**Plano Independent School District**

**School Health**

**Administrative Guidelines**

**Private Duty Nurses**

In accordance with the District’s agreement to allow private duty nursing services employed by the parent/guardian to accompany the student throughout the school day to provide nursing services that the student may require, Plano ISD requires compliance with the following administrative guidelines. Prior to entering into an agreement to allow a private duty nurse to accompany a student under an agreement and these guidelines, the District offered the student a free appropriate public education (“FAPE”) in accordance with the Individuals with Disabilities Education Act (IDEA). The District’s agreement to allow a private duty nurse to accompany a student is in no manner an admission of a violation of the District’s obligation to provide FAPE.

All district rules, regulations, policies and guidelines must be followed by the contracted private duty nurse while on duty while on PISD property, while using PISD transportation, or while attending PISD sponsored activities with student. In addition to all PISD rules, regulations and policies, the following administrative guidelines are in place for the safety and wellbeing of the student.

In order to accommodate student needs that require one-on-one skilled nursing care to access the services offered by the Plano ISD in accordance with an IEP or Section 504 plan, the Plano ISD will provide the services or the student’s parent/guardian may request the District permit a private duty nurse accompany the student in lieu of accepting the services offered by the District. However, the Plano ISD holds no employment relationship with the contracted agency or private duty nurse. If a private duty nurse is requested, the following guidelines apply:

1. **General Provisions:**
2. The District’s designee will conduct an assessment of the student’s health needs during the school day and/or during transportation to/from school.
3. A CMT, 504, or ARD committee meeting must be conducted prior to the student’s entry into school.
4. If a student requires nursing services, as defined in federal and state law, during the school day and/or during transportation to/from school, the District will offer appropriate nursing services and develop a plan for nursing services through a CMT, 504, or ARD committee.
5. If the student’s parent(s)/guardian(s) refuse the District’s services, the District may, but is not obligated to, permit a parent-contracted private duty nurse (“private duty nurse”) retained by the parent(s)/guardian(s) to accompany the student during the school day, subject to execution of the District’s private duty nurse agreement.
6. If the District permits a private duty nurse to accompany a student during the school day, the student’s parent(s)/guardian(s) must execute the District’s agreement, sign refusal of the nursing services offered by the District, and insure execution of the District’s private duty nurse agreement with the selected contractor.
7. Written consent must be obtained from a student’s parent/guardian allowing the District’s designee, including District medical professionals, to share/obtain a student’s health related information with the medical health professional or health care provider identified by the parent/guardian, in order to plan, implement or clarify actions necessary in the administration of school related health services such as, but not limited to:  emergency care, care for any documented diagnosis, medical treatments as outlined in a student’s IHP, 504 plan, IEP, or other PISD form requesting school health care services. School related health services will not be provided to a student without the required consent of the parent/guardian, as outlined herein.
8. Copies of the agreement and written consent will be maintained on campus and with the special education nurse case manager.
9. At all times, school officials maintain the right to supervise the private duty nurse’s compliance with the District’s policies and procedures while he/she is serving the student in the course of the student’s educational program provided by the District.
10. School officials are not responsible for the clinical supervision of the private duty nurse. However, the safety of the student is the general responsibility of the District. Therefore, the District staff has the authority at all times to intervene in the event the safety of the student or others is at risk and/or compromised.
11. Plano ISD retains the right to report to the parent/agency, state and/or federal authorities, observations regarding a private duty nurse.
12. The District will notify the student’s parent(s)/guardian(s) of any situations in which intervention is required, as noted above, and if the District makes a report regarding the private duty nurse to the parent/agency, state and/or federal authorities.
13. The District reserves the right to exclude any private duty nurse who does not comply with the District’s policies and procedures. The District will notify the student’s parent(s)/guardian(s) of the exclusion of the student’s private duty nurse.
14. Under no circumstances is the District financially responsible for the services provided by a private duty nurse.
15. **Daily Operations:**
16. Prior to the student’s first day of attendance in a District school, the following must occur:
	1. A CMT, 504, or ARD committee meeting must be conducted outlining the District’s determination regarding the student’s educational need for nursing services, as required by state/federal law.
		1. The determination of need will include the results of the evaluation conducted by the District’s designee.
		2. The determination of need will include the student’s current physician orders for care required during the school day, medications, health plan, and health care needs.
	2. Based on the evaluation in a CMT, 504, or ARD committee meeting must develop a nursing services plan.
		1. When appropriate, the school nurse will maintain an emergency medical protocol for the student.
		2. The nursing services plan should address contingent plans to provide nursing services in the event of absence of the private duty nurse.
	3. The student’s parent(s)/guardian(s) must execute and submit the District’s private duty nurse agreement and sign the refusal of the nursing services offered by the District.
	4. The private duty nurse, and if applicable, the employer of the private duty nurse, must execute and submit the District’s private duty nurse agreement and complete all required steps outlined in Section C., below, regarding access to District property.
	5. The student’s parent(s)/guardian(s) must execute and submit the consent outlined in item A.6. above.
	6. A copy of the student’s current physician orders for care required during the school day, medications, health plan, and health care needs, must be submitted to, and maintained on file with, the school nurse.
17. During the course of provision of nursing services:
	1. The private duty nurse must meet with the campus nurse to review the student’s nursing services plan and/or any other information related to the student’s nursing services.
	2. The private duty nurse will provide a copy of his/her daily nursing notes and/or other records of nursing services for the student to the campus nurse on a weekly basis.
	3. The private duty nurse will sign in/out each day at the campus. The campus will maintain a daily log of attendance/absence of a private duty nurse.
	4. In the event of the absence of a private duty nurse, the student’s parent(s)/guardian(s) will be contacted by the campus and/or special education nurse case manager to evaluate options for the remainder of the school day.
	5. In the absence of the private duty nurse, the District will provide nursing services for the student in accordance with the student’s IEP, 504 plan, or nursing services plan.
18. **Procedure for Access to Plano ISD property:**
19. The private duty nurse will keep the following information on file with the special education nurse case manager:
	1. Name of private nurse;
	2. Copy of nursing license;
	3. Copy of CPR card;
	4. Name, address, and phone number of employer;
	5. Emergency contact information;
	6. Name of supervisor; and
	7. Copy of current physician orders for the private nurse to provide care during the school day and/or school activities at which the District is required to provide nursing services by state and/or federal law.
20. Prior to performing on-campus nursing services, the private duty nurse will complete a criminal background check per Board Policy GKG (LOCAL). The private duty nurse will submit completed fingerprint information to the Texas Department of Public Safety (TDPS) as required by law. The private duty nurse or his/her employing agency is responsible for any fees associated with the TDPS fingerprint check. The private duty nurse or employing agency shall provide evidence of required fingerprinting to Plano ISD Security Services in accordance with Plano ISD Security Services procedures.
21. The private duty nurse will obtain a photo ID through Plano ISD Security Services. ID badges will only be issued after the private duty nurse’s criminal history background check has been reviewed and approved by Plano ISD Security Services. ID badges expire at the end of each year and a new badge must be issued annually. Badges must be worn in a visible place at all times while at the District.
22. Private duty nurses whose criminal history background check has not been reviewed and approved by Plano ISD Security Services, or who do not possess a valid PISD ID Badge will not be permitted to provide on-campus nursing care.
23. Security Services will maintain a list of approved private duty nurses for access by campus principals when needed to confirm an individual’s ability to access a campus. To verify licensure, the District will use the data available at the Texas Board of Nursing website: <http://www.bon.texas.gov/olv/verification.html>.
24. The private duty nurse must report to the campus office prior to reporting to the classroom assignment.
25. **Proper Business Behavior:**
26. Appropriate business attire is required for the private duty nurse. Scrubs are acceptable.
27. Cell phone use by the private duty nurse is restricted to lunch and breaks.
28. Rest breaks for the private duty nurse are restricted to lunch and breaks.
29. Snack and food consumption by the private duty nurse is restricted to lunch and breaks.
30. Smoking is not permitted on Plano ISD property.
31. Drug or alcohol consumption or intoxication is not permitted at any District event or on District property.
32. Confidentiality of all student information must be maintained in compliance with FERPA and other applicable laws.
33. All current physician’s orders must be followed by the private duty nurse for student safety and wellbeing.
34. At any time, Plano ISD retains the right to report to the parent/agency any and all behavior that puts the student in physical or emotional danger.
35. When the private duty nurse is present, Plano ISD employees staff will not participate in nursing care of the students, unless necessary in an emergency or for assistance if required for the safety and wellbeing of the student.

Any violations to the above will be reported to the parent/guardian and employing agency.

Signature of Private Duty Nurse and/or Agency: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Signature of Special Education Nurse Case Manager: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_