

## SUMNER COUNTY SCHOOLS

### Guidelines: Initiating Nursing Services in the School Setting

In order for nursing services to be provided in Sumner County Schools these steps must be followed:

All request for nursing services must be submitted on the SCS approved forms available from your school nurse or online at [sumnerschools.org](http://sumnerschools.org) (i.e. SCS Prescription Medication Form, SCS Non-Prescription Medication Form, SCS Procedure Form, SCS Health Plan) or a Vanderbilt Endocrinology Clinic Form. Forms other than those utilized in SCS will require special permission and may not be accepted.

All requests for nursing services should be filled out completely, MUST have the parent/guardian and health care provider signatures with a date reflecting the current school year.

Each school year requires new physician's orders.

All requests will be evaluated and must be essential, during school hours, and necessary for the student to attend school.

If an order is held, altered, discontinued or changed in any way it requires a new order from the health care provider.

Verbal orders are acceptable ONLY from the health care provider, as a 1-time order and must have time, date, nurse initials & health care provider name. If the order will change permanently a new order must be written.

All orders for nursing services can be verified and clarified with the prescribing physician/health care provider on an as needed basis.

Student requiring extensive nursing services:

Once a school nurse receives appropriate and verifiable physician's orders for extensive nursing services (i.e. 1:1 nurse, 4 hour feeding over pump with monitoring, etc...):

The nurse will verify orders and seek order clarification, as needed.

If the school nurse determines the orders are appropriate in the school setting and has verified them with the prescribing physician, if necessary, the orders will be sent to the Charge Nurse or Nurse Manager for review.

The CN or NM will send the orders to the SCS Medical Director for consultation and review. SCS Medical Director will contact the prescribing physician for rationale to substantiate the order/need.

The SCS Medical Director will give written notice (email is acceptable) of approval/no approval to the CTE or NM.

The decision will be shared with the school nurse and parent/guardian.

Student utilizing Private Duty Nursing (PDN) services: