Guidelines for Contracted Health Care Providers Working in Our School District

Welcome to our School District. We look forward to working with you in providing health care for the student you are assigned to. We hope that the following guidance will help you in establishing a working relationship with school staff and in understanding what we consider to be best practices when caring for our students at school.

# School Nurse

The school nurse is an important person for you to know and work with. He or she will develop the school health plan for the student, share it with you and work closely with you to ensure that the plan of care is carried out. This is especially important if you are an LPN as Iowa law is specific in its expectations of the working relationship between the LPN and the school nurse. Please refer to the Iowa Board of Nursing and the Iowa Department of Education related to LPN’s role when working in schools. Please plan on meeting with the school nurse your first time in the building so that she can review the child’s care with you. Please let her/him know at any time if you have questions, concerns, issues or needs that she/he can assist you with.

# Attendance

If you are ill or cannot attend school with your student, it is expected that the agency will provide an appropriate substitute. It is our district’s expectation that the student will have the safest care possible.

# Reporting to the building

For the safety of everyone in our buildings we like to establish who is in the building at any given time so if there is an emergency we can account for everyone present. For this reason, we ask that agencies give the school several days’ notice when they are planning to bring in new providers to train in the building. We also ask that each day you are working in our buildings you check in with the school nurse on your arrival and when you leave.

# Supervision of the Student at School

Students requiring the assistance of a 1:1 nurse at school are medically fragile and require continuous assessment of the student’s physical status. At the same time, we want the child to fully participate in school experiences in as normal a way as possible. Your role in the classroom is to provide health services to the student you are contracted to care for on a continuous, uninterrupted basis. With that in mind, we ask that you locate yourself within the classroom so that you can maintain continuous visual and auditory surveillance of the child yet not interfere with the child’s participation in classroom activities. Please consult the school nurse and the teacher in setting up your work place within the classroom and other areas of the school where the child will participate in school activities. To maintain continuous surveillance, we recommend that you use your professional discretion and limit reading, studying, listening to music, talking on your phone, playing computer games on your phone etc., as these activities would distract you from one of your central responsibilities of caring for your client and our student. It is recommended that you take your lunch at the same time as the student so that you are readily available to the child if care is indicated. It is encouraged that you position yourself in proximity to the student but not directly with the student unless his or her needs dictate such proximity. If for some reason you need to take a break, please contact the school nurse so that he or she can relieve you of your duties.

# Being Prepared to Care for your Client at School

It is expected that you will provide the needed supplies and equipment to care for the child during school transport and during the entire school experience. Please bring your own stethoscope, blood pressure equipment, pulse oximeter, glucometer, etc. which will be dedicated to the care of your client at school.

# Dress Code

The District guidance to its employees regarding appropriate wearing apparel follows, we ask that you conform to our dress code practices.

Any employee who deals with the public should ensure that he or she is appropriately dressed for the occasion. We trust we can rely on the professional judgment of our staff in choosing attire that is appropriate for their job responsibilities. Staff is expected to wear attire that is considered appropriate for a business environment. Your attire should help project a professional atmosphere with students, staff, parents and other guests at our offices and schools. Individual buildings or departments may maintain a more detailed dress code than the general guidelines. Employees shall not wear apparel that reveals bare midriffs or cleavage. Shorts should be “dress casual” and cut-offs are not allowed. Screen printed T-shirts and tops with inappropriate pictures or phrases are also not allowed. Denim dresses, skirts and slacks are appropriate if worn in a casual setting. Barefoot sandals are appropriate for summer; however, thongs and flip-flops are not allowed in the interest of safety. Shirts and tops that endorse or oppose any political or religious affiliation or otherwise express personal opinions or beliefs of an employee that may be reasonably considered controversial or inflammatory by other employees or constituents of the District are strongly discouraged.

Specific building guidance on wearing apparel includes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Visitors During Work Hours

Our guidance to employees regarding allowing visitors during the school day is as follows:

Guests and children of the employee are not normally allowed at work during the regularly scheduled hours of work… Special occasions may arise, however, when it is important for a member of your family or a friend to see you during the school hours, and this may be allowed at the Principal’s or department supervisor’s discretion. Such occasions should occur rarely and should not distract others or interfere with your work duties and responsibilities

Please check with the school nurse and building principal before inviting guests to school.

# Communication and Confidentiality

We know that you share our commitment to protecting the privacy of our student’s health information. The following are some guidelines we ask that you follow:

* Please communicate any questions, concerns, issues or information important for the planning of meeting the child’s health needs to the school nurse who will help to determine if other school staff need to be involved.
* Parents and school staff need to have opportunities to work together to establish productive and constructive relationships to meet the child’s school needs. For this reason, we ask that you refrain from sharing details of the child’s home experience that do not directly impact on the plan of care of the child while at school and to avoid sharing information about the child’s school experience that would most appropriately be communicated to the parent by the teacher or the school nurse.

# Code of Conduct

Our School District has expectations for the behavior of staff (for our employees and those we contract with other agencies). While not a complete listing the following are examples of offenses that would lead to our notifying your agency for follow-up and possible disciplinary action:

* Uncivil conduct
* Failure to maintain satisfactory and harmonious working relationships with the public or school staff
* Smoking on school property
* Foul and/or abusive language
* Inefficiency, incompetence or negligence in the performance of duties
* Gambling in or around District facilities or properties
* Releasing confidential information without proper authority
* Sleeping on the job
* Fighting
* Refusal to work
* Willful destruction of property
* Falsifying student health records
* Possession of alcohol or a controlled substance
* Possession of weapons on school property

(Adapted from Des Moines Public Schools materials)