and Rules.

AUTHORIZATION/LEGAL REFERENCE:

26 V.S.A. Ch. 28 - Nurse Practice Act

<https://legislature.vermont.gov/statutes/chapter/26/028>

State Board Rule 2000 Education Quality Standards. 22 Vt. Code R. 22 000 0003, 2014.

<https://education.vermont.gov/documents/state-board-rules-series-2000> (2121.5. Tiered System of Support: pg. 11)

Vermont Agency of Education [https://education.vermont.gov/documents/educator-quality-licensing-](https://education.vermont.gov/documents/educator-quality-licensing-rules#page34)

[rules#page34](https://education.vermont.gov/documents/educator-quality-licensing-rules#page34) Rules Governing the Licensing of Educators and the Preparation of Educational Professionals–
School Nurse/Associate School Nurse Endorsement: 5440-65 School Nurse (Revised March 2017) (page 171); 5440-65A Associate School Nurse (Reviewed June 2017) (page 175)

DEFINITION:

Transferring to a competent individual the authority to perform a selected nursing task in a selected situation. The nurse retains the accountability for the total nursing care of the individual. (Administrative Rules of the Vermont Board of Nursing, 2.8) (Position Statement: Role of the Nurse in Delegating Nursing Interventions plus Decision Tree, 2014, pg. 1).

REQUIRED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLES:

Use the nursing process of assessment, nursing diagnosis, outcomes identification, planning, implementation, and evaluation to determine appropriateness of delegation in each situation. The school nurse will practice in accordance with VT nursing law (26 V.S.A. Ch. 28).

Determine activities to be delegated based on State Board of Nursing position paper on the Role of the Nurse in Delegating Nursing Interventions plus Decision Tree and on the nurse's assessment of:

- the health status and stability of the student
- the complexity of the task or tasks to be delegated
- the training and competency of the designated person to whom the task is to be delegated
- the proximity and availability of the school nurse to the designated person when the selected nursing task will be performed
- the school's policies and procedures
- access to supporting resources, i.e. medical care, emergency medical services, parent/primary care giver, other trained school staff

Ensure that all delegated activities are documented by the person performing the delegated task.

These health services shall be delivered in accordance with the school district's written policies and procedures, which shall be developed in collaboration with parents and community health resources (EQS, pg. 14, 2014).

Transferring Delegation

Delegation authority cannot be transferred. Delegation authority for healthcare tasks or duties cannot be transferred from one SN/ASN to another SN/ASN without verification of competencies and verification of compliance (VT BON, 2014). Delegated tasks or duties cannot be transferred from any delegatee (UAP or person who received delegation from the SN/ASN) to another person.

If the delegating SN/ASN is no longer assigned to a student or group of students, the SN/ASN assuming authority must undertake new delegation to the UAP or LPN. A new nurse or a substitute nurse cannot utilize another RN's delegation. The new or substitute nurse would need to examine the competencies in the delegation and training documents, meet with the UAP, review and affirm that the UAP accepts the delegation, and document this process. It is always up to the current RN's discretion if a delegated duty will continue. Copies of Documents should be kept in the nurse sub binder.

Important pieces in documenting the delegation:

1. Capable
2. Trained
3. Demonstrated task
4. Observed for accuracy
5. Articulates understanding
6. Acceptance with confidence
7. Documented
8. Follow up and documented

Vermont Board of Nursing Positions Statement are advisory only and do not carry the weight of law. A policy is stronger. The school or LEA's Risk Management department should review school policy on delegation.

RECOMMENDED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLES:

Instruct LPNs and unlicensed assistive personnel (UAP) and document the instruction and assess the competency of the individual in providing the specified care and medication by the delegatee as needed.

Develop Individual Health Plans with written procedures.

Document ongoing review (include demonstration and evaluation of care) and supervision of LPNs and unlicensed assistive personnel and share with building supervisor for purpose of performance evaluations.

Inform families about the system of delegation as appropriate.

NOTATION: When the regular school nurse is absent from his/her regular work schedule:

- An RN substituting for the regular school nurse is functioning under the auspices of her/his own RN license. Both the regular SN and the substituting RN using nursing judgment, determines what additional information, support, and orientation is needed to ensure the safety of students and staff during those contracted hours.
- Delegation of health related tasks by the school nurse to a person who is not a nurse should be done using clear written guidelines in compliance with state law and school rules and policies. The school nurse should utilize the most current Vermont Board of Nursing position statement on delegation. The task or tasks and written guidelines, based on the nursing judgement of the delegating school nurse, should be communicated and agreed upon by appropriate school leadership and staff prior to the performance of the task by the non-nurse staff member.

RESOURCES:

Foley, M. (2013). Health Services Management. Joint Statement on Delegation American Nurses Association (ANA) and the National Council of State Boards of Nursing (NCSBN): In J. Selekman (Ed.), *School Nursing: A Comprehensive Text (2nd Ed.)*. Philadelphia: F.A. Davis Company.
https://www.ncsbn.org/Delegation_joint_statement_NCSBN-ANA.pdf

National Association of School Nurses (NASN) Resources, Retrieved from <https://www.nasn.org/nasn-resources/professional-topics/delegation> [9/19/18]

[Recommended Qualifications for the Unlicensed Assistive Personnel](#)

[Sample Skills Checklist for Unlicensed Assistive Personnel Training](#)

Principles for Practice – Nursing Delegation to Unlicensed Assistive Personnel in the School Setting

This NASN publication provides an overview of nursing delegation in the school setting. Note while the critical components of nursing delegation are defined by the nursing profession, implementation is bound to the legal parameters of nursing practice defined by each state.

[Nursing delegation to unlicensed assistive personnel in the school setting](#) (2014)(Position Statement). Silver Spring, MD: Author.

[Role of the 21st century school nurse](#) (2016) (Position Statement). Silver Spring, MD: Author.

[School-sponsored trips - Role of the school nurse](#) (2013) (Position Statement). Silver Spring, MD: Author.

[Unlicensed assistive personnel: Their role on the school health services team](#) (2015) (Position Statement). Silver Spring, MD: Author.

National Association of State School Nurse Consultants -- <http://www.nassnc.org/>

National Council of State Boards of Nursing -- <https://www.ncsbn.org/1625.htm>

Resha, C. (2017). Process for Delegation in the School Setting. In Resha, C. & Taliaferro, V. (Eds.), *Legal Resource for School Health Services* (pp. 35-48) Nashville, TN: SchoolNurse.com.

Selekman, J. (Ed.). (2013). *School Nursing: A Comprehensive Text (2nd Ed.)*. Philadelphia, PA: F.A. Davis Company.

Spriggle, M.S. (2009). Developing a Policy for Delegation of Nursing Care in the School Setting. *The Journal of School Nursing*, 25 (2), 98-107.

Vermont State Board of Nursing

Position Statement: Role of the Nurse in Delegating Nursing Interventions plus Decision Tree (2014)

<https://www.sec.state.vt.us/media/484500/PS-Role-of-Nurse-in-Delegating-Nursing-Interventions-2014-0414.pdf>

SAMPLE POLICIES, PROCEDURES, AND FORMS:

Sample Guidelines– Thank you to Dr. Janice Selekman for inclusion in this VT manual with written permission, NASN Executive Director, Donna J. Mazyck, MS, RN, NCSN. Received personal e-mail to Sharonlee Trefry, February 25, 2015

HEALTH SERVICES SUBSTITUTE INFORMATION CHAPTER HEADINGS

http://portal.nasn.org/text/6905_W36_2_001.pdf

JOB DESCRIPTION FOR SCHOOL HEALTH ASSISTANT

http://portal.nasn.org/text/6905_W40_2_001-002.pdf

DELEGATION/TEACHING FOR ANTICIPATED EMERGENCY RESPONSE AND SUPERVISION OF NURSING TASKS

http://portal.nasn.org/text/6905_W40_3_001.pdf

SAMPLE NURSING/UNLICENSED ASSISTIVE PERSONNEL PERFORMANCE -EVALUATION TOOL

http://portal.nasn.org/text/6905_W40_4_001-003.pdf

Suggested Guidelines for a Substitute School Nurse

Qualifications: A substitute school nurse (SN) must be currently licensed as a registered nurse in Vermont. Other non-medical personnel (also referred to as UAP) may cover basic first aid and/or administer medication as delegated by the school nurse. School staff regularly covering first aid duties for the school should be First Aid and CPR certified.

The school nurse shall prepare a written protocols and procedures to be used by a substitute school nurse and the non-medical personnel or UAP.

The protocols and procedure should address the following:

- The organizational chart of the school showing line of responsibility
- List of administration, staff and teachers
- List of resource nurses available in the region and telephone numbers
- Layout of the school
- Responsibilities for the substitute
- School policies related to health and emergency preparedness protocols
- Class rosters with teacher's names and classroom locations
- A roster of students with names only is preferred. Substitute personnel should have access to the health records, so they can learn of those:
 - a. with special health needs
 - b. On daily medication (i.e. name, dosage, time)
 - c. with life-threatening allergies
- Location of IHP's, protocols and procedures
- Important telephone numbers
- Process for notifying parents and sending ill students home
- Daily visit log/student files/emergency phone numbers for students
 - An appropriate level of access for documentation to the Electronic Health Record as determined by the School Nurse.
- Location of supplies (i.e. first aid, epinephrine, medications)
- Location of Vermont Standards of Practice: School Health Services Manual

SAMPLE PUBLIC SCHOOL HEALTH SERVICES PROCEDURE

SUBJECT: Delegation of Nursing Interventions (See pg. 5-6, below – to be updated by the user)

A School Nurse/Associate SN using language from the SAMPLE below is responsible for evaluating and adapting the tool and its content for compliance with the most current VT Nurse Practice Act and expected standards of nursing practice in Vermont and national standards of school nursing practice.

XXXXXX PUBLIC SCHOOL HEALTH SERVICES PROCEDURE

SUBJECT: Delegation of Nursing Interventions

INITIATED BY: _____, RN, _____, RN, _____, RN

CONTRIBUTING RESOURCES: Vermont Standards of Practice for School Health Services, American Nurses' Association (ANA 1994, p11), National Association of State School Nurse Consultants (Position Paper on Delegation of School Health Services to Unlicensed Assistive Personnel, June 2006), Vermont State Board of Nursing: Position Statement – The Role of the Nurse in Delegating Nursing Interventions (11/9/2009), Vermont Statute: 26 V.S.A. § 1572 (6) (F) and Legal Issues in School Health Services

APPROVED BY: _____ Superintendent

_____ XX School Nurse

_____ XXMS Nurse

_____ XXHS Nurse

EFFECTIVE DATE: May 2010

UPDATED/REVIEWED: May 2010

PURPOSE:

Delegation of nursing tasks may be necessary to ensure the delivery of reasonable and safe health care of students in a school setting when the school nurse is not available to administer the care, or when a situation arises that is in the best interest of the child. Delegation must be done in a manner as to ensure quality care and accountability.

Delegation is subject to the Nurse Practice Act and guidelines set forth in the Vermont School Health Services Standards of Practice, and the Advisory Opinion of the Office of the Secretary of State (Office of Professional Regulation, State Board of Nursing). The school nurse may entrust the performance of selected nursing tasks to a competent delegee in selected situations. The nurse retains accountability of the total nursing care delegated.

The delegation of nursing activities to unlicensed personnel is appropriate if the activity does not require nursing judgment (i.e. physical assessment to determine need for certain PRN medications which may require monitoring the respiratory system).

No one other than the school nurse shall delegate nursing interventions.

VOCABULARY:

Delegation is "the transfer of responsibility for the performance of an activity from one individual to another, with the former retaining accountability for the outcome" (American Nurses' Association 1994, p.11).

Delegee – Unlicensed personnel who are otherwise unauthorized to perform nursing acts or interventions that are regulated by the Board of Nursing. The delegee is an individual to whom a nurse delegates authority to perform a selected activity in a selected situation.

Delegator – The licensed school nurse responsible for training, supervision and evaluating a delegated nursing intervention(s).

Delegation of Nursing Interventions

PROCEDURE:

- 1.) Delegated activities shall not be performed by unlicensed personnel unless the nurse can ensure that all of the following provisions are met, the nurse assumes responsibility for the same:
 - The delegee must be willing to accept the role.
 - The delegee will receive appropriate instruction and supervised practice
 - The delegee will demonstrate adequate knowledge and skill in performing the task
 - The registered nurse documents continued competency of the individual in performing the task annually and as needed
 - Defined protocols are in place for specific procedures
 - If a physician's order is required, the nurse shall ensure that it has been obtained in writing
- 2.) The Five Rights of Delegation:
 1. Right Task – one that can be delegable for a specific patient
 2. Right Circumstances – appropriate patient setting and available resources
 3. Right Person – right person is delegating the right task to the right person
 4. Right Direction – communication is clear with concise description of the task including objective limits and expectations
 5. Right Supervision – appropriate monitoring, evaluation and interventions as needed.
- 3.) The Five Needs of Delegation:
 1. Assessing
 2. Planning
 3. Training
 4. Supervision
 5. Evaluation
- 4.) Annually the principal will determine who will be the delegee to administer medications or treatments when the nurse is absent and no substitute is found or if there is no FTE (full time equivalent) nurse on staff . The school nurse must approve the choice and do the appropriate training before the delegee can give care.

ATTACHMENTS:

Vermont State Board of Nursing: Position Statement - The Role of the Nurse in Delegating Nursing Interventions (11/9/2009).

Vermont State Board of Nursing: Decision Tree for RN/LPN Delegation to Licensed and Unlicensed Assistive Personnel (11/2009). http://www.vtprofessionals.org/opr1/nurses/position_statements/PS-Role%20of%20the%20Nurse%20in%20Delegating%20Nursing%20Interventions.pdf

**Guideline for Documenting Delegation of Medication

**Guideline Skills Checklist for Training of UAP (unlicensed assistive personnel)

National Association of School Nurses Position Paper

Saved as: *Delegation of Nursing Interventions Procedure-2010Redacted*