

**THE MARYLAND SCHOOL FOR THE BLIND
PRIVATE DUTY NURSE AGREEMENT**

STUDENT: _____

DATE: _____

OVERVIEW

A student may require such immediate or intensive nursing care that safe management of their special health needs require skilled one-to-one nursing care. In this case, the school nurse must work with the student's parents/guardians and school team to establish a plan for the inclusion of a private duty nurse in the student's school program. Sometimes the private duty nurse will be hired by the parents/guardians (or through their health insurance) and other times the private duty nurse will be hired by the school system based on an IEP.

GENERAL CONSIDERATIONS

- An IEP Team meeting must be conducted prior to the entry into school of a student requiring the services of a private duty nurse. A representative from the Health Center must attend the team meeting. The student's parents/guardians must also attend the team meeting.
- School officials are not responsible for the clinical supervision of the private duty nurse. However, school officials have a general responsibility for the safety of all students and, therefore, have a duty to notify parents/guardians if they observe, or become aware of, inappropriate or deficient care by the private duty nurse.
- School officials maintain responsibility for supervising the school-related behavior of the private duty nurse and the nurse's integration into the school environment. This includes making the nurse aware of all school emergency procedures, such as fire drill evacuation. Any concerns in these areas should be brought to the attention of the private duty nurse and, if persistent and unresolved, to the student's parents/guardians and nursing agency supervisor.
- The School will have no responsibility, or liability, to the student or the school district, and the student and the school district must waive all claims against the School or its personnel, relating to acts or omissions of the nurse.
- The nurse will be covered by medical malpractice insurance naming the School as an additional insured, providing for 30 days advance notice to the School of cancellation, non-renewal or reduction in coverage and providing coverage limits of at least \$1,000,000. Such insurance shall be written by a company that has a Bests rating of "A" and is otherwise reasonably satisfactory to the School. The nurse will provide the School a certificate as to such insurance prior to beginning services with the student.

THE MARYLAND SCHOOL FOR THE BLIND NURSE'S RESPONSIBILITIES

- The school nurse meets with the private duty nurse on or before the student's first day of school to review this procedure and the student's medical/treatment orders and health care needs. The school nurse should have the private duty nurse sign the form acknowledging the meeting and their agreements regarding care coordination.
- The school nurse maintains health records on the student, including a copy of orders for all treatments and medications to be administered at school as well as a copy of the private duty nurse's documentation of the implementation of orders. The school nurse also ensures that the student meets immunization and other requirements for school entry.
- The school nurse will make arrangements to obtain a copy of nursing notes for the student health record when a student has a private duty nurse. The Family Educational Rights and Privacy Act (FERPA) requires that all student health records maintained by a nurse acting on behalf of the school system be maintained as part of the school record.
- The school nurse maintains a safe environment for the student. Any concerns about the student's safety and/or the safe practice of the private duty nurse should be immediately shared with the principal and the student's parents/guardians.

PRIVATE DUTY NURSE RESPONSIBILITIES

- The private duty nurse, when hired by the parents/guardians, will present a copy of his/her nursing license, PPD test result, criminal background check, Information background clearance form from Children Protective Services, and CPR certification to the Nursing Supervisor.
- The private duty nurse is exclusively responsible for the daily medical and supportive care for the student while in school.
- The private duty nurse performs all emergency procedures for the student. The private duty nurse may request assistance from the school nurse in emergency situations.
- In the event of an emergency, the student will be accompanied by the private duty nurse and transported via 911 ambulance. Parental notification will ensue promptly after the 911 ambulance call is placed.
- The private duty nurse must be thoroughly familiar with the student's transportation procedures (where applicable) and be prepared to carry out these procedures.
- The private duty nurse collaborates with the school nurse, teacher(s), and assigned residential staff to plan for the safety of the student during brief personal breaks (e.g., bathroom). At all times, the private duty nurse must remain in the school, notify teacher(s) of his/her location and be able to respond immediately to the student, if needed.
- The private duty nurse does not have a duty-free lunch break.

- The private duty nurse collaborates with the teacher(s), school nurse, assistant principal and residential supervisor to plan for emergency evacuation of the school, ensuring that the student is safely moved to an appropriate location and has all necessary supplies and equipment. The private duty nurse is responsible for providing medical and supportive care to the student during the evacuation.
- The private duty nurse notifies the assistant principal, teacher(s), residential supervisor and school nurse of changes in the student's health status and any medical or treatment related issues that might impact on the student's school attendance, performance, or safety.
- The private duty nurse notifies the assistant principal, residential supervisor on their shift and school nurse of personal illnesses or emergencies that arise during the course of the school day. If at all possible, the private duty nurse will continue to care for the student until the parents/guardians arrives at the school.
- The private duty nurse maintains all equipment used by the student. The private duty nurse notifies the student's parents/guardians of any concerns related to the student's equipment and supplies.
- The private duty nurse participates as necessary in routine conferences regarding the student.
- The private duty nurse complies with all requirements set forth in the Maryland Nurse Practice Act and with professional standards for confidentiality and privacy.
- The nurse will respect confidentiality of other students in class.
- The nurse will not use The Maryland School for the Blind equipment, such as computers, for their personal needs. The nurse will use the telephone at The Maryland School for the Blind for the student's medical needs. Personal use of The Maryland School for the Blind phones or personal cell phone is limited to family emergencies.
- The nurse will wear a photo ID while at The Maryland School for the Blind.

PARENT/GUARDIAN RESPONSIBILITIES

- The parent/guardian will ensure that the school and the nurse have the current doctor's orders.
 - The parent/guardian will ensure that the nurse has all the appropriate medical equipment and medication for the student and that the equipment is in working order.
 - The parent/guardian will arrange for substitute nursing coverage as needed. The student cannot attend school without substitute nursing coverage when needed.
 - The parent/guardian will inform school staff when the nursing agency changes.
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WE HAVE READ AND AGREE WITH THE ABOVE ITEMS

DATE: _____

PARENT/GUARDIAN

MSB PRINCIPAL/DESIGNEE

MSB NURSING SUPERVISOR

NURSING AGENCY NAME

NURSING AGENCY SUPERVISOR

NURSING AGENCY PHONE NUMBER

REVISED: 03/12/2010 LB/DB/LK