



Hays Consolidated ISD Guidelines for the Provision of Private Duty Nurses

Purpose: The purpose of this guideline is to outline expectations for agencies, private duty nurses, parents, and educational staff for students receiving private duty nursing services in Hays CISD.

In order to begin Private Duty Nursing Services for a student on any Hays CISD campus, Hays CISD's Special Education Department requires receipt of the following from the contracting agency or independent contractor within the given timelines.

All documentation must be submitted to www.hayscisid.net/PDNinfo website.

PRIOR TO INITIATION OF SERVICES

Private Duty Nurse or Nursing Agency must complete:

- Review www.hayscisid.net/PDNinfo
- Complete the [Private Duty Nurse Request for Background Check form](#).
- Review and complete the [PDN orientation video](#)
- Complete the [Hays CISD Private Duty Nursing Services Nursing Agreement](#)
- After the items above have been received, Hays CISD Human Resources will provide a FAST Pass to the nurse in order for the nurse to schedule for fingerprinting/background check through HCISD.
 - The appointment for Fingerprinting must be made by the nurse to provide services, in a TEA approved FACT Clearinghouse for criminal history records, as required by law.
 - **The nurse may not start until fingerprinting/background check is completed AND cleared through Hays CISD.**

Parent/Guardian must complete:

- Review www.hayscisid.net/PDNinfo
- Complete the [Parent/Guardian Request for Private Duty Nurse on Campus](#)
- Review and complete the [PDN orientation video](#)
- Complete the [Hays CISD Parent Agreement for Private Duty Nurse](#)

In addition to prior to initiation of services, the items listed above are required prior to the start of each school year, when there is a change in the nursing provider, or prior to a new student being served.

Upon receipt and verification of all above items:

The Special Education Department and/or Student Health Services Department will provide authorization to the contracting agency or independent contractor, and the parent, indicating that the private duty nurse may begin services with their student on a specified date.

1. Private Duty Nurse

- 1.1 The private duty nurse accompanying a student to school is to attend to the ongoing and emergency medical needs of the client in her or his care, as outlined in the Nursing Services and Parent Agreement
- 1.2 The private duty nurse is responsible for providing a copy of the most recent or updated medical orders

and MAR (medication administration records) to the school nurse within 1 school day of changes.

1.3 The private duty nurse is responsible for having weekly communication with campus nurse regarding the student's medical needs.

1.4 The private duty nurse is responsible for signing in and out at the main office of the campus daily.

1.5 If the private duty nurse must leave campus for any reason, they must notify the classroom teacher and the campus nurse. If the private duty nurse must leave classroom for any reason, they must notify the classroom teacher and/or other professionals in the room.

1.6 The private duty nurse must maintain the privacy and confidentiality of all students and protect against disclosure of confidential information and records, including but not limited to information and records protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) which mandates the protection and privacy of health information and the Family Educational Rights and Privacy Act (FERPA) which protects student records and information.

1.7 The private duty nurse must not video record, audio record, and/or photograph students or campus staff for any reason.

1.8 The private duty nurse is only responsible for medical services for her or his client, and shall not to provide medical services of any type to any other students, staff or visitors.

1.9 The private duty nurse shall make every effort to ensure that the medical services she or he provides to her or his client shall be as non-disruptive and non-intrusive and does not disrupt the student individual education plan.

1.10 The private duty nurse must wear a name badge at all times when present on any property owned by the district, to include the nurse's name and title.

1.11 The private duty nurse shall follow all classroom, campus, and district health and safety procedures, including hand washing, cleaning, and hygiene.

2. Teachers and Other School Staff

2.1 Teachers and other school staff shall not expect or request the private duty nurse to assist with any tasks, medical or other, for any students other than the private duty nurse's own client.

2.2 Teachers and other school staff shall consider the student's medical needs and schedule when planning the student's educational program.

2.3 Teachers and other school staff shall not share educational information with the private duty nurse unless it is necessary for medical planning purposes for her or his client.

2.4 Teachers shall direct the private duty nurse to the campus nurse if there is knowledge of any changes in the student's medical needs or care.

2.5 If there is any concern regarding the provision of medical services or care by the private duty nurse, the teacher and/or other school staff shall notify the parent, campus Principal, the assigned Special Education Coordinator, campus nurse, and the Director of Student Health Services.

2.6 Teachers shall post instructional schedules and classroom procedures regarding safety, including hand washing, cleaning, and hygiene.

3. School Nurse

3.1 The campus nursing staff will provide nursing support only if/when the private duty nurse is absent or unavailable, except for the provision of hearing and vision screenings pertaining to an evaluation of the student.

3.2 The campus nurse will participate in the ARD process, including the formation of an IHP (Individual Health Plan) for the student's medical needs.

3.3 The campus nurse will ensure weekly communication has occurred with the private duty nurse related to updates or changes to the student's medical needs.

3.4 If there is any concern regarding the provision of medical services or care by the private duty nurse, the campus nurse shall notify the parent, campus Principal, the assigned Special Education Coordinator, classroom teacher, and the Director of Student Health Services.

4. Parent

4.1 The parent waives campus nursing services related to the provision of school health and related services to the student, except for the provision of hearing and vision screenings pertaining to an evaluation of the student.

4.2 If the parent requests new services or adjustments to the students health services, the parent will request an ARD committee meeting for consideration of any changes.

4.3 The parent shall provide a copy of any or all doctor's orders for the student.

4.4 The parent understands that the private duty nurse may not share information regarding their child's educational or instructional services. They may also not ask the private duty nurse to share any information regarding others students, medical or educational needs.

5. Individualized Health Plan (IHP)

5.1 If the student requires medical care, an IHP shall be developed through the ARD committee.