



HRCS School Nurse Delegation Policy

Purpose

This policy establishes guidelines for the delegation of nursing tasks by the licensed school nurse (RN) to unlicensed assistive personnel (UAP) at High Rockies Community School (HRCS). It ensures that nursing tasks are performed safely and in compliance with Colorado State Law, the Colorado Nurse Practice Act, and the Rules and Regulations Regarding Delegation of Nursing Tasks.

Scope

This policy applies to all HRCS students and staff, and to any unlicensed school personnel who are designated to perform delegated nursing tasks under the supervision of the school nurse. It is designed to support the safe administration of medications, treatments, and other nursing tasks that do not require professional nursing judgment.

Delegation Authority

- The RN at HRCS holds the authority to delegate nursing tasks to qualified UAPs within the scope of this policy.
- UAPs may only perform tasks that are within their demonstrated competencies as determined by the RN.
- The RN retains accountability for all delegated tasks and provides supervision, training, and ongoing evaluation of UAPs.

Criteria for Delegation

The RN may delegate specific nursing tasks to UAPs if the following criteria are met:

1. Task Suitability: The task must be routine, non-complex, and within the UAP's scope of practice.
2. Competence: The UAP must demonstrate competency to perform the task, as assessed and verified by the RN.
3. Training: The UAP must receive training and ongoing evaluation on the task being delegated.
4. Supervision: The RN must provide appropriate supervision to ensure the task is performed safely.

5. Documentation: All delegated tasks must be documented, including training records, competency assessments, and any changes to delegation.

Examples of Delegated Tasks

- Administration of prescribed medications, as per the Authorization to Administer Medication form.
- Basic first aid and emergency care in the event of accidents or injuries.
- Assistance with health monitoring (e.g., blood glucose checks, asthma inhalers).
- Administration of other non-invasive health services, provided they do not require clinical judgment.

Procedures for Delegation

1. Initial Assessment: The RN will assess the suitability of the task for delegation and the competency of the UAP.
2. Training and Competency: The RN will ensure that the UAP receives the necessary training and demonstrates competence in the delegated task.
3. Ongoing Evaluation: The RN will regularly evaluate the UAP's performance of delegated tasks to ensure that they continue to meet safety standards.
4. Re-delegation: Tasks that require ongoing delegation will be re-evaluated on an annual basis to ensure continued safety and competence.

Delegated Tasks and Medication Administration

The RN will ensure that UAPs are only delegated medication administration responsibilities if the following requirements are met:

1. Authorization: An Authorization to Administer Medication form, signed by a licensed healthcare provider, must be on file for the student.
2. Training: The UAP must complete a medication administration training program provided by HRCS.
3. Monitoring and Security: All medications will be securely stored, and UAPs will only access them under the supervision of the RN.

Removal of Delegation

The RN retains the right to withdraw delegation at any time if it is determined that the task is being performed unsafely or if the UAP is no longer competent. Any concerns related to the performance of delegated tasks should be promptly addressed by the RN.

Health Plans and Care Plans

For students with significant medical needs (e.g., asthma, diabetes, anaphylaxis), a Student Health Plan or Individualized Health Care Plan (IHCP) will be developed. These plans will outline specific delegated tasks, training requirements, and emergency protocols.

Emergency Procedures

In case of emergency, UAPs are instructed to immediately seek assistance from the RN or other trained medical personnel. The RN will provide guidance on handling the situation until the necessary care is administered.

Parent and Guardian Notification

Parents/guardians will be informed about the school's delegation policies and their child's health care needs. Written consent from parents/guardians will be obtained before any medication is

administered at school. Parents will also be notified of any changes to the delegation of nursing tasks.

Documentation

All delegation activities, including the training, assessment of competence, and ongoing supervision, will be documented and kept in the student's health file and the school's medical records.

Legal Compliance

This policy is in compliance with Colorado's Nurse Practice Act, the Colorado Board of Nursing's Standards of Practice, and all relevant federal and state laws regarding student health and safety.

Legal References

C.R.S. § 12-38-101 et seq. (Colorado Nurse Practice Act)

C.R.S. § 22-30.5-501 (Charter School Regulation and Oversight)

C.R.S. § 24-34-402 (Disability Law in Educational Settings)

20 U.S.C. 1401 et seq. (Individuals with Disabilities Education Act – IDEA)

34 C.F.R. § 300.530 - 300.537 (IDEA Regulations on Discipline)

C.R.S. § 22-33-106.1 (Suspension and Expulsion for Students in Preschool through Second Grade)