

LOS ANGELES UNIFIED SCHOOL DISTRICT
Medical Services Division
District Nursing Services Branch

Guidelines for School Nurse

SPECIALIZED PHYSICAL HEALTH CARE SERVICES (SPHCS)
Protocols

Specialized physical health care services have the following characteristics:

1. They are necessary during the school day for the child to attend school.
2. They can be learned without requiring prior medical training.
3. They do not require extensive amount of time for their administration.
4. They do not require a physician to administer them.

California Education Code (Section 49423.5)

Any student with exceptional needs who requires SPHCS (protocols) may be assisted by a credential school nurse or qualified designated school personnel provided the latter performs the services under the supervision of a school nurse.

Designated school personnel are unlicensed assistive personnel who perform procedures that have a predictable outcome and do not require assessments. They receive child specific training to perform the service, demonstrate competence in CPR and have knowledge of the emergency medical resources available in the community. The specific training includes performance of the protocol, record keeping and care of the equipment and environment.

Supervisor is defined as a qualified school nurse who directs the care by assigning a limited or specified procedure to one who is qualified to perform the procedure. The supervisor shall specify the level of supervision required, based on professional judgment and shall so advise the individualized education program team.

Supervision means review, observation, and/or instruction of a designated service provider's performance of a protocol. Acceptable levels of supervision are defined as follows:

1. Immediate: the supervisor is physically present while a procedure is being administered.
2. Direct: The supervisor is present on site and is available for consultation and/or assistance.
3. Indirect: The supervisor is available either in person or through electronic means to provide necessary guidance, consultation, and referral to appropriate care and services as needed.

Students who require ongoing assessments or who are ventilator dependent require a licensed health care provider. (See Guidelines for the Licensed Nursing Provider)

MANAGING THE STUDENT WITH PROTOCOLS

Specialized Physical Health Care Procedures (Protocols)

- There are nineteen (19) standardized procedures authorized for use in LAUSD. Each protocols includes:
 - General Guidelines: Purpose, General Information, Personnel and Equipment
 - Procedure: Essential Steps and Key Points and PrecautionsProtocols are available on line at District Nursing Services webpage, in the Nursing Forms section.
- On the authorization form, the healthcare provider can:
 - Approve the standardized procedure

- Approve the standardized procedure with modifications
 - Not approve the standardized procedure and attach their alternative procedure
- Please consult with the Resource Nurse and Student Medical Services if the licensed healthcare provider makes modifications to the procedure or provides an alternate procedure.

Conduct conferences with:

- Parent(s)/Guardian(s)
 - Signed parent consent and healthcare authorization for SPHCS.
 - Review list of equipment and supplies provided by the family.
- Principal who will designate personnel to be trained if training is required at the school site.
- District Special Education Resource Nurse/IEP Nurse and/or Student Medical Services as indicated.
- LRE Counselor, Program Specialist and/or School Psychologist as indicated.

Individualized Education Program/Section 504 Plan

Health information on the IEP/Section 504 Plan should include:

- Description of condition and how it impacts the student's educational program including:
 - Areas of strength, areas of need and accommodations
 - Does student require continuous monitoring during school day?
- Protocols required during the school day and transportation, if needed
- Who will provide the protocols:
 - Appropriately trained personnel
 - Licensed nursing provider if ongoing assessment is necessary
 - Plan for absence of personnel
- Medication to be taken during school day

Requirements for School Attendance

- Written consent and authorization(s) for protocol(s)
- Equipment and supplies provided by parents/guardians and supplies provided by school
- Arrange in-service for school personnel for special equipment such as oxygen or ventilator.
Confer with the IEP Nurse and Resource Nurse.
(Refer to Bulletin 2536.0 *Oxygen Use in Schools* dated March 1, 2006)
- Plan of Care to be used during a Disaster.

Designated School Personnel

- Child specific training on protocols, including emergency medications
- Unlicensed assistive personnel require ongoing supervision by a Credentialed School Nurse.
Use the following forms to document training and supervision:
 - 33.206 – Medication & Protocol Checklist for Unlicensed Assistive Personnel
 - 33.204 A – Training Log
 - 33.204B – Student Specific Training Log
- Checklist(s) used for Tracheostomy Suctioning, Oral Suctioning and Oxygen Therapy which is available online – attached to the corresponding protocol

Documentation

- Electronic health record (Welligent) in the Daily Log and PRN Registry sections by school nurses and health care assistants. NPA personnel use Welligent Service Tracking.
- Nursing Protocols Log are used by other school personnel at this time.