

DELEGATION OF HEALTH SERVICES PROCEDURE

The Certified School Nurse will provide direct or indirect supervision of delegated nursing tasks or activities. Direct supervision is defined as the Certified School Nurse providing initial instruction for the specific, delegated nursing task or activity, consultation with the individual performing that task or activity, and periodic observation and evaluation of the actual act of accomplishing that task or activity. The Certified School Nurse is physically present in the building whenever the task or activity is being performed. Indirect supervision is defined as the Certified School Nurse providing initial instruction for the specific, delegated nursing task or activity, consultation with the individual performing that task or activity, and periodic observation and evaluation of the actual act of accomplishing that task or activity.

Delegation Procedures. The Certified School Nurse is responsible for the delegation of nursing tasks to a designated person(s) in the school setting. Delegation shall comply with the following:

- (a) Each Certified School Nurse shall assess the student's nursing care needs and formulate a written nursing care plan before delegating any nursing task to a designated person.
- (b) The selected nursing task to be delegated shall be one that a reasonable and prudent Certified School Nurse in collaboration with the primary care provider determines to be within the scope of sound nursing judgment and which can be performed properly and safely by a designated Person.
- (c) Activities of daily living, defined as basic care taking, may be performed without delegation. Activities of daily living, defined as specialized caretaking, shall be assessed and delegated as appropriate.
- (d) The selected nursing task shall not require the designated person to exercise nursing judgment or intervention except in emergency situations.
- (e) The designated person to whom the nursing task is delegated shall be identified in writing for each delegated task.
- (f) The Certified School Nurse shall orient and instruct in the performance of the nursing task. Return demonstration of the competency necessary to perform the delegated task shall be documented in writing. The designated person shall co-sign the documentation indicating the person's concurrence with this competency evaluation.

- (g) The Certified School Nurse shall be accountable and responsible for the delegated nursing task. The Certified School Nurse shall participate and record periodic and joint evaluations of the services rendered.

Supervision of Specific Delegated Tasks. All nursing tasks delegated to a designated person in the school setting shall be supervised in accordance with the following conditions:

- (a) The degree of supervision required, direct or indirect, shall be determined by the Certified School Nurse after an assessment of appropriate factors, including:
 - (1) the health status and stability of the student;
 - (2) the complexity of the task to be delegated;
 - (3) the training and competency of the designated person to whom the task is to be delegated; and
 - (4) the proximity and availability of the Certified School Nurse to the designated person when the selected nursing task will be performed.
- (b) Each delegating Certified School Nurse or substitute shall be readily available either in person or by telecommunication during the hours of employment.
- (c) The Certified School Nurse will determine the frequency of evaluation of the performance of the delegated task or activity and will be documented on each protocol.