



Permission for Parentally Provided Private Nurse Service

Perry Township Schools (“School”) will permit a parent request for a private nursing service (PNS) to accompany a student to school. What follows are the terms that the parent and PNS agree to follow in order for the School to permit the PNS to accompany a student to school.

CONFIDENTIALITY

The PNS must maintain confidentiality in accordance with School policy, Indiana Article 7, and the Family Educational Rights and Privacy Act (FERPA), including confidentiality with regard to other students. Any violation of confidentiality will lead to immediate revocation of the School’s permission for the PNS to accompany the student to school. Further information about FERPA will be made available to the PNS and/or parent upon request.

SCHOOL EXPECTATIONS OF PRIVATE DUTY NURSE

This section pertains to roles and responsibilities of the PNS. These expectations include:

- Providing documentation of a criminal history background check in accordance with accepted School policies/procedures/practices or, in the event that this cannot be accomplished in a manner satisfactory to the School, obtain a criminal history background check through Perry Township Schools.
- Functioning in accordance with the standards of practice delineated in the Nurse Practices Act when caring for the student.
- Adhering to the American Nurses Association Code for Nurses.
- Being primarily responsible for the student’s daily medical care while at school and at school-related events during the school day (e.g. field trips).
- Ensuring that appropriate medical supplies and equipment are present in the school and are in good working order.
- Becoming thoroughly familiar with the implementation of the student’s transportation procedures, emergency protocols, emergency evacuation procedures, and being prepared to carry out these procedures.
- Providing copies of all medical orders/updates to the school nurse, the student’s teacher, and principal or principal’s designee. This documentation may be provided directly or through the parent.



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- Documenting all medical interventions with the student while at school and at school-related events during the school day (e.g. field trips) and making said documentation available to be copied and included in the student's school record. This may be provided directly or through the parent.
- Accompanying the student at all times in school and at school-related events during the school day (e.g. field trips). Details of scheduling coverage for the PNS' personal needs and lunch must be specified in writing.
- Participating in school conferences and meetings regarding the student at the discretion of the parent or school.
- Reporting to the student's teacher and principal/designee if the PNS must leave before the end of the school day.
- Working in a collaborative, collegial and professional manner with the student's teacher, classroom instructional aides, school nurse, principal/designee, and all other school staff. The school is in agreement that this will be a reciprocal relationship.
- Recognizing that the teacher is the instructional leader and the teacher will be responsible for making the educational and instructional decisions with regard to the student at all times.
- Abiding by the school's dress code (attached), established guidelines/policies/procedures/practices, and expectations for professional staff and staff conduct (attached).
- Providing documentation of employment as a private duty nurse, Indiana nursing license, CPR certification, TB test verification, and other appropriate proof of qualifications, upon request. This may be provided by the Private Duty Nurse's employer. The PNS must be a licensed practical nurse or registered nurse in good standing according to the State of Indiana and must have current CPR certification.
- Wearing clear and visible identification while at school and while at school-sponsored events.

COMMUNICATION

The principal is the administrative leader of the building and is in the position of authority for the building. Concerns that rise to the level requiring administrative



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attention/intervention should be directed to the building principal who will then communicate with the appropriate parties/individuals.

The teacher is the instructional leader in the classroom. Concerns regarding students in the classroom should be directed to the teacher who will then communicate with the appropriate parties/individuals. For this purpose, the term “classroom” includes, but is not limited to, playground, cafeteria, specials areas, hallways, etc. The student’s teacher is responsible for communicating regularly with the parent on matters such as school performance, school activities, student participation, etc. The PNS should communicate medical matters with the parent, school nurse, principal or principal’s designee.

This permission is intended for the purpose of establishing clarity and understanding of the involvement of a PNS in Perry Township Schools. The signatures below indicate an acknowledgement that the contents of this document are understood and discussed in full, and an agreement to work in a collaborative and professional manner that is in the best interest of the student, while adhering to the terms of the permission.

NON-COMPLIANCE & TERMINATION OF PERMISSION

If a PDN working at the School under this permission fails to comply with the terms of this document, the School has sole discretion to require replacement of the PDN with an alternate PDN who will agree to the terms of these terms and sign this document.

Name of student with PNS	
_____	_____
School Representative Signature/Title	Date
_____	_____
Private Duty Nurse Signature	Date
_____	_____
Parent/guardian Signature	Date