**Private Duty Nurse Guidelines (RN, LPN,CNA)**

1. On the first day of reporting to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Private Duty Professional (PDP) is to report to the Main Office and sign in. Each day that you are at the school, you will sign in upon arrival.
   1. The PDP will introduce him/herself to the Certified School Nurse.
2. On the first day of reporting to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the PDP will receive these guidelines and be asked to sign an acknowledgement of receipt. The PDP will receive a copy to keep for his/her references.
   1. The PDP will be required to complete a *School District of Philadelphia School Nurse Emergency Form. This form should be submitted to the school administrator.*
3. The PDP will wear a nametag at ALL times identifying who he/she is.
4. The Private Duty Nurse is totally responsible for the medical/physical needs of his/her assigned client (student) from the time of the student’s arrival until his/her departure. (The School Nurse in the building are available to consult about the care of the student as needed.)
5. In the event the student becomes ill during the school day, the PDP will consult with the certified school nurse, at which time a determination of parental notification and pick up will be arranged. The PDP may NOT make the decision without consultation and may not transport the student in the PDP’s own vehicle. The parent will be required to arrive at the school and sign the student out in the main office.
6. The CNA is responsible for assigned tasks as directed by providing organization within the CNA scope of practice, as determined by the professional licensing agency.
7. The PDP will be responsible for the student curb-curb, to and from school and all community outings. The health professional is not permitted to transport the student in personal vehicle at any time.
8. The PDP is responsible to ensure that ALL appropriate equipment needed to provide routine or emergency care for the student is brought to the school and in working order each day.
9. No other staff is responsible to “cover” for the PDP at any time, i.e. while she/he runs to lunch, makes a phone call etc. AT ALL TIMES THE PRIVATE DUTY PROFESSIONAL IS TO BE IN CLOSE PROXIMITY TO THE STUDENT. The school aide assigned to the class will “cover” for the PDP’s use of lavatory only.
10. The Private Duty Nurse must have a health and emergency plan for the student and is totally responsible for identifying an emergent medical situation and implementation of the appropriate intervention. The emergency plan should include information about the student’s diagnosis, medication, physic and emergency contacts. A copy of the health and emergency plan will be provided to the certified school nurse.
11. The Private Duty Nurse must be knowledgeable about special feeding needs of the student. The Occupational Therapist at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is available for consultation as needed.
12. If there are concerns about the appropriateness of the care plan in relationship to the educational plan, the school nurse in the building is available for consultation and discussion. The Private Duty Nurse must refer the parent to school staff directly for any concerns and is not expected to be the messenger between the school and the parent.
13. The Principal of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School is responsible to communicate with parents any questions/concerns related to PDP activities in the school building.

**Received (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What is the Private Duty Licensure: (circle one) RN LPN CNA**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Private Duty Professional Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Direct Agency Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agency Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**