

**WEST VIRGINIA
SECRETARY OF STATE**

JOE MANCHIN, III

ADMINISTRATIVE LAW DIVISION

Form #5

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2001 AUG 10 P 4: 13

OFFICE WEST VIRGINIA
SECRETARY OF STATE

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: West Virginia Board of Education TITLE NUMBER: 126

CITE AUTHORITY: W.Va. Constitution, Article XII, §2, W.Va. Code §18-2-5, 18-5-22, 30-7-1 and 30-7a-1

RULE TYPE: PROCEDURAL XX INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE X

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

W.Va. Code §§29A-3B-1, et seq.; W.Va. Board of Education
v. Hechler, 180 W.Va. 451; 376 S.E.2d 839 (1988).

AMENDMENT TO AN EXISTING RULE: YES X NO _____

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 25

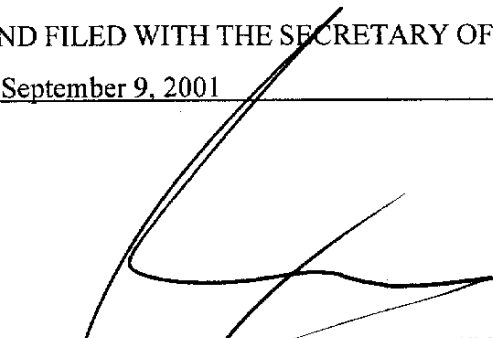
TITLE OF RULE BEING AMENDED: Standards for Basic and Specialized Health Care

Procedures (2422.7)

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS September 9, 2001



William J. Luff, Jr.
Associate State Superintendent

**EXECUTIVE SUMMARY
WEST BOARD OF EDUCATION**

POLICY NUMBER AND TITLE: Policy 2422.7
Basic and Specialized Health Care
Procedure Manual for West Virginia
Public Schools

PUBLIC COMMENT PERIOD ENDS: August 2, 2001

BACKGROUND:

W.Va. Code §18-5-22 requires the employment of school nurses. It also requires that a Council of School Nurses be convened by the state board of education. The Council is required to prepare a procedure manual and create standards for its use. The original Basic and Specialized Health Care Procedure Manual and governing Policy 2422.7 were written 1989. It has been reviewed every two years and revised as necessary.

PURPOSE:

The purpose of the manual and policy is to set standards of care for students who have health conditions that must be managed during the school day. The manual is used to assist nurses and others who perform basic and specialized health care procedures for students.

IMPACT:

These changes will help school nurses and other school personnel provide for the health and safety needs of West Virginia public school students.

**BASIC AND SPECIALIZED
HEALTH CARE PROCEDURE MANUAL
FOR WEST VIRGINIA
PUBLIC SCHOOLS**

AUGUST 2001

PROFESSIONAL CREDITS

1989 TASK FORCE FOR MEDICALLY FRAGILE STUDENTS

Chairperson: Jean G. Morris, Kanawha County School Health Services
Sherry Hickman, Public Health School Nurse, Mason County
Brenda Isaac, School Nurse, Kanawha County
Judy Kelly-Minor, Special Educator, Monongalia County
Janis McGinnis, School Nurse, Wood County
Robin McNeely, School Nurse, Wyoming County
Deborah Parsons, School Nurse, Roane County
Carolyn Rice, School Nurse, Putnam County

Consultant: Linda Martel
Clinical Nurse Specialist for Pediatrics
Women's and Children's Hospital
Charleston, WV

1989 Council of School Nurses:

RESA I - Lois McCutcheon, School Nurse, Monroe County
RESA II - Pam Dice, School Nurse, Lincoln County
RESA III - Carolyn Rice, School Nurse, Putnam County
RESA IV - Ella Williams, School Nurse, Nicholas County
RESA V - Janis McGinnis, School Nurse, Wood County
RESA VI - Helen Diserio, School Nurse, Brooke County
RESA VII - Betty Maxwell, School Nurse, Harrison County
RESA VIII - Trina Melody, School Nurse, Mineral County

We are also grateful to the West Virginia School Health Association, American School Health Association, National Association of School Nurses, and West Virginia Nurses Association, members of the West Virginia Medical Association, and the Health Services and Special Education Departments of the West Virginia Department of Education for information and support.

Revised April 1995 by Council of School Nurses:

RESA I - Jane Thompson, School Nurse, Summers County
RESA II - Paula Kay Maynard, School Nurse, Mingo County
RESA III - Angela Cavendar, School Nurse, Kanawha County
RESA IV - Sharon Casto, School Nurse, Nicholas County
RESA V - Janis McGinnis, School Nurse, Wood County
RESA VI - Edna Kettler, School Nurse, Ohio County
RESA VII - Frances Powviriya, School Nurse, Taylor County
RESA VIII - Mary Ellen Clark, School Nurse, Berkeley County

Revised June 2001 by Council of School Nurses:

- RESA I - Jane Thompson, Summers County
- RESA II - Kathleen Napier, Cabell County
- RESA III - Debbie Parsons, Kanawha County
- RESA IV - Patricia Withrow - Greenbrier County
- RESA V - Cassandra Judge, Jackson County
- RESA VI - Carol Mullenbach, Chair, Brooke County
- RESA VII - Nancy Bradshaw, Upshur County
- RESA VIII - Peggy Wright, Hardy County

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Appendix B	Sample Performance Checklist
Appendix C	Evaluation of Specialized Health Procedures Performance
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FOREWORD

The initial draft in 1989 of this document was developed by the Task Force for Medically Fragile Students to assist county school personnel in the planning and provision of high quality care for students with special health needs. The Task Force was composed of school nurses and a special educator, as well as a clinical nurse specialist with expertise in child health care.

With the guidance and financial support of the West Virginia Department of Education, the Council of School Nurses revised the draft document. In collaboration with the West Virginia Department of Health and Human Resources the Rules and Regulations were written that specify how it is to be used. They were approved by the West Virginia Board of Education in June of 1990. The manual was updated in 1998 and revised again in 2000.

It is the consensus of the members of the Council of School Nurses that health care in the school setting shall be provided through assessment, planning, and monitoring by the certified school nurse and the student's physician. The health care plan should be developed in cooperation and collaboration with regular and special educators and in consultation with parents.

The Basic and Specialized Health Care Procedure Manual for West Virginia Public Schools shall be utilized as the minimum standard for safe practice as approved by West Virginia Board of Education Policy 2422.7 and adopted by the State Bureau for Public Health in the Specialized Health Procedures in Public Schools Rule, 64 W.Va. CSR 66. All children deserve and can benefit from equal educational opportunities.



David Stewart
State Superintendent of Schools

INTRODUCTION

Purpose: West Virginia Department of Education Policy 2422.7 - Basic and Specialized Health Care Procedures in West Virginia Public Schools delineates standards for school nurses to assess students' health needs and define nursing responsibility in the provision of care. The accompanying document, Basic and Specialized Health Care Procedure Manual for West Virginia Public Schools, constitutes the minimum safe standards of practice that are utilized in the provision of basic and specialized health care procedures.

Background: School nurses throughout West Virginia have continually expressed concerns about the need to develop a consistent plan to provide high quality and safe health care for students with special health care needs in both regular and special education. In 1989, the West Virginia Department of Education convened a Task Force for Medically Fragile Students. The task force was composed of school nurses, a special educator and a clinical nurse specialist with expertise in child health care. This task force developed a draft of this manual of standards for performing basic a specialized health procedures.

The West Virginia Legislature passed House Bill 2557, W.Va. Code §18-5-22, April 8, 1989. The law states that the school nurse, after assessing the health status of the individual student may delegate and supervise certain health care procedures to a trained school employee who is deemed competent by the school nurse. The statute also mandates that a Council of School Nurses be established. Meetings were held with the eight RESAs throughout the state where a representative and an alternative were elected from each RESA to serve on this Council.

The Council of School Nurses drafted rules and regulations which were initially adopted by the WV Board of Education in 1990. They have been revised twice since that time, in 1995 and 2001.

Use of the Manual: This manual was designed for school nurses in West Virginia to assure consistent provision of care. The procedures are based on sound nursing practice. As new procedures are prescribed for students in schools, additional guidelines will be written for addition into the manual. Portions of the manual may be copied and left with school personnel for reference. Sample forms in the Appendix may be used as printed or redesigned to meet individual needs.

Summary: Policy 2422.7 - Basic and Specialized Health Care Procedures in West Virginia Public Schools and the Basic and Specialized Health Care Procedure Manual for West Virginia Public Schools are the standards that must be followed in providing for students with special health care needs. The Council of School Nurses is responsible for assessing the need for revision and periodically updating the manual.

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FILED

**TITLE 126
LEGISLATIVE RULE
BOARD OF EDUCATION**

2001 AUG 10 P 4: 13

OFFICE WEST VIRGINIA
SECRETARY OF STATE

**SERIES 25
STANDARDS FOR BASIC AND SPECIALIZED
HEALTH CARE PROCEDURES (2422.7)**

§126-25-1. General.

1.1. Scope. This legislative rule establishes standards for certified school nurses to assess student health needs and to decide who is best skilled to respond to them.

1.2. Authority. W. Va. Code §§18-2-5, 18-5-22, 30-7-1 and 30-7a-1.

1.3. Filing Date - August 10, 2001

1.4. Effective Date - September 9, 2001

1.5. Adoption by reference. – Basic and Specialized Health Care Procedure Manual for West Virginia Public Schools.

§126-25-2. Purpose.

2.1. Good health is essential to student learning. This policy establishes the standards that must be followed in providing for students with health care needs. The resulting Basic and Specialized Health Care Procedure Manual for West Virginia Public Schools was designed for use by certified school nurses in West Virginia to assure safe, consistent provision of health care.

§126-25-3. Definitions.

3.1. Basic Health Care Procedures are defined as procedures performed by school personnel to ensure that health and safety needs of students are met.

3.2. Cardiopulmonary Resuscitation (CPR) is defined as possession of a current valid certificate from an approved training program for adult, child and infant CPR, e.g. American Heart Association/American Red Cross.

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3.3. School Health Manager is defined as a certified school nurse who reviews and interprets medical data for health-related problems of the students and who coordinates all school health services.

3.4. Certified School Nurse is defined as a registered professional nurse, who is licensed by the West Virginia Board of Examiners for Registered Professional Nurses (W.Va. Code §30-7-1, et seq.), who has completed a West Virginia Department of Education approved program as defined in Policy 5100 and meets the requirements for certification contained in Policy 5202. The certified school nurse must be employed by the county board of education or the county health department as specified in W.Va. Code §18-5-22.

3.5. Health Assessment is defined as the process in which the certified school nurse obtains student data. This assessment is comprehensive, systematic and continuous to allow the certified school nurse to make a nursing diagnosis and plan for interventions with the student, family, school staff and physician when necessary.

3.6. Health Care Plan is defined as the written document developed by the certified school nurse which includes a nursing diagnosis, is individualized to the student's health needs and consists of specific goals and interventions delineating the school nursing actions, delegated procedures and student's role in self care.

3.7. Licensed Practical Nurse is defined as a person who has met all the requirements for licensure as a practical nurse and who engages in practical nursing as defined in W.Va. Code §30-7a-1, et seq.

3.8. Performance Check List is defined as a tool used by the certified school nurse in determining that a school employee meets the minimum standards required to perform specialized health care procedures safely.

3.9. Qualified is defined as the ability to demonstrate competence and skills in the use of equipment and performance of techniques and procedures necessary to provide specialized health care services for individuals with health needs and to demonstrate current knowledge of community emergency medical resources.

3.9.1. Qualified, for the certified school nurse, or other registered nurse or licensed practical nurse, shall mean trained in the procedures to a level of competence and safety which meets the objectives of the training and the standards of practice of the profession.

3.9.2. Qualified, for the designated school personnel, shall mean trained in the procedures to a level of competence and safety which meets the objectives of the

training. The training shall be provided by the certified school nurse or an approved program that meets training criteria.

3.10. Related Services are defined as transportation and such developmental, corrective, and other supportive services as are required to assist an eligible exceptional student to benefit from education as defined in Policy 2419. The term includes, but is not limited to, audiology, speech and language pathology, psychological services, physical and/or occupational therapy, counseling/social services, school health services, early identification and assessment, medical services for diagnostic or evaluation purposes, and parent training.

3.11. School Employee as defined by W.Va. Code §18-5-22 means teachers, as defined in W.Va. Code §18-1-1, and aides, as defined in W.Va. Code §18a-4-8.

3.12. Specialized Health Care Procedures are defined as procedures prescribed by the student's licensed physician(s) requiring medical and/or health-related training for the individual who performs the procedures.

3.13. Standardized Procedures are defined as those protocols and procedures outlined in the Basic and Specialized Health Care Procedure Manual for West Virginia Public Schools. They constitute the minimum safe standards of practice that are utilized in the provision of basic and specialized health care procedures.

3.14. Supervision of Designated School Employees is defined as periodic on-site review by the certified school nurse and shall include review of the competence of that individual in performing the specialized health care procedure and maintaining appropriate records.

3.14.1. Immediate Supervision. A certified school nurse shall be physically present while a procedure is being administered to review, observe and/or instruct the designated school employee's performance of health care services.

3.14.2. Direct Supervision. A certified school nurse shall be present on the same school campus as the employee being supervised and available for consultation, and/or referral for appropriate assistance.

3.14.3. Indirect Supervision. A certified school nurse shall be available to the qualified, designated school employee, either in person or through electronic means to provide necessary instruction, consultation, and/or referral for appropriate assistance.

3.15. Training is defined as preparation for the performance of basic and specialized health care procedures.

§126-25-4. State Administrative Procedures.

4.1. Standards of Performance of Care.

4.1.1. The Basic and Specialized Health Care Procedure Manual for West Virginia Public Schools shall be utilized as the minimum standard for safe practice as adopted by the State Division of Health in the Specialized Health Procedures in Public Schools Rule, 64 W. Va. CSR 66, 1992.

4.2. Training Program. Beginning with July 1, 1989, any new employee in the field of special education and all teachers and aides in special education or regular education who provide basic health care procedures for students with special health needs, shall be required to undergo Phase I training or demonstrate competency in performance of Phase I procedures that are applicable to their job assignment. In addition, applicable Phase II training will be required for all school employees performing specialized health care procedures.

4.2.1. Phase I.

a. All employees defined in Section 4.2 must be trained in: Proper hand washing; handling and disposal of body fluids including use and removal of gloves; Body mechanics; Basic first aid including Heimlich Maneuver and CPR; Other basic health care procedure training will be individualized as applicable to employee job assignment.

4.2.2. Phase II.

a. Individualized training in the performance of any one or more specialized health care procedures as applicable to employee job assignment.

4.3. Trainer.

4.3.1. Training and retraining must be provided and/or coordinated by a certified school nurse.

4.4. Performance Assessment.

4.4.1. An assessment of the performance of each procedure shall be completed by the certified school nurse. This assessment shall include the completion of a critical skills performance check sheet and shall be conducted in relation to changes in student health care needs, physician's orders and medical/health technology.

4.5. Supervision.

4.5.1. The category of supervision required (direct or indirect) in each situation shall be determined by the certified school nurse.

4.6. Training.

4.6.1. Training shall be provided through simulation or use of training models. Initial practice of the procedure shall be simulated or done on models rather than the student, whenever possible.

4.7. Retraining.

4.7.1. Personnel shall be retrained every two years on performance of each specialized health care procedure (beginning 1990-91) that is currently prescribed and being performed by said personnel.

§126-25-5. Organization and Management.

5.1. Personnel Certification.

5.1.1. School employees will be certified for completion of training in Phase I and Phase II as applicable.

a. Phase I certification must assure:

A. Completion of the training program stipulated for all employees defined in Section 4.2, plus those additional procedures necessary for individual job assignment.

B. Demonstrated competency in basic procedure(s) to be performed.

b. Phase II certification must assure:

A. Completion of Phase I as required and applicable to individual job assignment.

B. Completion of training in each individual specialized health care procedure to be performed.

C. Demonstrated competency based on a critical skills performance check sheet.

5.2. Training.

5.2.1. The Basic and Specialized Health Care Procedure Manual for West Virginia Public Schools must be used for teaching and training basic and specialized health care procedures. The training may be provided by:

- a. Schools of nursing
- b. Vocational schools
- c. Independent faculty approved by school nurse
- d. Certified school nurses

5.3. Changes.

5.3.1. Updating of these Rules will be done by the Council of School Nurses, as outlined in §126-25-8.

§126-25-6. System for School Admission and Care.

6.1. Admission.

6.1.1. For students needing specialized health care procedures, the certified school nurse shall assess the student, review the physician's orders, and assure implementation of needed health and safety procedures. This assessment shall be completed prior to initial school attendance, and following any absence in which a health condition may have changed, necessitating reevaluation.

6.2. Physician's Orders.

6.2.1. The physician's orders are kept on file in the student's permanent record. These orders are valid for a maximum of one year, unless changed by the physician.

6.3. Delegation.

6.3.1. Certified school nurses shall determine delegation of any aspect of specialized health care.

§126-25-7. Health Care Plan.

7.1. Health Care Plan.

7.1.1. The health care plan must be prepared by the certified school nurse based on assessment of student and/or physician's written orders (see definition).

7.2. Assignment.

7.2.1. A review of the health care plan will be conducted with staff member(s) assigned by administrator to carry out the plan.

7.3. Contents.

7.3.1. The plan should contain:

- a. Nursing assessment
- b. Nursing diagnosis
- c. Goals and expected outcomes
- d. Interventions
- e. Evaluation

7.4. Review.

7.4.1. Health care plans are reviewed annually or more frequently as the student's condition warrants.

§126-25-8. Quality Assurance.

8.1. A needs assessment developed, implemented and analyzed by the Council of School Nurses shall be the basis for revision of the Basic and Specialized Health Care Procedure Manual for West Virginia Public Schools.

8.2. The Council of School Nurses shall meet at least bi-annually, or more frequently, as deemed necessary by the Chair of the Council in consultation with the West Virginia Department of Education for review of certification and training program regarding school employees.

8.3. The certified school nurse shall participate in continuing education programs which provide:

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8.3.1. The training needed related to new specialized health care procedures.

8.3.2. Staff development applicable to effective school health practice.

§126-25-9. School Health Records.

9.1. Confidentiality.

9.1.1. All records are confidential and shall not be released except under existing West Virginia Board of Education policies.

9.2. Documentation.

9.2.1. A log will be maintained for each student needing a specialized health care procedure. It will include date and time procedure was performed, any notes on events and/or interactions and signature of person performing/supervising procedure.

§126-25-10. Staffing Requirements.

10.1. Staffing.

10.1.1. Certified school nurses must be employed in sufficient numbers to ensure adequate provision of services to severely handicapped pupils. Registered nurses have the authority and the ability to teach and to supervise other persons in rendering selected health services and/or procedures.

10.2. Certified School Nurse.

10.2.1. The certified school nurse must have a current license as a registered professional nurse in the State of West Virginia (W.Va. Code §30-7-1, et seq.). The school nurse must be certified as a school nurse by the West Virginia Department of Education (Policy 5202). The certified school nurse must be employed by the county board of education or the county health department (W.Va. Code §18-5-22) which contracts to provide equivalent services to boards of education. Performance of professional nursing service means both independent nursing functions and health related services which require specialized knowledge, judgment, and skills as governed by the West Virginia Nurse Practice Act (W.Va. Code §30-7-1, et seq.) and the National Association of School Nurses, Inc. "Standards of Professional School Nursing Practice".

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10.3. Licensed Practical Nurse.

10.3.1. The practical nurse must be currently licensed in the State of West Virginia (W.Va. Code §30-7a-1, et seq.) and must function under the supervision of the registered professional nurse or licensed physician. The practical nurse shall not function as a school nurse.

10.4. Other School Personnel Providing Health Related Services.

10.4.1. Medical contacts, referrals and interpretations of medical data shall be managed by the certified school nurse. The nurse serves as the manager for health related problems and decisions. In the role of manager, the nurse is responsible for standards of school nurse practice in relation to health appraisal and health care planning. School employees, with the approval of the principal and the county board of education, may elect or in some cases be required to provide approved specialized health care procedures and such procedures shall be delegated by the certified school nurse as deemed appropriate. The school nurse shall provide for training, retraining, and supervision, and, upon completion, certify satisfactory level of competence before school employees perform certain health care procedures.

10.5. Liability.

10.5.1. A physician and/or professional nurse may be held liable for delegating professional responsibilities to individuals not qualified to perform them.

§126-25-11. Student Rights.

11.1. Assignment.

11.1.1. Students are entitled to the assignment of qualified personnel.

11.2. Rights.

11.2.1. Students are afforded the right to privacy, dignity, respect and courtesy, in accordance with Student's Privacy Act.

§126-25-12. Penalties.

12.1. Compliance.

12.1.1. Failure of any school personnel to comply with the above rules will result in personnel disciplinary actions based on state and local Board of Education policy.

§126-25-13. Administrative Due Process.

13.1. Parents/Legal Guardians.

13.1.1. Families dissatisfied with the health care plan and its handling by personnel should:

- a. Schedule a meeting with the certified school nurse and school principal or designee.
- b. Follow due process procedure as outlined by the WV Board of Education.
- c. Appeal unacceptable outcomes at the third step to the State Superintendent of Schools.

SECTION I

BASIC HEALTH CARE PROCEDURES

A. ACTIVITIES OF DAILY LIVING (ADL)

1. AMBULATING WITH ASSISTANCE

a. CANE

I. General Guidelines:

- A. Definition: A stick used as an aid in walking, usually for a person with one-sided weakness.
- B. Purpose: To lessen the force on weight-bearing joints; to give lateral balance while walking; to produce forward momentum or forward restraint during ambulation.
- C. Equipment: As prescribed.
- D. Personnel: All personnel.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Determine the need for assistance with a cane at school.	Review the physician's orders and the student's health care plan.
B. Obtain a consultation with the physical therapist, if you are unfamiliar with the procedures for using a cane.	The physical therapist can assist and facilitate implementing the physician's orders for ambulation.
C. Tell the student what you will be doing and how he/she can assist.	Use developmentally appropriate language and demonstration.
D. Verify whether the student will use one or two canes.	As ordered by the physician. Two canes are used when the student needs additional support but crutches are not necessary.
E. Confirm the type of cane and the type of handle the student should be using.	As ordered by the physician. Canes are straight, quad, 4-point, and folding. Handles are pistol grip, T-grip, knobbed, and shepherd's crook.
F. Check the fit of the cane for the student's height.	Have student stand with the elbow on stronger side flexed in a 30-degree angle; have the cane tip 6 inches to the side of the little toe; the handle should be approximately level with the greater trochanter (hip).
G. Assist the student to walk with a cane.	As ordered by the physician.
1. Hold the cane on the stronger side.	If student cannot hold the cane with the hand opposite the weak leg, he/she can hold it on the same side as the weak leg and advance both cane and weak leg together.

AMBULATING WITH ASSISTANCE - CANE (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
2. Keep the cane fairly close to the body to avoid leaning on it.	
3. Simultaneously advance the cane and the weaker leg.	
H. Assist the student to go up stairs:	As ordered by the physician.
1. Step up on the stronger leg.	
2. Then bring the cane and the weaker leg to that stair.	
I. Assist the student to go down stairs:	Note that the opposite leg is used first in going down stairs as going up stairs.
1. Place the cane and the weaker leg on the lower stair.	
2. Step down with the stronger leg.	
J. Arrange for the student to use the school elevator, if elevator is available.	Lessens possibility of injury to student or others on the stairs.
K. Safety points:	
1. Make sure rubber cane tips are in good repair.	They should be wide and provide good traction; replace promptly if worn.
2. Check screws and nuts frequently.	They loosen with usage.
3. Have a designated place in classroom for the cane.	It could be a safety hazard for other students and staff.
4. Keep hands free to maneuver the cane.	Use a backpack to carry personal belongings.
5. Arrange for the student to leave each class early, if necessary.	This allows student to be clear of the hall during regular passing period.

b. CRUTCHES

I. General Guidelines:

- A. Definition: A support used as an aid in walking, most often used in pairs.
- B. Purpose: To promote mobility and independence; to prevent injury to an affected limb.
- C. Equipment: (Parent responsibility unless noted.)
1. Adjustable crutches.
 2. Rubber crutch tips.
 3. Axillary arm pads.
 4. Safety waist belt.
 5. Tape measure, or as ordered.
- D. Personnel: All personnel.
- E. Note: Type of **crutch gaits** that may be prescribed by the student's physician or physical therapist:

1. Gait: **4-point alternate crutch gait**
Description: a slow but stable gait; can only be used by the student who can move each leg separately and bear considerable weight on each foot.
Sequence: right crutch, left foot; left crutch, right foot.
2. Gait: **2-point alternate crutch gait**
Description: slightly faster, but requires more balance than 4-point gait.
Sequence: right crutch and left foot; left crutch and right foot.
3. Gait: **3-point crutch gait**
Description: fairly rapid, but requires more strength and balance since the arms must support the entire body weight.
Sequence: both crutches and the weaker extremity are moved forward simultaneously; then the stronger extremity is moved forward while putting most of the body weight on the arms.
4. Gait: **Tripod crutch gaits:**
 - a. **tripod alternate crutch gait**
 - b. **tripod simultaneous crutch gait**Description: slow and labored while maintaining tripod position.
Sequence: a **tripod alternate crutch gait** - right crutch, left crutch; drag body and legs forward
b. **tripod simultaneous crutch gait**- both crutches; drag body and legs forward.

AMBULATING WITH ASSISTANCE - CRUTCHES (Continued)

5. Gait: **Swinging crutch gaits;**
- a. **swinging-to gait**
- b. **swinging-through gait**
- Description: both legs are lifted off the ground simultaneously and swung forward while the student pushes up on the crutches.
- Sequence: a. **swinging-to gait** - bear weight on good leg; advance both crutches forward simultaneously, while leaning forward, swing the body to a position even with the crutches.
- b. **swinging-through gait** - advance both crutches forward; lift both legs off the ground and swing forward landing in advance of the crutches; bring crutches forward rapidly to prevent being caught off balance.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Determine the need for assistance with crutches at school.	Review the physician's orders and the student's health care plan.
B. Obtain a consultation with the physical therapist, if you are unfamiliar with procedures for using crutches.	The physical therapist can assist and facilitate implementing the physician's orders for ambulation.
C. Assist the student with strengthening exercises.	As ordered by the physician.
D. Check the crutches for appropriate length when student is standing erect.	When the crutch tip is 4-inches in front of and 6-inches to the side of toes, the arm piece should be 2-inches from the axilla.
E. Assist the student with the tripod stance to stand with balance and stability.	Wearing well-fitted, low-heeled and rubber soled shoes, stand with feet slightly apart and crutches placed 6 to 10-inches in front of and to the side of toes.
F. Check the hand piece so that the student's elbows have 20 to 30 degrees of flexion when the arm piece is 2 finger widths below the axilla.	Prevent brachial nerve paralysis by showing student how to extend and stiffen elbows in order to place body weight on palms, never on axilla.
G. Use the axillary arm pad only if ordered by the physician.	Even though the auxiliary arm pads lessen pressure on the inside of the upper arm and the thoracic wall, their use may encourage the student to rest on them and not put pressure on hands.
H. Check to see that the crutches are labeled with the student's name.	The wrong crutches may fit improperly and make the student prone to fall.

AMBULATING WITH ASSISTANCE - CRUTCHES (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
I. Verify that the student is using the crutch gait prescribed by the physician.	Gait varies with the type and severity of the disability, the student's general condition, strength of arms and trunk, extent of balance.
J. Assist the student with stair climbing:	Remember that "the good go up and the bad go down."
1. To go up stairs	Advance the good leg up to the next step, then the crutches and finally the weaker leg.
2. To go down stairs	Place the crutches on the next lower step; then lower the weaker leg and finally step down with the good leg.
K. Arrange for the student to use the school elevator, if elevator is available.	Lessens possibility of injury to student or others on the stairs.
L. Safety points:	
1. Make sure rubber crutch tips are in good repair.	They should be wide and provide good traction; replace promptly if worn.
2. Check screws and nuts frequently.	They loosen with usage.
3. Have a designated place in the classroom for the crutches.	They could be a safety hazard for other students and staff.
4. Keep hands free to handle the crutches.	Use a backpack to carry personal belongings.
5. Arrange for the student to leave each class 5 minutes early.	This allows student to be clear of the hall during regular passing period.

c. WALKER

I. General Guidelines:

- A. Definition: A framework used to support a convalescent or handicapped individual while walking.
- B. Purpose:
 - 1. To provide more stability than either a cane or crutch.
 - 2. To enable the student to begin ambulation.
- C. Equipment: As prescribed.
- D. Personnel: All personnel.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Determine the need for assistance with a walker at school.	Review the physician's orders and the student's health care plan.
B. Obtain for a consultation with the physical therapist, if you are unfamiliar with the procedures for using a walker.	The physical therapist can assist and facilitate implementing the physician's orders for ambulation.
C. Tell the student what you will be doing and how he/she is to assist.	Use developmentally appropriate language and demonstration.
D. Verify that the student is using the type of walker prescribed by the physician.	Standard walker is a rigid framework, but adjustable in height. Mobile walker has wheels on the legs to roll forward. Rollator walker has wheels in the front and rubber tipped legs in the back. Swivel-type walker is hinged so that the right and left side move independently.
E. Check the walker for appropriate height.	Have the student stand erect in line with the rear legs of the walker; elbows should be flexed about 30-degrees when hands are on the grips.
F. Assist the student to walk using the walker.	Place the walker forward less than an arms length; take a step with each leg; the student's body should not be in contact with the front cross bar.
G. Do not allow the student to use the walker on stairs.	The walker cannot safely be used on stairs and inclines.
H. Arrange for the student to use the school elevator, if elevator is available.	Without an elevator, student may need to have all classes on the ground floor.

AMBULATING WITH ASSISTANCE - WALKER (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
I. Safety points:	
1. Make sure rubber walker tips are in good repair.	They should be wide and provide good traction; replace promptly if worn.
2. Check screws and nuts frequently.	They loosen with usage.
3. Have a designated place in the classroom for the walker.	It could be a safety hazard for other students and staff.
4. Keep hands free to maneuver the walker.	Use a backpack to carry personal belongings.

d. WHEELCHAIR

I. General Guidelines:

- A. Definition: A chair mounted on a frame with 2 large wheels in back and 2 smaller wheels in front for use by an ill or handicapped individual.
- B. Purpose:
 - 1. To transport a person who cannot or should not walk.
 - 2. To provide mobility and independence for a non-ambulatory individual.
- C. Equipment: As prescribed.
- D. Personnel: All personnel.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Determine the need for assistance with a wheelchair at school.	Review the physician's orders and the student's health care plan.
B. Verify that the school is fully wheelchair accessible.	If only the ground floor is wheelchair accessible, all the student's classes will have to be on that floor.
C. Obtain a consultation with the physical therapist and/or the wheelchair company.	The wheelchair must be ordered or made in the correct size to fit the student and disability.
D. Obtain a consultation with the physical therapist, if you are unfamiliar with the procedures for using a wheelchair.	The physical therapist can assist and facilitate implementing the physician's orders for a wheelchair.
E. Tell the student what you will be doing and how he/she can assist.	Use developmentally appropriate language and demonstration.
F. Assist the student to sit in a wheelchair.	
1. Lock the wheelchair wheels.	
2. Remind the student to feel the chair with the back of legs.	Have the student do as much of this maneuver as he/she safely can.
3. Tell him to reach back for the arms of the wheelchair.	
4. Shift your weight to your forward leg and guide student as he/she bends knees and sits on the chair.	Place buttocks at the back of the chair seat.

AMBULATING WITH ASSISTANCE - WHEELCHAIR (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
5. Make sure student is safe and secure.	Use a seatbelt/harness, if needed.
G. Ambulate the student from bed/resting table to wheelchair.	
1. Position the wheelchair next to the bed/resting table at a 45-degree angle; lock the wheels.	Place the wheelchair so that student will move toward strongest side.
2. Move the student to the side of the bed/resting table using the following steps:	Caution: Cots are not recommended (they tip easily). If a cot is used do not move the child to the edge of the cot. Bring to a sitting position in the middle of the cot. Have the student do as much of the maneuver as he/she safely can.
a. Bring student's head and shoulders toward the edge of the bed/resting table.	
b. Bring student's feet and legs to the edge of the bed/resting table; student is now in a curved position.	Pay attention to your body mechanics to protect your back. (<i>Refer to Body Mechanics procedure.</i>) Caution: Personnel will have to adapt lifting mechanics according to the height of the bed/resting table.
c. Slide both your arms under student's hips, then straighten your back while bringing student toward you.	
H. Sit the student on the edge of the bed/resting table.	Have the student do as much of this maneuver as he/she safely can.
1. Roll the student on side, facing you; bend his/her knees.	
2. Reach one arm over to hold student in back of his/her knees.	
3. Place your other arm well under the neck and shoulder area.	

AMBULATING WITH ASSISTANCE - WHEELCHAIR (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
4. Shift your weight to your leg nearer the foot of the bed/resting table while swinging the students legs over the edge of the bed/resting table and pulling shoulders to a sitting position.	Position your feet with a wide base of support and lower your center of gravity by bending your knees.
5. Remain in front of student with both of your hands supporting .	Allow student to sit for 2 minutes while you observe for orthostatic hypotension, dizziness, etc. Do not leave until you are sure student is stable.
I. Assist the student to stand.	Make certain student can safely bear own weight. Have the student do as much of the maneuver as he/she safely can.
1. Lock wheelchair wheels.	
2. Tell the student to move to the front of the wheelchair and put hands on the wheelchair arms.	
3. Place one of your knees between student's knees; if student has a weak knee brace it with your knee.	You should be close to the wheelchair with your feet providing a broad base of support.
J. Assist the student to use a transfer (sliding) board. Definition: A transfer board is a polished, light-weight board used to bridge the gap between bed/resting table and chair or any transfer space.	Purpose: To allow the student to transfer when the muscles needed for lifting off the cot or chair are not strong enough to lift own body weight.
1. Place one side of the board under student's buttocks; place the other side on the surface to which student is going. When transferring by use of a sliding board from a wheelchair to a bed/resting table, removal of the arm of the wheelchair should be implemented as a safety measure.	Caution: Do not use a transfer board if the child is on a cot. The cot will tip over.

AMBULATING WITH ASSISTANCE - WHEELCHAIR (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
2. Tell student to push up with hands, shift buttocks, and slide or wiggle across the board and off the other end.	
K. Wheelchair safety points:	
1. Regularly check the rear wheels for movement with the brakes locked.	Brakes become ineffective when they are out of alignment; have brakes repaired.
2. Make sure the seatbelt is fastened.	Ask for assistance, if needed.
3. Both feet should be on the footrests.	Ask for assistance, if needed.
4. Arms and legs must be within the width of the chair when going through a doorway.	
5. Always lock the brakes when the wheelchair is stopped.	Even if it is empty.
6. Always push at a walking speed. NEVER FASTER.	Take extra caution on gravel, grass, or uneven ground because the front wheels can get stuck, making the chair tip forward.
7. Never tilt the wheelchair way back, turn sharply, or stop too rapidly.	
8. Back a wheelchair down ramps and curbs.	Be sure both wheels go over the curb together so the chair doesn't tip.
9. Push a wheelchair forward going up ramps and curbs.	Tip the chair back just enough for the front wheels to clear the curb.
10. Always hold onto the wheelchair when pushing it.	

2. ASSISTING WITH CLOTHING

- I. General Guidelines: For the student who has not developmentally achieved the skill of clothing self, or the student who is physically unable to clothe self.
- A. Purpose: To assist and support the student in managing clothing and to help student reach potential for independence in activities of daily living.
- B. Equipment: (Parent responsibility unless noted).
1. Clothing that is clean, dry, non-restrictive, comfortable, non-irritating to the skin, appropriate to the weather, safe, simple in design, easy to care for, practical for the student's condition.
 2. Dressing tools - may include a reacher, long handled shoe horn, elastic shoelaces, button aid, dressing stick, Velcro closures, mirror.
- C. Personnel: All personnel.

II. Procedure:

ESSENTIAL STEPS, KEYPOINTS AND PRECAUTIONS

- A. Dress the weak or most involved extremity **first**.
- B. Undress the weak or involved extremity **last**.
- C. Specific techniques will depend on the extent to which the student can move, the type of garment used, and the student's overall condition.
- D. Put clothing within the student's reach and in the order it will be used.
- E. Position the student in front of a mirror to help monitor own progress.
- F. Put suggested/prescribed dressing tools near the clothing.
- G. Allow enough time.
- H. Follow the same routine each time the student dresses and undresses, and follow the same procedure used at home as much as possible.
- I. Determine and consider the student's developmental readiness to assist in dressing. The following factors indicate readiness:
1. Is able to sit up and maintain balance or perform specific functions while lying on side.
 2. Follows directions.
 3. Shows which articles of clothing are worn on which parts of the body.
 4. Moves arms from side to side and over head.
 5. Imitates another person's motions.
 6. Grasps objects with hands.

3. BODY MECHANICS

- I. General Guidelines: To be observed at all times by all personnel, but especially during lifting, transferring, and transporting students.
 - A. Definition: Principles of safe body maneuvers
 - B. Purpose: To protect personnel from injury and unnecessary fatigue resulting from improper use of muscular and skeletal systems.
 - C. Personnel: All personnel.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Stooping.	
1. Position body to provide stable base of support.	Feet apart, one foot slightly forward. Provides better lateral stability.
2. Lower body to a stooped position.	Back and trunk straight; knee and hip joints flexed.
3. Shift weight.	To advance foot and ball of rear foot.
4. Raise body to a standing position.	Keep back straight; initiate move by extending hip and knee joints (using stronger extensor muscles).
B. Reaching.	
1. Position body with a stable base of support.	Feet apart, one foot slightly advanced.
2. Start movement with body in good alignment and balance.	Back and trunk straight.
3. Check distance to be reached to obtain object.	Obtain a foot stool or a ladder, if necessary. Avoid reaching above shoulder level when possible to prevent strain.
4. Reach up from a position directly in front of the object.	Have line of gravity centered over center of foot stool; feet in a balanced position. Avoid looking or reaching overhead as this hyper extends neck and spine and makes you less stable.
5. Lift the object from the elevation.	Set muscles to distribute work load over many muscles; use good body alignment.

BODY MECHANICS (Continued)

ESSENTIONAL STEPS	KEYPOINTS-PRECAUTIONS
6. Lower the object.	With smooth, coordinated movements to prevent jarring and jolting the body.
7. Lower yourself from the ladder or foot stool.	Look down and step carefully, watch where you are going.
8. Place the object on a shelf at working level or stoop and lower it to the floor.	Observe good principles of body alignment to prevent strain.
C. Pivoting.	
1. Start with stable base of support.	Feet apart, one foot slightly advanced; knees slightly flexed to allow you to use leg muscles and avoid "locking" or hyper-extending the knees.
2. Set trunk and pelvic muscles, thigh and leg muscles.	"Setting" of the muscles makes it easier to turn the body as a single unit and prepares muscles for action.
3. Shift your weight to the ball of each foot.	Shifting of weight allows the heel to lift very slightly, making the turn easier.
4. Pivot or make 90-degree turn on feet in direction you wish to turn.	Move your feet and body as a single unit. Use smooth, coordinated movements to prevent twisting of the trunk.
5. Distribute weight equally on each foot following turn.	To provide a stable base of support and balance for further movements.
D. Lifting and carrying.	
1. Start with stable base of support.	Feet apart, one foot slightly advanced.
2. Reach for the object.	Back, hips, and knees flexed.
3. Grasp object.	In its center of gravity.
4. Set abdominal and arm muscles.	Prepares the muscles for action and stabilizes muscles.
5. Lift object.	Bring object close to one's line of gravity; flex knees again for more thrust and begin to straighten back, not rigidly straight, in the final position.
6. Carry object.	Carry object near midline of body, large muscles aid in support. Shift object from side to side during period of support.

BODY MECHANICS (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
7. Position object as desired.	
E. Pushing and Pulling.	
1. Start with stable base of support and good body alignment.	Feet apart, one foot slightly advanced; keep body erect.
2. Set trunk and leg muscles.	Stabilize the body; prepare muscles for action.
3. Lean toward object to push.	Keeps work close to body; encourages good alignment by reducing distance of reach (back straight and erect). Body weight adds greater force and helps move an object.
4. Lean away from object in order to pull.	Keep back straight and erect to apply as much force as possible in the direction of the movement by using the weight.
5. Push or pull by letting your arms, hips, and thighs do most of the work.	The large muscles of the thigh and leg do the work; efficient use of these muscles conserves energy and prevents strain.

4. ORAL FEEDING OF STUDENT

I. General Guidelines:

- A. Purpose:
1. To provide nutrients and fluids to those students who are unable to eat without assistance.
 2. To prevent dehydration and fluid retention.
 3. To provide practice in appropriate eating skills.
- B. Equipment: (Parent responsibility unless noted).
1. Adaptive eating and drinking devices.
 2. Intake and output record.
 3. Measuring containers.
 4. Towel to protect clothing.
 5. Disposable, moist wipes.
- C. Personnel: All personnel.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Determine the need to feed the student at school. Confer with parents to obtain adequate information.	Review the physician's orders, if applicable, and the student's health care plan.
B. Determine if suctioning and/or postural drainage are necessary before feeding.	Routine postural drainage and suctioning may be scheduled, if necessary, prior to feeding to lessen the chance of vomiting. <i>Refer to Postural Drainage and Percussion procedure.</i>
C. Arrange for consultation with the physical therapist or occupational therapist, if needed.	They can assist nurse in advising staff on appropriate feeding techniques and assistive devices.
D. Explain the procedure to the student.	Use developmentally appropriate language.
E. Wash your hands. Put on disposable gloves, if appropriate.	<i>Refer to Hand washing and Handling Body Fluids procedures.</i>
F. Choose an area of the classroom or lunchroom that has the most suitable atmosphere for this task.	Area should be calm and organized yet allow the student to observe other students also eating.
G. Place the student in a sitting position if this is allowed.	Observe safety measures. Provide foot, trunk, and head support for the student. Do not allow neck to hyper extend as this interferes with swallowing. Keep chin at midline.
H. Wash the student's hands and face, if necessary.	This is especially important if the student will be assisting with feeding.

ORAL FEEDING OF STUDENT (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
I. Place a towel on the student's chest.	To protect clothing.
J. Provide oral hygiene as needed.	This may stimulate the student's appetite.
K. Measure food, if required, and bring it to the student's table.	Have hot foods hot, cold foods cold, and cut into small bite-sized pieces, if needed.
L. Feed the student slowly, with a small amount of food on the utensil, inserting it on alternate sides of the mouth.	Hurry and impatience create frustration. Wipe drops from the bottom of the spoon. Allow the student to perform as much self-feeding as can be managed.
M. Check to see if the student needs assistance with opening mouth, chewing, swallowing, or controlling tongue thrust.	Observe feeding behaviors. Review the physician's orders and the student's health care needs.
N. Offer the student liquids through-out the meal.	Use a lightweight, sturdy cup with lid, a drinking straw or tube, offered at the side of the mouth, or other adaptive device to assist drinking. If needed, guide the student's hand as the cup is brought to mouth.
O. Praise and encourage the student's efforts.	Be lavish. Watch for positive behaviors that you can reinforce.
P. Remove uneaten food from the student's table. Measure it if required. Return it to the kitchen for storage or discard it in an appropriate container.	<i>Refer to Handling Body Fluids procedure.</i>
Q. Provide oral hygiene and brush the student's teeth.	<i>Refer to Oral Hygiene procedure.</i>
R. Wash the student's face and hands. Remove the protective covering from clothing.	
S. Remove your gloves, if used, wash your hands.	<i>Refer to Gloves - Use and Removal and Hand-washing procedures.</i>
T. Have the student resume scheduled classroom activity.	

ORAL FEEDING OF STUDENT (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
U. Document feeding the student on health record or treatment log.	Record: <ol style="list-style-type: none"><li data-bbox="964 268 1235 296">1. Date and time.<li data-bbox="964 306 1458 369">2. Amount of food and fluids ingested (measured if required).<li data-bbox="964 380 1430 407">3. Quality of the feeding activity.<li data-bbox="964 417 1409 445">4. Any problems or milestones.
V. Summarize the student's need for and apparent benefit (or lack of benefit) from being fed at school.	Give this information to parents and physician on a periodic basis or as requested.

5. ORAL HYGIENE

I. General Guidelines:

- A. Purpose:
1. To maintain the teeth, mouth, and gums in a healthy condition.
 2. To lessen offensive mouth odor by decreasing the bacterial count.
 3. To prevent inflammation and infection of the oral structures.
 4. To stimulate the appetite.
 5. To provide a sense of health and comfort.
- B. Equipment: (Parent responsibility unless noted).
1. Student's own soft bristled toothbrush or tooth sponge.
 2. Towel.
 3. Toothpaste.
 4. Glass for tepid water.
 5. Empty basin.
 6. Drinking straw.
 7. Mirror.
 8. Plastic lined waste container (school responsibility).
 9. Disposable gloves (school responsibility).
- C. Personnel: All personnel.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Observe the student to determine the need for oral hygiene at school.	Review the student's health care plan.
B. Tell the student what you will be doing and how student can help.	Teach and encourage the student to do own care whenever possible. Use developmentally appropriate language. Student should have own toothbrush or tooth sponge, with an adaptive handle if needed.
C. Arrange for privacy.	Use a portable screen if possible.
D. Gather the equipment and supplies.	Arrange equipment on a clean work surface near the student.
E. Position the student appropriately.	An ambulatory or wheelchair student may go to the sink; a non-ambulatory student may sit in semi-Fowler's position (back and head raised to about a 70-degree angle to the cot's surface). A helpless student should be positioned on side.
F. Wash your hands; wash the students hands. PUT ON DISPOSABLE GLOVES.	<i>Refer to procedures on Handwashing, Gloves - Use and Removal, and Handling of Body Fluids.</i>
G. Drape the towel across the student's chest.	To protect clothing.

ORAL HYGIENE (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
H. Place a mirror in front of the student.	So you both can see into student's mouth.
I. Offer the student water to rinse mouth. Have student swish and spit.	Use a drinking straw, if needed. Student must spit into sink or basin.
J. Moisten the toothbrush; apply a small amount of toothpaste.	
K. Assist the student to systematically brush all surfaces of teeth. Place the toothbrush at an angle against the gum line; gently scrub by wiggling the brush in short, circular strokes on the surface of each tooth; use the end of the brush in the same manner on the inside of the front teeth; scrub the chewing surfaces.	Refer to the health care plan for any specific instructions. A student with limited mobility benefits from an electric toothbrush with a small, soft brush and an adaptive handle.
L. Discard used supplies in waste container. Clean and store reusable equipment. Remove and discard gloves.	Obtain a new toothbrush at least each 9 weeks. <i>Refer to Cleaning and Disposing of Body Fluids procedure and Gloves - Use and Removal procedure.</i>
M. Wash hands.	<i>Refer to Handwashing procedure.</i>
N. Document providing oral hygiene on the student's health record or treatment log.	Record: <ol style="list-style-type: none"><li data-bbox="971 1087 1476 1121">1. Date and time.<li data-bbox="971 1121 1476 1155">2. Condition of teeth and gums.<li data-bbox="971 1155 1476 1188">3. Condition of tongue and mucosa.<li data-bbox="971 1188 1476 1222">4. Why the procedure was done.<li data-bbox="971 1222 1476 1255">5. What was done.<li data-bbox="971 1255 1476 1289">6. Student's reaction to procedure.<li data-bbox="971 1289 1476 1356">7. How much was student able to do for self.<li data-bbox="971 1356 1476 1390">8. Any problems.

6. SKIN CARE AND POSITIONING FOR PREVENTION OF PRESSURE AREAS

- I. General Guidelines: Consistent, practical measures for good skin care should be carried out for paraplegic, quadriplegic or limited mobility student and/or student who wears braces or other body appliances.
- A. Purpose: To prevent skin breakdown caused by pressure (which impairs circulation) and poor skin hygiene.
- B. Equipment: (Parent responsibility unless noted).
 1. Soap (school responsibility).
 2. Water (school responsibility).
 3. Pillow(s) and other positioning devices.
- C. Personnel: All personnel.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Determine the need for special skin care on an individualized basis.	If skin breakdown is already present, review the physician's orders and the student's health care plan.
B. Inspect skin daily for signs of pressure (redness, swelling, heat, irritation).	Pressure areas most often occur in skin over a bony prominence, in areas of frequent moisture, and areas where braces and other body appliances rub. Report breaks in skin or continued discoloration to parent and school nurse for physician's followup.
C. Relieve pressure by:	
1. Changing student's position at least every 2 hours.	Change of position prevents prolonged pressure on skin. <i>Refer to Body Mechanics procedure.</i>
2. Assisting wheelchair student to shift weight every 15 minutes and being out of wheelchair 1 to 2 times daily.	Encourage use of gel-type floatation pad, fleeces, or water-filled seats in wheelchair.
3. Keep clothing, linens, or cloth padding wrinkle-free.	Wrinkles cause pressure on the skin.
D. Maintain good skin hygiene.	
1. Wash skin after toileting or when otherwise soiled, using mild soap and water, rinsing well, then blot dry with a soft towel. Moistened, disposable wipes can be used in place of soap and water.	Ascertain that the child has no allergy to the soap available. Parent must provide special soaps, lotions, and/or moistened, disposable wipes. Constant moisture, especially from toileting, causes excoriation of the skin.

SKIN CARE AND POSITIONING FOR PREVENTION OF PRESSURE AREAS (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
2. Keep protective pads and clothing, including underwear, clean and dry. Moisture may be from toileting, perspiration, food and water spills, and the like.	Moisture irritates the skin making it more susceptible to damage. Avoid plastic covered seats and pads which do not allow evaporation of moisture from the skin.
3. Use care not to drag the student when moving and when providing and removing the bedpan.	Shearing forces are created by friction that pull and stretch tissue and injure blood vessels and tissue.
4. Encourage good nutrition and adequate fluid intake.	This is essential to skin health. The physician may order a high protein, high calorie diet with food supplements.
5. Check the folds of the body for signs of skin breakdown, i.e. under the breasts, between the folds of the buttocks, between the thighs.	Heavy skin folds may result in friction where body parts rub together, and where moisture is trapped.
6. Provide for exercise, both passive and active, as prescribed or allowed by the student's physician.	The physical therapist may need to be involved to direct a schedule or make suggestions to help the student reach his/her potential of movement. Exercise improves muscular, skin, and vascular tone.
7. Document observations and interventions to prevent pressure sores on the student's health record or treatment log.	Record: <ol style="list-style-type: none"><li data-bbox="979 1161 1252 1192">1. Date and time.<li data-bbox="979 1194 1475 1257">2. Observations, actions, and results.<li data-bbox="979 1260 1475 1325">3. Student's reaction to and participation in the procedure.
8. If there is evidence of infection, such as open ulcer with drainage or odor, student may need to be excluded from school.	

7. TOILETING

a. BEDPAN

I. General Guidelines:

- A. Definition: A metal, ceramic, or plastic receptacle for collecting the urine and/or bowel elimination of a person who is unable to use a toilet or commode.
- B. Purpose: To assist the student with regular evacuation of bowel and bladder.
- C. Equipment: (Parent responsibility unless noted).
1. Disposable gloves (school responsibility).
 2. Bedpan.
 3. Bedpan cover.
 4. Toilet paper (school responsibility).
 5. Equipment for handwashing (*refer to Handwashing procedure*).
 6. Cot protector.
 7. Newspaper to protect the furniture.
- D. Personnel: All personnel.
- E. Bowel and Bladder Training: The student may need an individualized program of elimination training.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Determine the need for the student to use a bedpan at school.	Review physician's orders and student's health care plan.
B. Provide privacy for the student.	Privacy aids relaxation and assists evacuation of bowel and bladder.
C. Assemble the necessary equipment. Have the student wash hands. Undress the student as needed.	Powder on the bedpan rim, or a pad between buttocks and bedpan will increase comfort and help prevent skin irritation (to be approved and provided by the parent).
D. Wash your hands. Put on disposable gloves.	<i>Refer to Handwashing procedure and Gloves - Use and Removal procedure.</i>
E. Have the student lie on back with knees flexed. Turn on side facing you. Place a large pillow lengthwise against back from the shoulders to the upper buttocks; place a second large pillow lengthwise from thighs to feet, building a platform on which student can be placed.	Allow the student to assist with as much of the procedure as possible.

TOILETING - BEDPAN (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
F. If the student will be using the bedpan in wheelchair, assist the student to stand or lift student from the chair.	
G. Place protector on the cot or chair under student's hips, protecting the ends of the pillows, if appropriate.	
H. Place bedpan on the wheelchair seat or on the cot beside the student with the open end toward the foot of the cot. If needed, place the bedpan on edge against buttocks, as close to the desired position as possible.	Hold the bedpan at the side or back to avoid handling the open end and thus soiling your hands.
I. Assist the wheelchair student to sit on the bedpan.	Be sure the student has on a safety restraint, if needed, and feet are supported.
J. For the student on a cot, place one of your hands under the small of back. On signal, help student lift hips. With your other hand, slip the pan under hips. If needed, press downward with the bedpan on the cot and hold it in place as a helper turns the student onto the bedpan and the platform of pillows.	If the student has strength in arms, student can help lift self by using a trapeze bar above the cot. Check to see that the bedpan is properly adjusted.
K. Raise the student to a sitting position, if allowed, with supports at back. Drape for privacy.	Sitting is a natural position for voiding and/or bowel elimination.
L. Put toilet paper where it can be reached by the student.	
M. Leave the area to provide privacy, unless the student should not be left alone.	Do not leave the student on the bedpan any longer than is necessary.
N. If the student is unable to clean self, use the toilet tissue or warm, moist washcloth to clean. Place soiled tissue in the pan, unless collecting a specimen.	Wipe female students from front to back to avoid bringing soil from the rectum to the vaginal/urethral area.
O. For the student in a wheelchair, lift off the bedpan or assist to stand.	This may require an assistant or the use of a grab bar, trapeze, etc., for safety.

TOILETING - BEDPAN (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
P. When the student is finished, place your hand under the lower back to help lift hips so that the pan does not pull against skin. Remove the bedpan, cover and place on a protected surface. If needed, hold the bedpan flat on the cot to avoid spilling the contents while the helper rolls the student off the platform of pillows onto side.	Use newspaper to protect furniture from moisture and spills. Cover the bedpan with newspaper or a disposable bedpan cover.
Q. Remove the cot protector and redress the student.	Make sure clothes are neat and unsoiled.
R. Allow the student to wash hands. Assist into a comfortable position on a cot or in wheelchair.	Use a towelette or warm, soapy washcloth if student cannot be brought to a sink. Rinse and dry hands.
S. Take the bedpan to the bathroom. Note the appearance of the urine and/or stool. Empty the contents into the toilet.	If the student is on recorded intake and output, measure the urine.
T. Clean the bedpan. 1. Rinse the bedpan with cold water, loosening any remaining content from the sides. 2. Cleanse thoroughly with hot, soapy water, and a toilet brush. 3. Disinfect. 4. Rinse well and dry.	<i>Refer to Cleaning and Disposing of Body Fluids procedure.</i>
U. Cover the bedpan and store it appropriately.	
V. Remove and discard your gloves. Wash your hands.	<i>Refer to Gloves - Use and Removal procedure and Handwashing procedure.</i>
W. Document procedure on student's treatment log.	Record: 1. Date and time. 2. Description and amount of urine and/or stool, if needed. 3. Any problems and student's reaction to this procedure.

b. DIAPERING

I. General Guidelines:

- A. Purpose:
1. Avoid cross-contamination when changing diapers on students with chronic health conditions or disabilities.
 2. To prevent spread of microorganisms during diaper changes.
- B. Equipment: (School responsibility unless noted).
1. Changing mat or table.
 2. Approved germicidal solution.
 3. Disposable diaper (parent responsibility).
 4. Covered pail lined with plastic bag.
 5. Disposable gloves.
- C. Personnel: All personnel.
- D. Bowel and Bladder Training: The student may need an individualized program of elimination training.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Place student on clean changing table or mat. Privacy should be maintained.	Table or mat should have been cleaned with an approved germicidal solution. Never leave student unattended while on the changing table.
B. Wash hands and put on disposable gloves.	<i>Refer to Gloves - Use and Removal procedure and Handwashing procedure.</i>
C. Remove soiled diaper and place in plastic bag before disposal.	<i>Refer to Cleaning and Disposal of Body Fluids procedure.</i>
D. Cleanse perineum and buttocks thoroughly with moistened, disposable wipes. Use ointments and powders only when authorized and provided by parent. Apply clean diaper.	Always wash from front to back, especially with girls, to prevent vaginal and urinary infections.
E. Clean changing table or mat with freshly prepared germicidal solution.	This prevents cross-contamination to other children.
F. Remove gloves and wash hands.	<i>Refer to Gloves - Use and Removal procedure and Handwashing procedure.</i>
G. Note and report any abnormal conditions.	Blood or streaks of blood on diaper; watery, liquid stool; mucous or pus in stool; skin rashes/bruises, or breaks in skin; unusually foul or strong odors.

c. EXTERNAL MALE CATHETER

- I. General Guidelines: It is not recommended to remove or apply an adhesive external catheter when skin or penis is irritated.
 - A. Definition: A condom-type urinary collection device worn by an incontinent, male student.
 - B. Purpose: To keep an incontinent, male student's clothing dry; to obtain a urine specimen (not for cultures).
 - C. Equipment: (Parent responsibility unless noted).
 - 1. External male catheter with tape or Velcro.
 - 2. Scissors.
 - 3. Paper towels (school responsibility).
 - 4. Urinary drainage bag or leg bag (without a flutter valve).
 - 5. Disposable moistened wipes.
 - 6. Plastic lined waste container (school responsibility).
 - D. Personnel: Certified school nurse or designated trained school personnel under direct or indirect supervision of the certified school nurse.
- II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. The change of external catheters should routinely be done at home. However, this procedure is to be followed in the school setting if there is leaking from the one applied at home, or it unexpectedly detaches.	The external catheter should be changed every 48 hours and the penis exposed to air to lessen the damaging effects of moisture. Review the physician's order and the student's health plan.
B. Arrange for privacy.	Use a portable screen or other privacy devices.
C. Tell the student what you are going to do and how he can assist you.	Use developmentally appropriate language and demonstration.
D. Wash your hands. Use disposable gloves.	<i>Refer to Handwashing procedure and Gloves - Use and Removal procedure.</i>
E. Gather your equipment.	Arrange equipment on a clean work surface near the student.
F. Position the student and assist to undress to the extent needed for this procedure.	Protect the area from urine. Anticipate student's embarrassment. Use a drape or towel, if necessary.
G. Remove old catheter by clipping condom and tape near the base of the penis and gently pulling them off.	Student can assist with this, if able.

EXTERNAL MALE CATHETER (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
H. Examine the skin of the penis for signs of irritation.	If irritation exists, do not apply new collecting device. Student may have to wear disposable diaper until area heals. Inform parents and physician.
I. Remove all old adhesive from the penis or the new condom will not adhere.	Use adhesive remover, if needed, but do not leave it on the skin.
J. Wash the penis and perineal area with disposable, moist wipes. Allow to dry.	To lessen skin irritation, odor, and infection.
K. Wash your hands.	<i>Refer to Handwashing procedure.</i>
L. Prepare the drainage or leg bag.	A flutter valve is ill-advised because it does not allow the urine to enter the bag fast enough. This can cause back pressure in the system and the condom could rupture.
M. Drape the pubic area with paper towels.	A drape can be made by cutting a small hole in a towel and sliding it over the penis.
N. Place the new catheter device over the glans penis, leaving a space between the drainage end of the device and the end of the penis.	A ½ to ¼ inch space will diminish irritation and allow for expansion of the erect penis.
O. Follow procedure on package of the specific type of external male catheter provided for adhering the device.	
P. Check the penis within 15 minutes after application, in 1 hour, and every 2 hours thereafter, for swelling and discoloration.	If any swelling or discoloration is noted, loosen the adhesive liner or remove and begin procedure again.
Q. Assist the student to redress.	When ready, have the student resume scheduled classroom activities.
R. Dispose of used catheter system. Wash scissors. Store supplies in convenient area.	<i>Refer to Handling Body Fluids procedure.</i>
S. Discard disposable gloves. Wash your hands.	<i>Refer to Gloves - Use and Removal procedure.</i>

EXTERNAL MALE CATHETER (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
T. Document procedure on treatment log.	Record: 1. Date and time. 2. Reason for the procedure. 3. Skin condition. 4. Student's reaction to the procedure.
U. Inform appropriate school staff of the potential benefits and side effects of applying/replacing an external catheter.	This allows the staff to plan to optimize the student's performance and to report any reactions to this procedure that they observe.
V. Summarize the student's need for, and apparent benefit (or lack of benefit) from applying/replacing an external catheter at school.	Give this information to parents and physician, as requested.

d. FEMININE HYGIENE

- I. General Guidelines: For cleaning of a female student with chronic health conditions or disability that prevents her from proper toileting and feminine hygiene.
 - A. Purpose: To prevent cross-contamination of body fluids and decrease odors and incidence of infection.
 - B. Equipment: (School responsibility unless noted).
 - 1. Disposable, latex gloves.
 - 2. Covered pail with double, plastic liner.
 - 3. Disposable, moistened wipes (parent responsibility).
 - 4. Sanitary napkins (parent responsibility).
 - 5. Dry washcloth or small towel.
 - 6. Pitcher of 300-500 cc warm, tap water.
 - 7. Bed pan (if student is unable to sit on the commode).
 - C. Personnel: All personnel.
- II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Assure privacy.	
B. Wash hands; put on disposable gloves.	<i>Refer to Handwashing and Gloves - Use and Removal procedures.</i>
C. Cleansing to be done after defecation and/or urination using disposable, moistened wipes.	Never use soap inside the labia. This causes irritation and may make the student more prone to infection.
D. Always proceed from the vulva toward the anal area (front to back).	To prevent the transfer of fecal contaminants to the urethra or vagina.
E. After each cleansing stroke, discard the used wipe in the double-lined, covered pail.	Again to prevent contamination of the urethra or vagina.
F. Apply clean sanitary napkin to clean panties, front to back. Dispose of sanitary napkin in covered pail with double lining.	Pad should be changed at least every 3-4 hours, or as often as necessary to prevent odor and soiling of clothing. School nurse and student's parent should be made aware of excessive bleeding or any strange tissue, color, or odor.
G. If panties are soiled, change the panties and rinse out the soiled panties in cold water. Put wet panties in bag to be sent home.	Soiled panties will have a foul odor and will prevent the clean pad from adhering.
H. Remove gloves and wash hands.	<i>Refer to Gloves - Use and Removal procedure and Handwashing procedure.</i>

e. URINAL

I. General Guidelines:

- A. Definition: A metal, ceramic, or plastic receptacle for collecting the urine of a person who is unable to use a toilet or commode.
- B. Purpose: To assist the student with regular evacuation of bladder.
- C. Equipment: (School responsibility unless noted).
 - 1. Disposable gloves.
 - 2. Urinal.
 - 3. Bell or call system.
 - 4. Cot protector.
 - 5. Equipment for handwashing (*refer to Handwashing procedure*).
 - 6. Newspaper to protect the furniture.
- D. Personnel: All personnel.
- E. Bowel and Bladder Training: The student may need an individualized program of elimination training.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Determine the need for the student to use a urinal at school.	Review the physician's orders and the student's health care plan.
B. Provide privacy for the student.	Privacy aids relaxation and assists emptying of the bladder.
C. Assemble the necessary equipment. Have the student wash hands. Undress the student as needed.	Encourage the student to assist as much as he is able.
D. Wash your hands; put on disposable gloves.	<i>Refer to Handwashing and Gloves - Use and Removal procedures.</i>
E. Have the student place a protector on the cot or chair under penis and across thighs, if needed.	Assist the student or do it for him if he is unable to help himself.
F. Have the student place the urinal in position.	Assist the student or do it for him if he is unable to help himself.
G. If not already sitting, raise the student to a sitting position, if allowed, with supports at his back. Drape student for privacy.	Sitting is a natural position for voiding.

TOILETING - URINAL (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
H. Leave the area to give the student privacy, unless he should not be left alone.	Do not leave the student with the urinal any longer than necessary.
I. Remove the urinal, cover and place on a protected surface.	Use newspaper or disposable drape to protect furniture from moisture and spills. Cover the urinal with a paper cup or paper towel.
J. Note condition of student's skin and genitalia. Cleanse and provide skin care, if needed.	
K. Remove the cot protector and redress the student.	Make sure clothes are neat and dry.
L. Allow the student to wash hands and help him to get into a comfortable position on a cot or in wheelchair.	Use disposable, moist wipes, if the student cannot be brought to a sink.
M. Take the urinal to the bathroom. Note the appearance of the urine. Empty the contents into the toilet.	If the student is on recorded intake and output, measure the urine.
N. Clean the urinal: 1. Rinse the urinal with cold water. 2. Cleanse thoroughly with hot, soapy water and a brush. 3. Disinfect. 4. Rinse well and dry.	<i>Refer to Cleaning and Disposing of Body Fluids procedure.</i>
O. Cover urinal and store it appropriately.	
P. Remove and discard your gloves. Wash your hands.	<i>Refer to Gloves - Use and Removal procedure and Handwashing procedure.</i>
Q. Document procedure on the student's treatment log.	Record: 1. Date and time. 2. Description and amount of urine, if needed. 3. Any problems and student's ability to perform this procedure.

B. HANDLING OF BODY FLUIDS

1. CLEANING AND DISPOSING OF BODY FLUIDS

I. General Guidelines:

- A. Definition: Body fluids include blood, wound drainage, urine, vomitus, stool, tears, saliva, semen, vaginal secretions, mucous, nasal discharge, and sputum.
- B. Purpose:
1. To decrease the risk of direct transmission of disease.
 2. To minimize the risk of indirect transmission of disease resulting from contamination of the physical environment and equipment by body fluids.
- C. Equipment: (School responsibility unless noted).
1. Liquid soap.
 2. Warm, running water.
 3. Paper towels.
 4. Disposable gloves.
 5. Disposable plastic bags.
 6. Plastic-lined and covered waste containers.
 7. Brooms and dust pans.
 8. Mops and buckets.
 9. Approved germicidal solution.
- D. Personnel: All personnel (refer to WV Board of Education Policy 2423, Communicable Disease Control).

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Wash hands; put on disposable gloves.	<i>Refer to Handwashing and Gloves - Use and Removal procedures.</i>
B. Apply gloves to both hands whenever handling or touching body fluids, mucous membranes or non-intact skin of others in the school setting, for handling items or surfaces soiled with body fluids.	Individuals with open skin lesions should cover lesions with a waterproof bandage prior to applying the gloves. Sharp items must be handled with extreme care to avoid puncturing the skin. Sharp items should be disposed of in a sharps container labeled "Contaminated Material." Follow county policy for disposal of contaminated material.
C. Blood and other body fluids can be flushed down the toilet or carefully poured down a drain connected to a sanitary sewer.	
D. Other items for disposal that are contaminated with blood or other body fluids that cannot be flushed down the	

CLEANING AND DISPOSING OF BODY FLUIDS (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
toilet should be wrapped securely in a plastic bag that is impervious and sturdy (not easily penetrated). It should be placed in a second, labeled bag before being discarded in a manner consistent with local regulations for solid waste disposal.	
E. Body fluid spills should be cleaned up promptly, removing all visible debris first.	This prevents multiplying of microorganisms.
F. Use disposable items to handle and absorb body fluid cleanup whenever possible.	All items that are contaminated and that cannot be flushed down the toilet should be disposed of in a sturdy plastic bag that is not easily penetrated, then placed in a second bag for disposal.
G. Cleanse hard, washable surfaces using one bucket to wash and a second bucket to rinse.	Soap helps to remove debris and micro-organisms, but if left on the surface may hide microorganisms.
H. Disinfect, using an approved germicide in proper dilution. Rinse only if directed by the germicide manufacturer's directions. Allow to air dry.	Soak mop, if used, in disinfectant after use.
I. For soft, non-washable surfaces, such as rugs and upholstery, apply sanitary absorbing agent, let dry, vacuum.	Use broom and dustpan to remove solid materials, if necessary. Rinse dustpan and broom in disinfectant solution.
J. Apply rug or upholstery shampoo as directed by the manufacturer. Revacuum.	When using a sanitizing carpet cleaner method (water extraction), follow directions on label.
K. Handle soiled, washable materials, i.e. clothing and towels, as little as possible, double-bagging as mentioned before.	Send soiled clothing home with the student. Rinse school-owned towels under cold, running water then wash separate from other items. Add ½ cup bleach or non-chlorine bleach to wash cycle.
L. Remove and discard gloves, turn inside-out from cuffs, into covered, plastic-lined waste container.	<i>Refer to Gloves - Use and Removal procedure.</i>
M. Wash hands.	<i>Refer to Handwashing procedure.</i>

2. GLOVES - USE AND REMOVAL

I. General Guidelines:

- A. Purpose:
1. To prevent blood and body fluids, that may contain disease producing microorganisms, from coming in contact with the caregiver's skin.
 2. To prevent the spread of microorganisms to others.
- B. Equipment: (School responsibility unless noted).
1. Latex disposable gloves.
 2. Trash container with heavy plastic liners.
- C. Personnel: All personnel.

II. Procedure:

<u>ESSENTIAL STEPS</u>	<u>KEYPOINTS-PRECAUTIONS</u>
A. Wash hands.	<i>Refer to Handwashing procedure.</i>
B. Apply gloves to both hands.	Individuals who have open skin lesions on hands should be especially careful.
C. Gloves must be worn during entire time when handling body fluids.	Wear gloves during administration of first aid and cleanup of body fluids.
D. After all cleaning is finished, pull one glove off "inside out," peeling from cuff end carefully. When removing second glove, slip fingers inside contaminated glove at wrist edge and peel off inside out. Drop into plastic trash bag labeled "Contaminated Material."	Do not touch your skin with contaminated gloves.
E. Using liquid soap, wash hands vigorously for at least 15 seconds.	
F. Rinse under warm, running water.	

3. HAND WASHING

I. General Guidelines:

- A. Purpose: To remove microorganisms that spread disease and cause infection. NOTE: Handwashing is the single-most effective procedure to prevent the spread of communicable diseases).
- B. Equipment: (School responsibility unless noted).
1. Warm, running water.
2. Liquid soap.
- C. Personnel: All personnel.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Remove all jewelry from hands.	Microorganisms can become lodged in settings or stones or under rings.
B. Wet hands using warm, running water.	Warm water, combined with soap, makes better suds than cold water. Running water is necessary to carry away dirt and debris that contain microorganisms.
C. Apply liquid soap and lather well.	Bacteria can grow on bar soap and in soap dishes.
D. Wash hands using a circular motion and friction for 15 to 30 seconds.	Include front and back surfaces of hands, between fingers and knuckles, around and under nails, and the entire wrist area.
E. Rinse hands well under running water.	Let water drain from fingertips to wrists.
F. Repeat steps C through E.	
G. Dry hands thoroughly with paper towels and discard towels in waste container.	Dry skin may be cracked and, therefore, harbor microorganisms. Lotion is recommended after several handwashings.
H. Turn water off with a dry paper towel.	

C. MECHANICAL LIFT

I. General Guidelines:

- A. Purpose: To provide guidelines for safe use of equipment. The mechanical lift allows a person to be lifted and transferred safely with a minimum amount of physical effort.
- B. Equipment: (Parent responsibility unless noted).
1. Mechanical lift with appropriate slings and straps.
2. Instruction Manual that comes with the lift.
- C. Personnel: Certified school nurse, physical therapist, occupational therapist, or designated trained school personnel under the direct or indirect supervision of the certified school nurse.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Assemble all necessary lift equipment and any supplies needed to perform procedure.	The lift is for transport only. It is not a transporting device.
B. Inspect the mechanical lift before each use. 1. Check all bolts for tightness. 2. Make sure the boom and mast will not rotate. 3. Check that casters/wheels turn freely. 4. Check lift for braking mechanism.	
C. Follow Instruction Manual for transfer.	
D. Follow Instruction Manual for maintenance of equipment.	

D. ORTHOPEDIC DEVICE

- I. **General Guidelines:** The orthopedic device may need to be removed and reapplied as part of the student's routine day. The device should be used as prescribed by the physician.
- A. **Purpose:** The orthopedic device provides support or stability to a limb, joint, or body segment as well as maintaining body alignment.
- B. **Equipment:** (Parent responsibility unless noted).
 1. Orthopedic device prescribed for student.
 2. Routine orthopedic furniture such as:
 a. Standing table.
 b. Wheelchair accessible table.
 c. Parallel bars.
- C. **Personnel:** Certified school nurse, physical therapist, occupational therapist, designated trained school personnel under the direct or indirect supervision of the certified school nurse.

II. **Procedure:**

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Putting on the device:	
1. Make sure skin is clean and dry.	
2. Use stockinette or thin material between skin and device.	This material will absorb perspiration and allow the skin to "breathe." Be sure the material is smooth without wrinkles or objects such as buttons.
3. Be sure device is put on properly.	Physician's order will specify proper application.
4. Fasten straps securely.	May fasten lightly and go back to tighten into place.
5. Observe for: a. Changes in skin color b. Redness c. Pain d. Stiffness e. Swelling	Improper fit may cause pressure areas.

Report any changes to certified school nurse and or parent.

ORTHOPEDIC DEVICE (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
<p>B. Removing the device:</p> <ol style="list-style-type: none">1. Loosen all the straps and attachments of the device.2. Carefully lift the limb out of the device.3. Check for pressure sores.	<p>Avoid scraping the skin with the device.</p> <p>If student can remove own device, supervise to ensure protection of the skin, especially in areas without sensation.</p>
<p>C. Major concerns:</p> <ol style="list-style-type: none">1. Observe for proper fit.2. Encourage good hygiene.	<p>Proper fit decreases the possibility of pressure sores.</p> <p>Good hygiene aids in preventing skin breakdown.</p>
<p>D. Document procedure on treatment log.</p>	<p>Record:</p> <ol style="list-style-type: none">1. Date and time.2. Condition of skin.3. Fit of device.

E. PASSIVE RANGE OF MOTION EXERCISES

- I. General Guidelines: Range of Motion (ROM) exercises may be done as part of the student's routine day. Range of Motion exercises should be done as prescribed by the physician and requested by the parent.
- A. Purpose: To increase or maintain flexibility and movement.
- B. Equipment: Some type of stable cot or table upon which the student can lie down or other suitable furniture for the specific exercises.
- C. Personnel: Certified school nurse, physical therapist, occupational therapist, or designated trained school personnel under the direct or indirect supervision of the certified school nurse.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Review order of physician.	Range of Motion exercises are planned for the individual because there is wide variation in degrees of motion which students are capable of performing.
B. Explain procedure to student.	Use developmentally appropriate language and demonstration.
C. Position student in appropriate position.	Correct body alignment is important.
D. Hold extremity at joint and move smoothly, slowly and gently through its range.	If joint is painful, support the extremity in the muscular area.
E. Avoid moving joint beyond free range of motion. Do not force movement.	Motion should be stopped at the point of pain.
F. If painful muscle spasm is present, move joint slowly to point of resistance and exert steady, gentle pressure until muscle relaxes.	
G. Refer to current nursing text and/or manual (i.e. Lippincott Manual of Nursing Practice) for examples of range of motion exercises that might be appropriate for each individual student.	
H. Document procedure on treatment log.	Record: <ol style="list-style-type: none"> 1. Date and time. 2. Student's reaction to procedure.

SECTION II

PROCEDURES FOR PROVIDING SPECIALIZED HEALTH CARE

A. ANAPHYLACTIC REACTION

I. General Guidelines:

- A. Purpose:
1. To be aware of dangers of anaphylactic reactions that can result in life-threatening situations.
 2. To obtain history from student and/or parent about any asthmatic condition and any known allergies to medications, foods, pollens, bee stings, etc.
 3. To consult with principal and school nurse on policy and procedures to be taken in case of a reaction.
- B. Equipment: Medication and/or equipment as prescribed by physician (parent responsibility).
- C. Personnel: Certified school nurse or designated trained personnel under the direct or indirect supervision of the certified school nurse.

- II. Procedure: Although it is impossible to prepare for all emergencies of an anaphylactic nature, the following procedures are designed to provide for those emergencies likely to occur in school settings. As the reader will note, several of the steps require the person providing this help to make judgments based on his/her observations and knowledge.

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Determine that student has symptoms of an anaphylactic reaction. Symptoms of anaphylaxis include redness and wheals of the skin, respiratory distress, vascular collapse and occasionally vomiting and abdominal cramps.	When in doubt, treat the person for an anaphylactic reaction.
B. In case of known allergies, designated trained personnel will give appropriate amount of medication prescribed by the student's private physician. In case of unknown allergies, go to Step C.	In cases of known allergies, designated persons will have been instructed in proper procedures for individual student.
C. Establish vital functions: <ol style="list-style-type: none"> 1. Insure adequate airway. 2. Perform cardiopulmonary resuscitation (CPR) if necessary. 	
D. Call Emergency Medical Services and notify parents.	Paramedics will transport student to nearest hospital emergency room. Send all available information with the student to the emergency room.
E. Document procedure on treatment log and report to school nurse.	Record: <ol style="list-style-type: none"> 1. Date and time. 2. Student's reaction to procedure.

1. EPINEPHRINE AUTO-INJECTOR (EPI-PEN)

I. General Guidelines:

- A. Definition: The Epi-Pen Auto-Injector is a disposable drug delivery system with a spring-activated, concealed needle. It is designed for emergency self-administration of epinephrine, in the event of allergic and anaphylactic reactions.
- B. Purpose: To administer a single dose of epinephrine in the event of an allergic reaction.
- C. Equipment: EPI-PEN as prescribed by physician (parent responsibility).
- D. Personnel: At least three (whenever possible) designated trained school personnel under the direct or indirect supervision of the certified school nurse or student as permitted by physician.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Determine student's history of an allergic reaction and physician instruction for use of EPI-PEN.	EPI-PEN Auto-Injectors come in two strengths: 0.3 mg (yellow label) for adolescents and adults and 0.15 mg (white label) for young children (EPI-PEN JR.).
B. Store EPI-PEN at room temperature.	All trained persons should know the location of the EPI-PENs.
C. Routinely check EPI-PEN to make sure solution in Auto-Injector is not discolored. Replace the Auto-Injector if the solution is discolored or contains a precipitate.	Epinephrine is light sensitive and should not be used if discolored.
D. Determine that student has symptoms of an allergic reaction. Signs of an allergic reaction include: dizziness, itching, hives, flushing of skin, wheezing, rapid pulse, thready or unattainable pulse associated with a drop in blood pressure and/or respiratory distress.	Epinephrine is needed only for severe reactions, not for just redness and swelling at site of bee sting. Review Anaphylactic Reaction information.
E. Remove gray, safety cap of EPI-PEN.	
F. Place black tip on thigh at right angle to leg. Do not attempt injection into a vein or into buttocks.	Apply to thigh regardless of what part of the body has been stung.

USE OF EPINEPHRINE AUTO-INJECTOR (EPI-PEN) (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
G. Press hard into thigh until Auto-Injector mechanism functions and hold in place for 10 seconds. The EPI-PEN unit should then be removed and discarded in an approved container.	EPI-PEN must be injected into thigh only.
H. Call Emergency Medical Services and monitor student until ambulance arrives.	EMS can be called simultaneously by appropriate school personnel. Paramedics will transport student to nearest hospital emergency room. Send all available information with student.
I. Contact parent or guardian.	
J. Document procedure on treatment log and report to school nurse.	Record: 1. Date and time. 2. Student's reaction to procedure.

B. CATHETERIZATION

1. CLEAN CATHETERIZATION

- I. General Guidelines:
1. Clean intermittent catheterization may need to be done at school as ordered by the physician.
 2. Students who need catheterization may:
 - a. be on a bladder training system.
 - b. have no bladder control.
 - c. have residual urine.
- A. Purpose:
1. To empty the bladder at appropriate intervals.
 2. To prevent bladder distension.
 3. To reduce chances of a bladder infection.
 4. To remove residual urine.
- B. Equipment: (Parent responsibility unless noted).
1. Nonsterile gloves (school responsibility).
 2. Lubricant.
 3. Collection container.
 4. Antiseptic wipes.
 5. Catheters of appropriate size as ordered by physician.
 6. Protective pads.
- C. Personnel: Certified school nurse, licensed health care provider such as a RN or LPN, or designated, trained school personnel under direct or indirect supervision of the certified school nurse.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Assemble equipment in appropriate private location for administration of procedure.	
B. Have student lie on back with knees flexed and separated or position according to health care plan.	This will serve to prevent undesired moisture from soiling the surface beneath the student.
C. Wash hands.	<i>Refer to Handwashing procedure.</i>
D. Place protective pad under student's buttocks.	Have adequate staff assistance for this and all procedures.
E. Put on non-sterile gloves.	<i>Refer to Gloves - Use and Removal procedure.</i>
F. Open antiseptic wipes.	
G. Open packet of lubricating jelly and squeeze it onto surface of catheter package.	

CLEAN CATHETERIZATION (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
H. <u>FOR FEMALES:</u>	
<ol style="list-style-type: none">1. Hold labia open.2. Using a downward stroke, cleanse each labium with an antiseptic wipe.3. Using downward stroke, cleanse urinary meatus with another antiseptic wipe.4. Lubricate tip of catheter, if necessary.5. Insert catheter into urethra until urine flows into appropriate collection container.	<p>Stroke downward using a clean wipe for each stroke to prevent infection. Repeat as necessary to cleanse adequately.</p> <p>Continue holding labia open until catheter is inserted. DO NOT USE FORCE.</p> <p>Be sure to locate urethra, not vaginal orifice.</p>
I. <u>FOR MALES:</u>	
<ol style="list-style-type: none">1. Hold the penis upright and at a right angle to the student's body.2. Hold the end of the penis between the thumb and fore-finger and cleanse meatus using a circular motion.3. Holding the penis upright, exert slight pressure to widen the opening.4. Lubricate tip of catheter.5. Insert catheter into the urethra and place the other end into the collection container. If slight resistance is felt the pull on the penis can be slightly increased as the catheter is withdrawn slightly and then pushed ahead until urine flows.	<p>This position will straighten the anterior urethra.</p> <p>Using a clean wipe for each stroke.</p> <p>May have to apply gentle traction or lower penis towards toes. The catheter will advance easily until resistance is met at the sphincter. DO NOT FORCE. Instruct the student to breathe deeply to relax the perineal muscles and overcome resistance to entry. Discontinue the procedure if student has unusual discomfort.</p>
J. When flow of urine has stopped, gently and slowly withdraw catheter.	Report any changes in urine color, appearance or odor to the certified school nurse.

CLEAN CATHETERIZATION (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
K. Remove all equipment and waste materials and discard appropriately.	
L. Make certain the student is dry and comfortable.	
M. Remove gloves and wash hands.	<i>Refer to Gloves - Use and Removal procedure and Handwashing procedure.</i>
N. Document procedure on treatment log.	Record: <ol style="list-style-type: none"><li data-bbox="982 577 1495 619">1. Date and time.<li data-bbox="982 619 1495 661">2. Amount of urine, if required.<li data-bbox="982 661 1495 703">3. Color/odor.<li data-bbox="982 703 1495 751">4. Student's reaction to the procedure.

2. SELF CATHETERIZATION

- I. General Guidelines:
1. Self catheterization may need to be done at school as ordered by the physician.
 2. Students who need self catheterization may:
 - a. be on bladder training regime.
 - b. have no bladder control.
 - c. have residual urine.
 - d. be learning responsibility for self care.
- A. Purpose:
1. To empty the bladder at appropriate intervals.
 2. To prevent bladder distension.
 3. To reduce chances of bladder infection.
 4. To remove residual urine.
- B. Equipment: (Parent responsibility unless noted).
1. A catheter (size and type ordered by physician).
 2. Antiseptic wipes.
 3. Water soluble lubricant.
 4. Plastic bag for used catheters.
 5. Collecting/measuring container (if appropriate).
 6. Nonsterile gloves (school responsibility).
- C. Personnel: Certified school nurse, licensed health care provider such as a RN or LPN, or designated trained school personnel under direct or indirect supervision of the certified school nurse.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Assemble equipment in an appropriate private location.	Strict cleanliness is necessary to prevent bladder infections.
B. Have student wash hands thoroughly. (Note: Staff should also wash hands and should glove in case staff intervention is necessary.)	<i>Refer to Handwashing and Gloves - Use and Removal procedures.</i>
C. Position student appropriately for condition.	
D. Open antiseptic wipes for the student to self cleanse.	
E. Open packet of water soluble lubricating jelly.	

SELF CATHETERIZATION (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
F. <u>FOR FEMALES - Instruct student to:</u>	
1. Hold labia open using one hand.	Stroke downward using a clean wipe for each stroke to prevent infection. Repeat as necessary to cleanse area adequately.
2. Using a downward stroke, cleanse each labium with antiseptic wipe.	
3. Using a downward stroke, cleanse urinary meatus with third antiseptic wipe.	Continue holding the labia open until the catheter is inserted.
4. Lubricate the tip of the catheter.	
5. Hold the catheter as if it were a pencil or a dart and insert it into urethra until urine flows freely into appropriate collection container.	Be sure it is inserted into the urethra not the vaginal orifice. DO NOT FORCE.
G. <u>FOR MALES - Instruct student to:</u>	
1. Hold the penis up and at a right angle to his body.	This position will straighten the anterior urethra.
2. Hold the end of the penis between the thumb and the forefinger and cleanse the meatus using a circular motion.	Use a clean wipe for each stroke.
3. Apply lubricant to the tip of the catheter.	
4. Hold the penis upright and exert slight pressure to widen the urethral opening and insert the catheter until urine begins to flow.	The catheter will advance easily until resistance is met at the sphincter. DO NOT FORCE. Have student breathe deeply to relax perineal muscles.
5. Once the urine flows, insert the catheter approximately one more inch.	

SELF CATHETERIZATION (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
H. <u>FOR FEMALES AND MALES -</u> <u>Instruct student to:</u>	
1. Remove the catheter only after the flow of urine has ceased.	
2. Cleanse, dry, and redress.	
3. Discard disposable equipment and waste materials and then wash hands.	
I. Remove gloves and wash hands.	<i>Refer to Gloves - Use and Removal procedure and Handwashing procedure.</i>
J. Document procedure on treatment log.	Record: <ol style="list-style-type: none">1. Date and time.2. Amount and characteristics of urine, as required.3. Any other pertinent information.4. Student's reaction to procedure.

3. STERILE CATHETERIZATION

- I. General Guidelines:
1. Sterile catheterization may be done at school as ordered by the physician.
 2. Students requiring catheterization are those who:
 - a. have no bladder control.
 - b. have residual urine.
 - c. are on a bladder training program.
- A. Purpose: To empty the bladder at designated intervals, using sterile technique.
- B. Equipment: (Parent responsibility unless noted.)
1. Sterile catheter.
 2. Sterile drape.
 3. Sterile collection container.
 4. Sterile antiseptic.
 5. Sterile cotton balls.
 6. Sterile lubricant.
 7. Sterile latex gloves.
- All of the above materials are usually supplied in a kit.
- C. Personnel: Certified school nurse, other RN or LPN, under the direct or indirect supervision of the certified school nurse.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Assemble equipment in appropriate private location.	Close door and/or pull curtain.
B. Wash hands.	<i>Refer to Handwashing procedure.</i>
C. Position	
1. Males: Back (Supine).	
2. Females: On back with knees flexed and feet about two feet apart.	If female is unable to spread legs, place on side with knee of top leg flexed.
D. Place catheter set between female's thighs.	Placing it close helps to avoid contamination.
E. Open sterile catheter tray by folding top layer away from your body and bottom layer towards body.	Check expiration date. Touch only outside of wrapper. Do not turn back on sterile field. Avoid talking, coughing, or sneezing over sterile field. If in <u>doubt</u> , THROW IT OUT!

STERILE CATHETERIZATION (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
F. If catheter is separate, open and place on sterile field in sterile manner.	Do not contaminate by touching.
G. Put on sterile gloves.	Equipment in kit is sterile and must be handled using sterile technique.
H. Open antiseptic and pour over cotton balls.	All preparation of kit must be done before touching the student.
I. Open lubricant and lubricate catheter.	
1. Female: 1 ½ - 2 inches	
2. Male: 4 - 5 inches generously	
J. <u>FOR FEMALES:</u>	
1. Hold labia open.	Consider gloved hand that has touched the student CONTAMINATED . Maintain this position.
2. Using a downward motion, cleanse each labium with a saturated cotton ball held with forceps.	
3. Using downward motion, cleanse urinary meatus with another saturated cotton ball held with forceps.	
K. <u>FOR MALES:</u>	
1. Hold the penis upright and at a right angle to the student's body.	This position will straighten the anterior urethra.
2. Hold the end of the penis between the thumb and fore-finger and cleanse meatus using circular motion with a saturated cotton ball held with forceps.	Swab center first using a new sterile cotton ball each time.
L. Insert sterile lubricated catheter with sterile gloved hand.	In male, may have to apply gentle traction or lower penis towards toes. DO NOT FORCE .
M. Insert until there is urine flow.	If resistance is met, have student take a few deep breaths. Discontinue the procedure if student has unusual discomfort.

STERILE CATHETERIZATION (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
N. Allow urine to drain into collection container.	
O. When flow has stopped, slowly withdraw catheter.	
P. Remove all equipment and discard appropriately.	<i>Refer to Handling and Disposing of Body Fluids procedure.</i>
Q. Make student dry and comfortable.	
R. Remove gloves and wash hands.	<i>Refer to Gloves - Use and Removal procedure and Handwashing procedure.</i>
S. Document procedure on treatment log.	Record: <ol style="list-style-type: none"><li data-bbox="966 745 1453 777">1. Date and time.<li data-bbox="966 777 1453 808">2. Amount of urine, if required.<li data-bbox="966 808 1453 840">3. Color/odor.<li data-bbox="966 840 1453 913">4. Student's reaction to the procedure.

C. CREDÉ'S METHOD

- I. General Guidelines:
1. Credé's procedure must be performed according to physician's special orders.
 2. Credé technique may be part of routine daily bladder care.
 3. The procedure is done by the student whenever possible.
 4. Students who need to have Credé's method performed may:
 - a. be diapered.
 - b. wear an external collection device.
 - c. use toilet or urinal (ambulatory or transfer from wheelchair).
- A. Purpose:
1. To express residual urine from the bladder.
 2. To reduce chances of bladder infection.
 3. To control odors and prevent skin breakdown.
- B. Equipment: None is required to carry out this procedure.
- C. Personnel: Certified school nurse, licensed health care provider such as a RN or LPN, or designated trained school personnel under direct or indirect supervision of the certified school nurse.
- II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Have student in appropriate location that provides privacy for procedure.	
B. Position student lying down or sitting, according to needs.	
C. Apply repeated inward and downward pressure with one or both hands over lower abdomen, just above os pubis, until flow of urine ceases.	Use heel of hand to obtain most effective result.
D. Document procedure on treatment log.	Record: <ol style="list-style-type: none"> 1. Date and time. 2. Amount of urine expressed. 3. Student's reaction to procedure.

D. ENTERAL FEEDING (TUBE FEEDING)

1. OVERVIEW

Enteral, or tube, feeding is the introduction of fluids, nutrients and/or medication directly into the stomach or duodenum or jejunum. These feedings are indicated for the student who cannot be fed orally but whose gastrointestinal tract is functional.

A. Definitions:

1. Nasogastric (NG): tube passed through the nose or mouth (orogastric) into the stomach and secured in place.
2. Nasoduodenal: tube passed through the nose into duodenum.
3. Nasojejunal: tube passed through the nose into jejunum.
4. Gastrostomy: insertion of a tube, either surgically or via a percutaneous endoscopic procedure, into the stomach.
5. Jejunostomy: insertion of a tube directly into jejunum, either surgically or as a percutaneous endoscopic procedure. Jejunostomy feedings are by continuous infusion. Pump control is favored.

B. Delivery Systems for Feeding Solution:

1. Intermittent or continuous infusion of feeding solution by gravity (accomplished by hanging container of feeding solution from an IV pole and adjusting delivery rate by flow regulator).
2. Continuous feeding by controller feeding pump (allows uniform flow, particularly of viscous solutions).
3. Bolus (feeding solution poured into barrel of 60 ml syringe attached to feeding tube and allowed to infuse by gravity).

C. Special Nursing Considerations:

1. Assess student for abdominal distention, belching, loose stools, flatus, pain and bowel sounds before an enteral feeding. Distended abdomen could indicate an intolerance to a previous feeding.
2. The physician's order for the enteral feeding should include type, amount and frequency of feedings.
3. Explain procedure and purpose to student. Understanding by the student will enhance cooperation.
4. Feedings are administered at room temperature unless otherwise ordered. Allow feedings to sit at room temperature approximately one hour before administering. Excessive heat coagulates feedings. Excessive cold can reduce the flow of digestive enzymes and cause abdominal cramping.

OVERVIEW (Continued)

5. Sterile canned or bottled liquid products can be stored at room temperature until opened. Cover and refrigerate open, unused product labeled with date and time opened. Discard unused product after 24 hours. Examine for thickening, lumps or separation, which may indicate contamination.
6. Nonsterile liquid products must be refrigerated from time of preparation to time of use. Do not store for more than 24 hours. Label with date and time.
7. Including hanging time, feeding solutions are not to be left at room temperature for more than 8 hours. Enteral formulas are excellent medium for microbial growth and may cause infection of the student or food poisoning due to bacterial enterotoxins.
8. Assist student into sitting or Fowler's position in bed. If sitting position is contraindicated, a slightly elevated right-side lying position may be used. These positions enhance the gravitational flow of the feeding and help prevent aspiration into the lungs.
9. Aspirate before manipulating feeding tube. Use caution while aspirating and flushing feeding tube to prevent potential splash injuries. Observe universal precautions.
10. Prior to each feeding through a tube passed through the nose, the RN or LPN only must check to assure that tube is in the stomach by:
 - a. Attach distal end of tube to syringe and withdraw plunger. Some gastric contents will fill tube.

or
 - b. Using a stethoscope, listen over the epigastric area of the abdomen while injecting 10 ml of air into tube. Air will make a rushing sound.

or
 - c. Listen to distal end of tube. There will be no sound.

or
 - d. Place end of tube in a glass of water while student exhales. Few, if any, bubbles will appear in water if tube is in stomach. Steady stream of bubbles will appear if tube is in lungs.
11. Aspirate all stomach contents and measure the amount prior to administration of the feeding unless ordered otherwise. This is done to evaluate absorption of the last feeding, i.e., whether undigested formula of a previous feeding remains. Consult with physician on exact amount of undigested formula that is obtained before feeding is to be withheld.
12. Reinstill the gastric contents into the stomach. Remove the syringe bulb or plunger and pour the gastric contents via the syringe into the tube. Discarding of contents could disturb the student's electrolyte balance. Consult with physician on exact amount of gastric contents that need to be reinstilled. Reinstilling large amounts of gastric contents will predispose the student to aspiration and stomach distention.

OVERVIEW (Continued)

13. Rinse/flush administration sets/feeding tube with at least 10-15 cc of tap water, unless otherwise ordered by physician. This keeps tube patent.
14. If the student is an infant, allow to use pacifier during feeding. This allows infant to imitate eating, maintains sucking reflex.
15. Personnel doing the enteral feeding must remain with the student throughout the feeding and for 20-30 minutes after completion of feeding.
16. Allow student to remain elevated for 30 minutes after feeding, if possible. This helps prevent vomiting and/or aspiration should student regurgitate.
17. Student may require burping after feeding.
18. Decompression may be necessary if the stomach becomes distended and vomiting appears to be imminent. This can be accomplished by inserting a decompression tube into the gastrostomy feeding button allowing excess air and stomach contents to escape. Decompression with an NG tube in place can be done by aspirating with a bulb syringe.
19. If gastrostomy tube is accidentally pulled out, cover opening with sterile 4 X 4 immediately. Contact parent. Have student transported to emergency room for immediate treatment.

2. BOLUS FEEDINGS USING BULB SYRINGE-NASOGASTRIC/GASTROSTOMY

- I. General Guidelines: *Refer to Enteral Feeding (Tube Feeding), Overview, before proceeding.*
- A. Purpose: To provide adequate fluid, nutrition, and/or medication for the student who is unable to swallow.
- B. Equipment: (Parent responsibility unless noted.)
1. 60 cc syringe with catheter tip.
 2. Enteral feeding at room temperature.
 3. Syringe bulb or plunger.
 4. Container with water.
 5. Catheter plug or clamp.
 6. Suction machine, if ordered by physician.
 7. Disposable gloves (school responsibility).
- C. Personnel: Certified school nurse or designated trained school personnel under direct, or indirect supervision of the certified school nurse. **When checking N/G tube placement, only a RN or LPN may perform this step of the procedure.**

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Explain procedure to student.	Use developmentally appropriate language and demonstration.
B. Put on disposable gloves.	<i>Refer to Gloves - Use and Removal procedure.</i>
C. Check placement of feeding tube prior to initiating each feeding.	<i>Refer to Enteral Feeding (Tube Feeding), Overview, Special Nursing Considerations, #10.</i>
D. Aspirate for residual feedings prior to initiating each feeding.	<i>Refer to Enteral Feeding (Tube Feeding), Overview, Special Nursing Considerations, #11.</i>
E. Remove bulb from syringe and connect to a pinched or clamped nasogastric or gastric tube.	Pinching or clamping the tube prevents excess air from entering the stomach, preventing distention.
F. Add feeding to syringe barrel, allowing feeding to flow slowly. Continue to add feeding and keep solution in syringe at all times until feeding is complete. Raise or lower syringe to adjust the flow as needed. Pinch off tubing to stop the flow if the student experiences discomfort. Should student vomit during feeding, pinch tube off and discontinue feeding.	Rapid administration can cause flatus, crampy pain, and/or reflex vomiting.

BOLUS FEEDING USING BULB SYRINGE-NASOGASTRIC/GASTROSTOMY(Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
G. After feeding is administered, instill prescribed amount of water through the tube.	Water cleans the lumen of the tube and prevents occlusion.
H. Clamp tube and remove syringe.	Prevent instillation of air into stomach. Clamping prevents reflux of feeding.
I. Care of student.	
1. Post-Feeding care.	
a. Allow student to remain elevated for 30 minutes after feeding, if possible.	This helps prevent vomiting and/or aspiration should student regurgitate.
b. Student may be positioned on right side for 30 minutes to 1 hour after feeding.	This positioning facilitates emptying of stomach contents into small bowel.
c. Student may require burping after feeding.	
d. Observe for student reaction (i.e. restlessness, color change, or distention).	Report to certified school nurse.
2. Daily care.	
a. Give oral hygiene daily.	Oral hygiene is necessary to prevent accumulation of secretions and dryness. Refer to Oral Hygiene procedure.
3. Nasogastric tube.	
a. Clean and lubricate nostrils as needed (at least daily).	Prevents irritation of nasal mucosa.
b. Check skin along twill tape daily, especially over the ear.	This prevents pressure areas.

BOLUS FEEDING USING BULB SYRINGE-NASOGASTRIC/GASTROSTOMY(Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
4. Gastrostomy tube.	
1. Cleanse area around gastrostomy with soap and water.	Unless otherwise ordered by physician.
2. Apply dry, sterile dressing, if indicated.	The dressing absorbs any discharge of gastric juices and prevents skin breakdown. Check for physician preference regarding whether or not to use a dressing.
J. Care of equipment.	
1. Wash and rinse all equipment after each feeding.	To prevent accumulation of feeding and growth of bacteria.
2. Remove gloves and wash hands.	Refer to Gloves - Use and Removal procedure and Handwashing procedure.
K. Document procedure on treatment log.	Record:
	1. Date and time feeding was given. 2. Type and amount of formula given. 3. Amount of water given. 4. Untoward reactions. 5. Student's reaction to procedure. 6. Signature of caregiver.

3. GASTROSTOMY FEEDING BUTTON

- I. General Guidelines: *Refer to Enteral Feeding (Tube Feeding), Overview, before proceeding.*
- A. Purpose: To provide adequate fluid, nutrition, and/or medication for the student who is unable to swallow.
- B. Equipment: (Parent responsibility unless noted.)
1. 60 cc syringe with catheter tip.
 2. Syringe bulb or plunger.
 3. Adapter with tubing and clamp.
 4. Container with prescribed formula at room temperature.
 5. Container with water.
 6. Disposable gloves (school responsibility).
- C. Personnel: Certified school nurse or designated trained school personnel under immediate, direct, or indirect supervision of the certified school nurse, may also be performed by student as prescribed by physician.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Preparation of student.	
1. Explain procedure to student.	Use developmentally appropriate language and demonstration.
2.. Position student in a sitting or high Fowler's position in bed. If sitting position is contra-indicated, a slightly elevated, right-side lying position may be used.	These positions enhance the gravitational flow of the feeding and help prevent aspiration into the lungs.
B. Preparation.	
1. Collect equipment and take to student.	Good organization saves time and energy.
2. Put on disposable gloves.	<i>Refer to Gloves - Use and Removal procedure.</i>
C. Methods.	
1. Observe for leakage around button.	If leakage exists, notify the certified school nurse who will discuss this with the physician.
2. Attach adapter and catheter to syringe, keeping tube clamped.	
3. Open safety plug and attach adapter and feeding catheter to the button, keeping the tube clamped.	

GASTROSTOMY FEEDING BUTTON (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
4. Unclamp and aspirate immediately.	<i>Refer to Enteral Feeding (Tube Feeding), Overview, Special Nursing Considerations, #11.</i>
D. Administration of feeding.	
1. Check formula expiration date.	
2. Attach adapter and feeding catheter to syringe, keeping tube clamped.	If you have aspirated, this step is already completed. Be sure tube is clamped close to adapter.
3. Open the safety plug and attach the adapter and feeding to the button.	
4. Fill syringe and catheter with formula, keeping clamp closed.	This prevents large amounts of air from entering the stomach.
5. Hold syringe 3-10 inches above the stomach level. Unclamp tube.	This helps regulate the rate of flow.
6. Continue to add feeding, keeping solution in syringe at all times until feeding is completed.	This prevents air from entering stomach during feeding. Pinch tube off immediately if student vomits or regurgitates during feeding and discontinue feeding. Call the certified school nurse if this procedure is delegated.
7. Let feeding flow in by gravity slowly, approximately 20-30 minutes.	This prevents regurgitation, vomiting, and/or diarrhea. Flow rate can be altered by changing the height of the syringe.
8. When feeding is complete, flush the button with the prescribed amount of tap water.	This keeps tube patent.
9. Lower syringe below the stomach level to facilitate burping.	This will reduce possibility of vomiting. Burping sounds like a release of air.
10. Remove adapter and feeding catheter. Snap safety plug in place.	If anti-reflux valve is functioning properly, formula or food should not return.
11. If feeding catheter pops out, clamp immediately, then restart, estimating amount of feeding lost..	If student coughs or is very active, adapter may pop out.

GASTROSTOMY FEEDING BUTTON (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
E. Care of student.	
1. Post-Feeding care.	
a. Allow student to remain elevated for 30 minutes after feeding.	This helps prevent vomiting and/or aspiration should student regurgitate.
b. Student may be positioned on right side for 30 minutes to 1 hour after feeding.	This position facilitates emptying of stomach contents into small bowel.
c. Observe for student's reaction (i.e. restlessness, color change, or distended abdomen).	Report to certified school nurse.
2. Daily care.	
a. Give oral hygiene daily.	Oral hygiene is necessary to prevent accumulation of secretions and dryness. <i>Refer to Oral Hygiene procedure.</i>
b. Cleanse area around gastrostomy button with soap and water.	Unless otherwise ordered by physician.
c. Apply dry, sterile dressing, if indicated.	The dressing absorbs any discharge of gastric juices and prevents skin breakdown. Check for physician preference regarding whether or not to use a dressing.
F. Care of equipment.	
1. Wash and rinse all equipment after each feeding.	To prevent accumulation of feeding and growth of bacteria.
2. Remove gloves and wash hands.	<i>Refer to Gloves - Use and Removal procedure and Handwashing procedure.</i>
G. Document procedure on treatment log.	Record: <ol style="list-style-type: none"> 1. Date and time feeding was given. 2. Type and amount of formula given. 3. Amount of water given. 4. Untoward reactions. 5. Student's reaction to procedure. 6. Signature of caregiver.

4. INSERTING NASOGASTRIC TUBE

- I. General Guidelines: *Refer to Enteral Feeding (Tube Feeding), Overview, before proceeding.*
- A. Purpose: To administer a feeding or medication directly into the gastrointestinal tract.
- B. Equipment: (Parent responsibility unless noted).
1. Nasogastric tube (N/G).
 2. Water-soluble lubricant.
 3. Clamp for tubing.
 4. Towel and emesis basin.
 5. Disposable cup with water (school responsibility).
 6. Suction machine (if ordered by physician).
 7. Nonsterile gloves (school responsibility).
 8. Adhesive tape.
 9. 20 ml syringe.
 10. Straw.
- C. Personnel: Certified school nurse or other qualified licensed health care provider such as RN or LPN under the supervision of the certified school nurse.
- II. Procedure:

ESSENTIAL STEPS

KEYPOINTS-PRECAUTIONS

- | | |
|--|--|
| A. Explain procedure to student. | Use developmentally appropriate language and demonstration. Determine with the student what sign might be used (i.e. raising the finger) to indicate a need for a pause due to gagging or discomfort. |
| B. Position student in a sitting or high Fowler's position with neck slightly flexed. Place a towel across chest. | |
| C. Assess which nostril is most patent. | |
| D. Put on disposable gloves. | <i>Refer to Gloves - Use and Removal procedure.</i> |
| E. Mark the distance tube is to be passed by measuring from the earlobe to the bridge of the nose then add the distance from the bridge of the nose to the bottom of the xiphoid process and mark with tape. | Provides for correct position of tube. |
| F. Lubricate about 6-8 inches (15-20 cm) of tube with water-soluble jelly. | Lubrication reduces friction between mucous membrane and tube. |
| G. Lift head before inserting tube into a nostril. Pass tube gently into the posterior nasopharynx, aiming downward and backward. | Passage of the tube is facilitated by following the natural contours of the body. |

INSERTING NASOGASTRIC TUBE (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
H. When tube reaches the pharynx, the student may gag; allow student to rest for a few moments.	Gag reflex is triggered by the presence of the tube.
I. Have student hold head in a normal position and offer several sips of water sucked through a straw. Advance tube as student swallows.	Normal head position makes swallowing easier.
J. Continue to advance tube gently each time student swallows.	Mouth breathing and swallowing facilitates passage of tube.
K. If obstruction appears to prevent tube from passing, DO NOT USE FORCE. Rotate the tube gently. If unsuccessful, remove tube and try other nostril.	
L. If there are signs of distress (i.e. gasping, coughing, or cyanosis) immediately remove the tube.	Paroxysms of coughing would indicate that the tube is in the trachea.
M. Check placement of NG tube.	<i>Refer to Enteral Feeding (Tube Feeding), Overview, Special Nursing Considerations, #10.</i>
N. Secure NG tube with tape on bridge of student's nose and side of face.	Do not tape with pressure on nares, as infants are nose breathers.
O. Secure NG tube to clothing with rubber band or tape and safety pin.	
P. Discard disposable equipment.	
Q. Remove gloves and wash hands.	<i>Refer to Gloves - Use and Removal procedure and Handwashing procedure.</i>
R. Document procedure on treatment log.	Record: <ol style="list-style-type: none"><li data-bbox="982 1474 1453 1505">1. Date and time.<li data-bbox="982 1505 1453 1568">2. Method used for verification of NG tube placement.<li data-bbox="982 1568 1453 1600">3. Response of student to procedure.<li data-bbox="982 1600 1453 1635">4. Signature of caregiver.

5. SLOW DRIP METHOD - NASOGASTRIC/GASTROSTOMY

- I. General Guidelines: *Refer to Enteral Feeding (Tube Feeding), Overview, before proceeding.*
- A. Purpose: To provide adequate fluids, nutrition and/or medication for the student who is unable to swallow safely.
- B. Equipment: (Parent responsibility unless noted.)
1. 60 cc syringe with catheter tip.
 2. Administration set.
 3. Container with prescribed formula at room temperature.
 4. Container with water.
 5. Bottle hanger.
 6. Standard or hooks for holding container feeding.
 7. Stethoscope.
 8. Twill tape.
 9. Catheter plug.
 10. Suction machine, if ordered by physician.
 11. Disposable gloves (school responsibility).
- C. Personnel: Certified school nurse, licensed health care provider such as a RN or LPN or designated trained school personnel under the, direct or indirect supervision of the certified school nurse.
(See pp II 15-17 and Bolus Feeding Procedure, pp II 18-20)
- II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Preparation of student.	
1. Explain procedure to student.	Use developmentally appropriate language and demonstration.
2.. Position student in a sitting or high Fowler's position in bed. If sitting position is contra-indicated, a right-side lying position may be used.	These positions enhance the gravitational flow of the feeding and help prevent aspiration into the lungs.
B. Preparation.	
1. Collect equipment and take to student.	Good organization saves time and energy.
2. Put on disposable gloves.	<i>Refer to Gloves - Use and Removal procedure.</i>
C. Methods.	
1. Test for placement of nasogastric of gastrostomy tube before each feeding.	<i>Refer to Enteral Feeding (Tube Feeding), Overview, Special Nursing Considerations, #10, for proper placement methods.</i>
2. Attach syringe and aspirate for stomach contents.	<i>Refer to Enteral Feeding (Tube Feeding), Overview, Special Nursing Considerations, #11.</i>

SLOW DRIP METHOD - NASOGASTRIC/GASTROSTOMY(Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
3. Measure any stomach contents.	
4. Return stomach contents to stomach.	<i>Refer to Enteral Feeding (Tube Feeding), Overview, Special Nursing Considerations, #12.</i>
5. If stomach contents exceed the amount individually ordered for student by physician, either subtract from feeding or hold feeding, according to doctor's order.	
D. Administration of feeding.	
1. Remove hanger from hook or standard.	
2. Place bottle/bag with prescribed formula in hanger and attach tubing for administering the formula. Check for expiration date of formula.	
3. Close clamp on feeding/administration tubing.	
4. Hang bottle/bag on hook or standard.	
5. Open clamp on formula tube and allow fluid to fill tubing before attaching to nasogastric or gastrostomy tubing.	Collection of air in tubing should be kept to a minimum.
6. Attach tubing, open clamp, and regulate fluid drip to approximately 60 drops per minute, unless otherwise ordered.	This will help prevent regurgitation, vomiting, and/or diarrhea.
7. Check student frequently.	While monitoring student during feeding and for 20 minutes after completion of feeding, observe for color change, restlessness, and abdominal distention, which would indicate tube displacement and/or overfeeding. If this occurs, stop feeding immediately. NOTE: If the tube should slip out partially during feeding, STOP FEEDING IMMEDIATELY and check for tube placement before proceeding with feeding. If you are unsure of tube placement, remove tube and replace with a new one. (Not applicable to gastrostomy tube).

SLOW DRIP METHOD - NASOGASTRIC/GASTROSTOMY(Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
8. When feeding is completed, instill prescribed amount of water to rinse tube.	This keeps tube patent.
9. Allow some of the water to remain within tube and clamp tube.	This prevents air from being introduced into stomach at next feeding.
10. Clean and store feeding equipment and formula according to manufacturer's instructions.	
11. Remove gloves and wash hands.	<i>Refer to Gloves - Use and Removal procedure and Handwashing procedure.</i>
E. Post-Feeding care of student.	
1. If it is possible, allow student to remain elevated for 30 minutes after feeding.	The elevation will help prevent vomiting and/or aspiration, if student regurgitates.
2. Student may be positioned on right side for 30 minutes to 1 hour after feeding.	This positioning will facilitate emptying of the stomach contents into the small bowel.
3. Observe for student reactions (i.e. restlessness, color change, or distended abdomen).	Take appropriate action as prescribed by physician.
F. Daily care.	
1. Give oral hygiene.	To prevent accumulation of secretions and dryness. <i>Refer to Oral Hygiene procedure.</i>
2. Clean and lubricate nostrils when nasogastric tube is present.	This prevents irritation of nasal mucosa.
3. Check skin along twill tape daily, especially over ear.	This is necessary to prevent pressure areas, especially over ear.
4. Gastrostomy tube:	
a. Do same as above.	To prevent irritation and excoriation from gastric juices.
b. Cleanse area around gastrostomy tube daily.	To absorb any discharge of gastric juices and prevent any skin breakdown or excoriation.
c. Apply dry, sterile dressing, if indicated.	

SLOW DRIP METHOD - NASOGASTRIC/GASTROSTOMY(Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
G. Document procedure on treatment log.	Record: <ol style="list-style-type: none"><li data-bbox="981 275 1475 302">1. Date and time feeding was given.<li data-bbox="981 308 1475 369">2. Type and amount of formula given.<li data-bbox="981 375 1364 403">3. Amount of water given.<li data-bbox="981 409 1319 436">4. Untoward reactions.<li data-bbox="981 443 1455 470">5. Student's reaction to procedure.<li data-bbox="981 476 1351 504">6. Signature of caregiver.

E. MEASUREMENT OF BLOOD SUGAR

I. General Guidelines:

- A. Purpose: To obtain an accurate measurement of the student's blood sugar.
- B. Equipment: (Parent responsibility unless noted).
 1. Physician's order for procedure and intervention.
 2. Blood sugar monitor.
 3. Automatic lancet device, if needed.
 4. Disposable latex gloves (school responsibility).
- C. Personnel: Certified school nurse, other licensed health care provider such as a RN or LPN, or designated trained personnel under direct or indirect supervision of the certified school nurse. The student may perform this procedure independently as prescribed by physician or with permission of physician.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Wash hands.	<i>Refer to Handwashing procedure.</i>
B. Prepare work area.	Drape work area with paper towels in a well-lighted, clean area.
C. Assemble equipment.	Insert lancet in automatic lancet device. Remove chemstrip, place pad-side up on table surface (if chemstrip is used).
D. Have student wash hands.	<i>Refer to Handwashing procedure.</i>
E. Put on disposable latex gloves.	<i>Refer to Gloves - Use and Removal procedure.</i>
F. Perform finger puncture and place drop of blood on test strip (if indicated) or into proper port for blood.	Follow directions for specific blood sugar monitor for obtaining readings.
G. Refer to physician's orders for intervention.	
H. Dispose of gloves, chemstrip and used lancet in proper container. Wash hands.	<i>Refer to Cleaning and Disposing of Body Fluids procedure and Handwashing procedure.</i>
I. Document procedure on treatment log.	Record: 1. Date and time. 2. Pertinent information. 3. Student's reaction to procedure.

F. GLUCAGON

I. General Guidelines:

- A. Purpose: To raise blood glucose level in unresponsive hypoglycemic student.
- B. Equipment: Glucagon as prescribed by a physician (parent responsibility).
- C. Personnel: Certified school nurse, licensed health care provider such as a RN or LPN or designated trained school personnel under direct or indirect supervision of the certified school nurse. If possible, at least three persons in the student's school must be trained.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. One staff person notify EMS and the parent while another staff person observes for signs of responsiveness.	Glucagon is needed only for unresponsiveness. If student is able to take food or liquid, treat hypoglycemia with sugar (liquid glucose, icing, candy, sugared beverage, etc.).
B. Place student on his/her side.	To prevent aspiration.
C. Obtain medication from designated location in the school.	All designated trained personnel will be aware of location of Glucagon. The required Medication Administration Form must be signed by both parent and physician and on file in the school office.
D. Prepare injection according to package directions.	Diluting solution may be in a vial or pre-packaged in a syringe.
E. Withdraw prepared Glucagon from vial.	If withdrawal is difficult, inject 1/2 to 1 ml air into vial.
F. Cleanse small area of skin of arm or thigh with alcohol swab.	
G. Insert the needle under cleansed skin of arm or thigh, applying gentle pressure to the skin.	Injection technique is the same as insulin (subcutaneous).
H. Withdraw the needle and apply light pressure to the injection site.	To prevent leakage of solution.
I. Feed the student a snack as soon as he/she awakens.	Student should awaken within 15 minutes of injection. It is vital to arouse the student as quickly as possible and to give additional carbohydrates orally to prevent secondary hypoglycemic reaction.

GLUCAGON (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
J. Have EMS (or parent) transport student to hospital for further medical treatment.	
K. Document procedure on treatment log.	Record: <ol style="list-style-type: none"><li data-bbox="981 380 1257 411">1. Date and time.<li data-bbox="981 415 1466 447">2. Medication (on medication log).<li data-bbox="981 451 1466 483">3. Student's reaction to procedure.

G. Insulin Pump/Bolus (Continuous Subcutaneous Insulin Injection)

I. General Guidelines:

1. Purpose: To maintain euglycemia in the insulin dependent diabetic student.
2. Equipment: (Parent responsibility unless noted).
 1. Insulin pumps, reservoir and tubing, insulin, dressing, materials specific for student.
 2. M.D. orders for procedure and intervention.
 3. Disposable gloves (school responsibility).
3. Personnel: Certified school nurse or other qualified licensed health care provider such as a RN or LPN under direct or indirect supervision of the certified school nurse; and student independently as prescribed by physician.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Wash hands.	<i>Refer to Handwashing Procedure.</i>
B. Review M.D. orders for insulin bolus dose instructions.	Dose may vary based on blood glucose results.
C. Put on disposable gloves.	<i>Refer to Gloves - Use & Removal Procedure.</i>
D. Obtain Blood Glucose measurement.	<i>Refer to Measurement or Blood Glucose procedure.</i>
E. Assess pump set up insertion site on abdomen.	Need to assure patency & placement.
F. Administer bolus dose as per M.D. orders.	<i>Follow directions for specific insulin pump Bolus procedure.</i>
G. Assess for symptoms of a run away pump Hypoglycemia-Treat per M.D. orders Pump Alarms Clicking noise Check basal rate, last bolus dose given	Pump malfunction causing continuous infusion of insulin, leading to hypoglycemia.
H. Pump should be turned off/suspended should this occur.	
I. Notify parents immediately.	
J. Refer to M.D. orders for intervention.	

INSULIN PUMP/BOLUS (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
<p>K. Assess for symptoms of clogged tubing system or pump malfunction .</p> <ul style="list-style-type: none"> Hyperglycemia Pump not infusing Leaks in Infusion set or site Empty Syringe 	<p>Student may become rapidly acidotic should this occur.</p>
<p>L. If tubing system is clogged or pump malfunctions, refer to M.D. orders.</p>	<p>System may need to be changed. There may be differences related to the age of the student.</p>
<p>M. To change tubing delivery system, refer to manufacturer's instructions for set up.</p>	<p>All insulin pumps are different. Aseptic technique must be observed</p>
<p>N. Administer insulin if necessary for hyperglycemia via syringe according to M.D. orders prior to restarting pump or if parents are unable to restart in timely manner.</p>	<p>Proper disposal of hazardous waste must be rendered. <i>Refer to cleaning and disposal of Body Fluids Procedure.</i> <i>Refer to Medication Administration Procedure.</i></p>
<p>O. Document procedure in treatment and Medication administration log.</p>	
<p>Record:</p> <ul style="list-style-type: none"> Date & Time Blood Glucose results Observations Treatment Rendered Medication Administration Student's reaction to procedure 	

H. INHALATION THERAPY BY MACHINE

I. General Guidelines:

- A. Purpose:
1. To administer aerosol medication.
 2. To mobilize secretions and aid in expectoration.
 3. To improve alveolar ventilation.
- B. Equipment: (Parent responsibility unless noted).
1. Machine pumping compressed air (example: Nebulizer). NOTE: Follow instructions for specific machine.
 2. Medication as prescribed by physician.
 3. Tissues.
 4. Wastebasket with plastic lining (school responsibility).
 5. Sharps container (school responsibility).
 6. Nonsterile gloves (school responsibility).
- C. Personnel: Certified school nurse, licensed health care provider such as a RN, LPN, respiratory therapist or other designated trained school personnel under direct or indirect supervision of the certified school nurse; and student independently as prescribed by physician.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Assemble equipment in an appropriate location for administration of treatment.	To insure privacy.
B. Wash hands and put on gloves.	<i>Refer to Handwashing and Gloves - Use and Removal procedures.</i>
C. Student should be in a sitting position.	Facilitates better ventilation.
D. Connect one end of tubing to machine, the other end to the nebulizer thumb-valve.	
E. Using a clean nebulizer, add prescribed medication as ordered by the physician.	Be familiar with medication, dosage, side effects, precautions, etc.
F. Delivery method:	
1. Face Mask: Insure mask is positioned properly without leakage.	A good seal is necessary for adequate treatment.
2. Mouth Piece: Instruct student to gently bite down on mouth piece, seal lips around it and breathe through mouth only.	Mouth breathing is necessary for adequate delivery of medication with mouth piece.
G. Instruct student to breathe in and out slowly in a relaxed manner until all medication is used.	If student coughs excessively or has respiratory difficulty, stop treatment until symptoms subside.

INHALATION THERAPY BY MACHINE (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
H. Disassemble and clean nebulizer. Clean appropriate parts with soap and water, rinse thoroughly with hot tap water and air dry.	
I. Properly dispose of contaminated tissues and materials.	<i>Refer to Cleaning and Disposing of Body Fluids procedure.</i>
J. Remove gloves.	<i>Refer to Gloves - Use and Removal procedure.</i>
K. Document procedure on treatment log.	Record: <ol style="list-style-type: none"><li data-bbox="974 640 1478 672">1. Date and time.<li data-bbox="974 682 1478 714">2. Medication (on medication log).<li data-bbox="974 724 1478 777">3. Student's response to the procedure.

I. LONG-TERM & EMERGENCY MEDICATION ADMINISTRATION

- I. General Guidelines: All qualified and trained personnel must be familiar with their county policy for administering medications. Certain medications must be administered by a certified professional school nurse or other licensed health care provider such as a RN or LPN (i.e. insulin, or new/experimental medications). With the exception of emergency medications (e.g. Epipen or Glucagon), the first dose of a medication should never be given at school. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the optimal health and well being of the student.
- A. Purpose: To enable students who require medication at specific times during the school day to attend school and to provide for emergency medication administration when necessary.
- B. Equipment: (Parent responsibility unless noted).
 1. Prescribed medication in original pharmacy labeled container.
 2. Proper dispensing container (measuring cup/spoon, etc).
 3. Signed Administration of Medication forms and Student Medication Log.
- C. Personnel: Certified school nurse or designated trained personnel under the direct or indirect supervision of a certified school nurse; or student as prescribed by physician or with permission of physician

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Only the principal and other essential personnel shall be notified of student's requirement for medication while at school.	Confidentiality is essential. Only those with a need to know should be informed in order to protect the rights of the student.
B. The certified school nurse will provide information regarding effective use of medication(s), condition for which medication(s) is prescribed; and possible adverse reactions.	All involved personnel should be informed of potential serious side effects and/or precautions as well as desired effect.
C. Follow step-by-step procedure to properly administer medication:	When receiving packaged, single dose medications, examine administration device and refer to current package inserts when applicable for medication administration.
1. Student's name, medication, dosage, time, and route of administration (i.e. by mouth) must be verified according to the written medication form and the labeled pharmacy container.	An approved safety check is to read the prescribed medication container 3 times. Parents must send medication in a properly labeled container from the pharmacy.

LONG-TERM MEDICATION ADMINISTRATION (Continued)

ESSENTIAL STEPS

KEYPOINTS-PRECAUTIONS

- | | | |
|----|--|---|
| 1. | Insure positive identification of student. | An approved safety check is to ask student's name and other identifying information such as birthdate, parent's name. |
| 3. | Whenever possible, a student shall self-administer medication and designated trained personnel shall observe. If a student is unable to take his/her medication, a designated trained personnel will administer the prescribed medicine. | Observation by designated trained personnel is necessary to insure that the student has actually taken the prescribed medicine. This lessens the possibility of a lost pill or that one has not been completely swallowed, etc. |
| D. | Document all required information on the student's medication log at the time the medication is administered. | Use one medication log for each medication being administered. |
| E. | Store medication in a specified, locked place. Controlled substances must be double locked. Only designated personnel should have access to the medication. | Locked storage will prevent potential drug abuse and possibility of overdose by student. |
| F. | Observe for desired and/or undesired effects of medication given at school. Report any unusual reactions to the appropriate persons (i.e. parent, school nurse). | This information may be necessary for student's parents and/or physician to evaluate effectiveness. |
| G. | If vomiting should occur after medication is given, DO NOT ADMINISTER ANY MORE MEDICATION. Contact parent and/or certified school nurse. | Parent should always receive notification of a missed dose. The school nurse will need notification in order to observe adverse symptoms. |
| H. | Document procedure on treatment log. | Record:
1. Date and time.
2. Medication (on medication log).
3. Untoward reactions. |

J. MANUAL RESUSCITATOR

I. General Guidelines:

- A. Purpose: To deliver breaths manually when a student is unable to breathe on their own.

Situations where a manual resuscitator may be used include:

- student having difficulty breathing on own.
- ventilator malfunctions.
- student stops breathing and needs to be resuscitated.

NOTE: Children who have tracheostomies or who use ventilators should have a resuscitation bag with them at all times, if ordered by physician.

- B. Equipment: (Parent responsibility unless noted.)

1. Manual resuscitator.
2. Appropriate-sized mask.
3. Adaptor for trach.
4. Oxygen source with appropriate tubing, if needed.
5. Non-sterile gloves (school responsibility).

- C. Personnel: Certified school nurse or other qualified licensed health care provider such as RN, LPN or respiratory therapist under the direct or indirect supervision of the certified school nurse.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Assemble equipment.	Never wait to begin mouth-to-mouth/stoma resuscitation if a manual resuscitator is not immediately available or cannot be used effectively.
B. Preparation:	
1. Wash hands, if possible.	<i>Refer to Handwashing procedure.</i>
2. Check that manual resuscitator is functioning properly.	Place adaptor that is connected to the bag against a gauze or tissue in your hand, squeeze bag to be sure it is functioning (you should feel slight resistance).
3. Put on gloves.	<i>Refer to Gloves - Use and Removal procedure.</i>
4. Explain procedure to student.	Use developmentally appropriate language and demonstration.
5. Student with tracheostomy:	
a. Position student with neck extended and trach opening exposed, maintaining head tilt with non-dominant hand.	

MANUAL RESUSCITATOR (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
b. Attach resuscitator to trach tube, using dominate hand.	Hold trach with one hand to prevent accidental dislodgement while attaching adaptor to it.
c. If the student is able to breathe independently, coordinate the manual breaths with student's own breaths.	Give a breath by squeezing the resuscitator bag as the student begins to inhale (chest begins to rise). If you feel resistance and/or the student looks distressed, be sure you are giving breaths with the student's own effort and that the tube is patent.
If the student is unable to breath on own, squeeze the resuscitator bag at a regular rate to deliver prescribed breaths per minute. Allow ample time between respirations for passive exhalation and bag re-expansion.	
If the student has no breathing rate prescribed, a standard range of breaths per minute is 16-20 for children and 12-16 for adolescents and adults.	
D. Check effectiveness of ventilation.	Observe student's face, lip color, and level of consciousness. Make sure student's chest rises with each inflation and falls during passive exhalation.
E. Continue bagging until relieved by appropriately trained persons.	
F. Remove gloves and wash hands.	<i>Refer to Gloves - Use and Removal procedure and Handwashing procedure.</i>
G. Document procedure on treatment log.	Record: <ol style="list-style-type: none">1. Date and time.2. All pertinent information.3. Student's reaction to procedure.

K. METERED DOSE INHALER (MDI) THERAPY

- I. General Guidelines: The metered dose inhaler is a self-contained pressurized canister that contains medication which is suspended in an inert gas. A hand activated valve releases a measured volume of medication and aerosol.
- A. Purpose: To deliver a measured dose of medication to a student for inhalation.
- B. Equipment: Metered Dose Inhaler (parent responsibility).
- C. Personnel: Certified school nurse, other licensed health care provider such as a RN or LPN, respiratory therapist or designated trained school personnel under direct or indirect supervision of the certified school nurse; or student independently as prescribed by physician.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Obtain written physician's order form. Parental signature must also be present on form.	Policy requires written physician and parental permission to administer medication in the school setting.
B. Observe/Assist student in step-by-step use of MDI as prescribed below or according to physician's written orders. Instruct student to:	It is important that student fully understand procedure to receive the full benefit of the inhaled medication. Use developmentally appropriate language and demonstration.
1. Make sure the canister is firmly and fully inserted into the outer plastic container and shake the inhaler well.	
2. Hold the inhaler between the thumb and forefinger.	<u>Add "Spacer" if prescribed</u>
3. Inhale deeply and then exhale slowly. Make an "O" shape with their mouth and hold the inhaler 1-2 inches from open mouth.	
4. Inhale slowly and deeply through mouth. After starting to breathe in, press the top of the canister firmly between thumb and forefinger. Continue inhaling slowly and deeply through mouth.	
5. After breathing in as much as possible, close mouth and hold breath for 5 seconds.	

METERED DOSE INHALER (MDI) THERAPY (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
6. Exhale slowly through pursed lips.	
7. If 2 puffs are to be taken, wait approximately 5 minutes between the first and second puff, then repeat steps 1-6.	
8. If 3 puffs are to be taken, wait 1-2 minutes between the first and second puff, and then approximately 5 minutes between the second and third puff, then repeat steps 1-6.	
C. Monitor student for administration technique, cough production and breath sounds before and after the treatment.	Assess whether medication has had the desired or an undesired effect. (Note: an asthmatic student may need further medical attention.)
D. Document procedure on treatment log.	Record: <ol style="list-style-type: none"><li data-bbox="976 919 1248 947">1. Date and time.<li data-bbox="976 953 1463 980">2. Medication (on medication log).<li data-bbox="976 987 1475 1050">3. Student's reaction to the procedure.

L. ORAL/NASAL SUCTIONING

1. BY MACHINE

- I. General Guidelines: A certified school nurse must assess the level of care needed for each individual student. Consideration should be given to the use of a manual suction device, i.e. rubber bulb syringe, whenever possible.
- A. Purpose: To provide an adequate airway by clearing the oral cavity of excessive secretions.
- B. Equipment: (Parent responsibility unless noted).
 1. Suction equipment.
 2. Suction catheter.
 3. Sterile, distilled water.
 4. Disposable gloves.
- C. Personnel: Certified school nurse or other qualified licensed health care provider such as a RN or LPN under the direct or indirect supervision of the certified school nurse; or student independently as prescribed by physician.
- II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Assemble equipment.	
B. Wash hands.	<i>Refer to Handwashing procedure.</i>
C. Turn on suction.	Recommendations for negative pressure: 1. Infants - 60 - 100 mm Hg. 2. Children - 100 - 120 mm Hg. 3. Adults and adolescents - as prescribed by physician.
D. Position child.	Optimal position is on side with head slightly lowered to aid in pooling and draining secretions. Assistance is recommended when suctioning small children.
E. Put on gloves and attach catheter to suction.	<i>Refer to Gloves - Use and Removal procedure.</i>
F. Lubricate catheter by submersing end into sterile water and suctioning small amount of sterile water.	Lubrication helps to prevent damage to fragile mucous membranes. Suctioning checks patency of the system.
G. Introduce catheter into oral cavity.	Do not apply suction while introducing catheter. Do not advance further than the back of the mouth, as this may stimulate the gag reflex, cause vomiting, and/or produce laryngospas

BY MACHINE (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
H. Apply intermittent suction for no longer than 10 seconds at a time. Withdraw catheter slowly while rotating it between the thumb and finger.	Avoid "grabbing" mucous membrane as this will cause injury to tissues.
I. Suction sterile water to clean catheter of secretions (50-100cc).	Limit areas to be suctioned to nares, cheeks, beneath the tongue, and the back of the mouth.
J. Repeat steps G-I as necessary. Allow 23 minutes between suctioning.	
K. Discard disposable equipment. Make sure equipment is ready to reuse.	
L. Remove gloves and wash hands.	<i>Refer to Gloves – Use and Removal procedure and Handwashing procedure.</i>
M. Document procedure on treatment log.	Record: <ol style="list-style-type: none"><li data-bbox="966 850 1462 882">1. Time and date<li data-bbox="966 892 1462 955">2. Amount, color, and consistency of secretions.<li data-bbox="966 966 1462 1018">3. Student's reaction to procedure.
N. At the end of the school day, empty contents of suction bottle into toilet. Wash bottle with soap and water. Wear gloves during process.	<i>Refer to Cleaning and Disposing of Body Fluids procedure.</i>

2. MANUAL TECHNIQUE (BULB SYRINGE)

I. General Guidelines:

- A. Purpose: To provide an adequate airway by clearing the oral cavity and/or nasal cavity of excessive secretions.

A bulb syringe or other manual suctioning device is usually adequate and the preferred technique for suctioning the oropharynx and nose.

- B. Equipment: (Parent responsibility unless noted).
1. Bulb syringe.
 2. Paper towel (school responsibility).
 3. Non-waxed paper cups (school responsibility).
 4. Water (school responsibility).
 5. Disposable, latex gloves (school responsibility).

- C. Personnel: Certified school nurse or designated, trained personnel under direct or indirect supervision of certified school nurse.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Assemble equipment.	
B. Wash hands.	<i>Refer to Handwashing procedure.</i>
C. Position child.	Optimal position is on side with head slightly lowered to aid in pooling and draining secretions. Assistance to hold student is recommended when suctioning small children.
D. Put on gloves.	<i>Refer to Gloves - Use and Removal procedure.</i>
E. With bulb compressed, insert tip of bulb syringe into cup of water and release pressure on bulb to suction small amount of water. Discard into cup.	Suctioning checks effectiveness of bulb syringe.
F. Insert tip of bulb syringe into dependent cheek of student.	Secretions will be more accessible on side student's head is positioned.
G. Release pressure on bulb to withdraw secretions.	Avoid grabbing mucous membranes as this may injure tissue.
H. Discard secretions into a cup or paper towel by squeezing bulb several times.	
I. Repeat steps F - H as necessary.	Areas to be suctioned include cheeks and beneath tongue.

MANUAL TECHNIQUE (BULB SYRINGE)(Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
J. For nasal suction, insert tip of bulb syringe into nares one side at a time. Suction. Discard secretions and then suction other side. Repeat as necessary.	
K. After each use, clean bulb syringe with warm water and soap by flushing several times using above suction technique.	Bulb syringe can be sterilized by placing in boiling water for 10 seconds.
L. Discard disposable equipment. Make sure bulb syringe is ready for reuse. Remove gloves and wash hands.	<i>Refer to Gloves - Use and Removal procedure and Handwashing procedure.</i>
M. Document procedure on treatment log.	Record: <ol style="list-style-type: none"><li data-bbox="976 720 1252 747">1. Date and time.<li data-bbox="976 751 1471 810">2. Amount, color, and consistency of secretions.<li data-bbox="976 814 1471 879">3. Reaction of student to the procedure.

M. OSTOMY CARE: EMPTYING/CHANGING OF OSTOMY POUCH

- I. General Guidelines: Change of ostomy pouch at school is usually needed only because of leakage. An ostomy pouch remains secure from 1 to 7 days. Change of pouch is usually done at home. Irrigation, a procedure used to stimulate evacuation of the bowel, must be done at home.
- A. Definition: An ostomy is an artificial opening for urine or feces to come out of the body. The opening is covered by a pouch which serves as a container for waste until it can be emptied.
- B. Purpose:
 1. To control leakage.
 2. To protect and inspect skin.
 3. To control odor.
 4. To provide comfort and security.
 5. To encourage as much self-care as developmentally and physically possible.
- C. Equipment: (Parent responsibility unless noted).
 1. Extra pouch (clean and reusable or disposable) and belt, if needed.
 2. Double-faced adhesive (gasket, wafer, spray or paint-on paste) as prescribed by student's physician.
 3. Adhesive remover or solvent, as needed.
 4. Soap and washcloth.
 5. Skin barrier - tincture of benzoin, karaya (wafers, powder or paste) or other as prescribed by physician.
 6. Toilet paper, soft tissue, or other absorbent material.
 7. Hypoallergenic tape (1, 1½, or 2 inches or 2.54, 3.8, or 5.08 cm wide)
 8. Non-sterile, latex gloves.
 9. Container for rinse water.
- D. Personnel: Certified school nurse, licensed health care provider such as a RN or LPN, or designated trained school personnel under direct or indirect supervision of a certified school nurse; or student independently as prescribed by physician.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Assemble equipment in appropriate private location.	Review the physician's orders and the student's individual health care plan.
B. Wash hands.	<i>Refer to Handwashing procedure.</i>
C. Position student in either a sitting or lying position.	Encourage the student to do this for self when possible. Use developmentally appropriate language and demonstration.
D. Put on disposable gloves.	<i>Refer to Gloves - Use and Removal procedure.</i>

OSTOMY CARE: EMPTYING/CHANGING OF OSTOMY POUCH (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
E. <u>To empty:</u> 1. Open pouch and empty contents into toilet. 2. Reclose pouch. 3. Proceed to step "Q."	
F. <u>To change:</u> 1. Remove ostomy pouch. 2. Proceed to step "G."	Gently peel pouch away from skin, using skin-safe solvent as necessary.
G. Place absorbent material over stoma to absorb drainage.	It is important to protect the skin from irritating drainage. Absorbent material remains in place until you are ready to attach pouch.
H. Empty ostomy pouch into toilet.	Know whether pouch is reusable or disposable. Holding reusable pouch over the toilet, rinse with water. Send home in suitable container.
I. Save reusable pouch or discard disposable pouch.	Discard empty disposable pouch in waste receptacle.
J. Clean skin thoroughly but gently with washcloth, soap, and water; dry thoroughly. Report evidence of skin breakdown and/or infection to school nurse (or physician, if done by nurse) before proceeding.	Make sure all adhesive is removed from skin, using skin-safe solvent, as needed.
K. Apply skin barrier according to condition and type of pouch.	Cut or mold skin barrier to completely seal skin around stoma. Skin barrier should be at least as large as flange of pouch. Failure to cover all skin surrounding stoma will cause leakage and skin breakdown.
L. Prepare pouch for application. 1. Cut to fit, if necessary. 2. Apply additional adhesive, if necessary.	Inner flange of pouch should be 1/8-inch (3mm) larger than the stoma. Cut to fit, as needed.

OSTOMY CARE: EMPTYING/ CHANGING OF OSTOMY POUCH (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
M. Place pouch securely over skin barrier.	Press flange firmly to completely seal pouch against skin barrier.
N. If pouch is open-ended, secure open end according to directions (clip, rubber band, etc).	
O. "Window pane" outer flange of pouch with hypoallergenic tape.	Cut strips of tape 1 inch (2.54 cm) longer than the flange of the pouch. Apply half on skin and half on flange to completely seal flange to skin. Overlap ends of tape.
P. Attach belt if used.	
Q. Remove gloves and wash hands.	<i>Refer to Gloves - Use and Removal procedure and Handwashing procedure.</i>
R. Document procedure on treatment log.	Record: <ol style="list-style-type: none"><li data-bbox="971 852 1245 884">1. Date and time.<li data-bbox="971 884 1339 915">2. Pertinent information.<li data-bbox="971 915 1450 947">3. Student's reaction to procedure.

N. OXYGEN ADMINISTRATION

I. General Guidelines:

- A. **Purpose:** To prevent and or treat hypoxia or hypoxemia while reducing labored breathing.
- B. **Equipment:** (Parent responsibility unless noted).
1. Oxygen source: portable oxygen tank or cylinder.
 2. Pressure gauge.
 3. Flow meter for controlling liters of oxygen per minute.
 4. Nasal cannula or other form of oxygen mask or adaptor for tracheostomy and disposable connecting tubing.
 5. Readily available fire extinguisher. (school responsibility)
 6. Precaution sign - NO SMOKING OR OPEN FLAMES ALLOWED. Other hazards should also be listed. (school responsibility)
 7. Humidifier filled with distilled water if indicated. (optional)
- C. **Personnel:** Certified school nurse, licensed health care provider such as a RN or LPN, respiratory therapist or other designated trained school personnel under direct or indirect supervision of the certified school nurse.

II. Procedure:


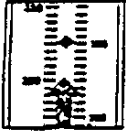
ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Check oxygen supply daily to ensure proper amount in storage.	
B. Post any area where oxygen is in use: NO SMOKING OR OPEN FLAMES--FIRE HAZARD--OXYGEN IN USE.	Areas with increased oxygen levels support sudden combustion. Avoid use of oil, grease or petroleum based cleansers around oxygen connections or patient's face (including Chapstik and Vaseline products). Do not use antiseptic tinctures, alcohol, furniture sprays, acetone in the immediate area. Avoid the use of toys that might cause sparks that could ignite. Do not permit any electrical devices on or near oxygen source (within 8 feet is generally recommended.) Custodial staff should be informed of precautions.
C. Operate oxygen units in well ventilated area.	Oxygen will accumulate around immediate area of user. If used in transport, window of vehicle should always be lowered slightly. All units should be "off" when not in use.
D. Oxygen unit should always be in upright position on a smooth flat surface and according to safety standards, large tanks must be chained in one area. Portable units should be secured when being transported.	Oxygen transported on school bus must be secured in accordance with state and county transportation regulations.

OXYGEN ADMINISTRATION (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
E. Fire extinguisher should be in immediate area.	
F. To administer oxygen open nasal catheter or mask and connect tubing to nipple of storage tank.	Nasal catheters should be changed or cleaned every week or more often, depending upon the amount of use. Extra changes should be in storage at all times and changed more often during respiratory illnesses of patient to prevent reinfection.
G. If ordered, attach humidifier to oxygen tubing at storage unit. Humidifier will need water added with prolonged use.	Humidifier must be cleaned regularly. The jar should only be filled with distilled water. Bacteria will grow if not cleaned properly.
H. If appropriate, explain procedure to student. Flush line by turning oxygen on and adjust flow rate to ordered level. Feel for oxygen flow through tubing.	Oxygen is prescribed and administered like a drug with flow dosage measured in liters per minute.
I. Properly place nasal cannula or other delivery system to the patient's face, adjusting nasal catheter around ears or mask to the nasal bridge to ensure optimal oxygen benefit during administration.	Pressure of cannulas or mask can cause sores--observe and administer skin care as needed. Prolonged administration by mask will require periodic mask removal to dry face and massage skin. It will also cause eyes to dry excessively if mask fits improperly.
J. Student should be monitored and observed for any change of condition while receiving oxygen.	According to specific needs of the individual student, personnel caring for student daily should be trained regarding how to assess for hypoxia and the complications of oxygen therapy--such as in cystic fibrosis patients.
K. If equipment does not operate properly contact oxygen provider--DO NOT ATTEMPT TO SERVICE EQUIPMENT ON YOUR OWN.	
L. Document procedure on treatment log.	Record: <ol style="list-style-type: none">1. Date and time.2. Reason for procedure.3. Pertinent information.4. Student's reaction to procedure.

O. PEAK FLOW METER

- I. **General Guidelines:** The peak flow meter provides an objective measurement of peak expiratory flow, a valuable indicator of lung function.
- A. **Purpose:**
1. The peak flow meter can be used over a period of time by an asthmatic child to measure and record lung function so that the physician can prescribe the proper treatment.
 2. During an asthma attack, the peak flow meter can serve as a tool to objectively measure the severity of the child's respiratory distress.
- B. **Equipment:** A peak flow meter (parent responsibility).
- C. **Personnel:** Certified school nurse, licensed health care provider such as a RN or LPN, respiratory therapist or designated, trained personnel under direct or indirect supervision of the certified school nurse; or student independently with permission of physician.
- II. **Procedure:**

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Have the student place one of the white mouth pieces on the peak flow meter.	
B. Make sure that the red indicator is at the bottom of the scale.	The adult (large) mouth piece fits onto the unit, the pediatric (small) mouth piece fits into the unit.
C. Hold the peak flow meter vertically, being careful that the student's fingers do not block the opening.	
D. Have student inhale as deeply as possible and place mouth firmly around the mouth piece, making sure lips form a tight seal.	
E. Have student exhale as hard and as fast as possible. This will cause the red indicator to move up the scale.	
F. The final position of the red indicator is the student's peak flow. Record the value along with the date and time.	
G. To repeat the test, slide the red indicator back to the bottom of the scale.	
H. If the student is using this as a measurement tool for physician information, help record the results as ordered by the physician.	

PEAK FLOW METER (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
I. If the peak flow meter is to serve as a tool to measure respiratory distress, personnel should have previous documentation as to the normal reading for the student.	
J. Seek medical care for student and notify parent, according to care plan.	
K. Document procedure on treatment log.	Record: <ol style="list-style-type: none">1. Date and time.2. Reason for procedure.3. Pertinent information.4. Student's reaction to procedure.

P. POSTURAL DRAINAGE AND PERCUSSION

- I. General Guidelines: Students needing postural drainage have pulmonary dysfunction, such as cystic fibrosis, chronic bronchitis, asthma, other pulmonary disorders, muscular dystrophy, cerebral palsy, etc.
- Postural drainage may be performed 2-4 times daily before meals depending upon student tolerance and physician's orders.
- Additional postural drainage may be indicated when the student is congested or is having respiratory distress.
- A. Purpose: To maintain maximum lung capacity by assisting student who is having difficulty raising sputum.
- B. Equipment: (School responsibility unless noted).
1. Pillows.
 2. Tissues.
 3. Plastic lined wastebasket.
- C. Personnel: Certified school nurse, licensed health care provider such as a RN or LPN, or designated, trained school personnel under direct or indirect supervision of the certified school nurse. May also be performed by the physical therapist or respiratory therapist.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Assemble equipment in appropriate location.	
B. Use the following sequence for percussing each lobe of the lungs:	
1. Place student in appropriate position.	Ten positions are necessary for percussing all lobes of the lungs. Use cupped hands with moderate pressure to create hollow sound during percussion. Avoid percussing over kidneys.
2. Percuss lobes for 3 minutes over appropriate area.	
3. Instruct student to cough into tissue following each percussion. Discard used tissues into lined wastebasket. Use vibration (applying pressure to appropriate lobe during coughing).	Initial coughing attempts may not produce sputum. as further positioning and percussion are provided, coughing will become more productive. (Use of vibration may break bones when students have abnormal bone conditions or are receiving medication such as steroids.)
4. Wash hands at end of session.	<i>Refer to Handwashing procedure.</i>

POSTURAL DRAINAGE AND PERCUSSION (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
C. The 10 positions for percussing students weighing 40 pounds or more are as follows:	NOTE: In all positioning additional pillows may be necessary to obtain desired deviation, depending upon student's weight.
1. Position student on stomach with right side of torso and right arm on pillow.	This 1/4 turn of body is the correct position for percussing posterior segment of right upper lobe (over right upper scapular area).
2. Position student on stomach with left side of torso and left arm elevated on pillow.	This 1/4 turn with head and shoulder elevation is the correct position for percussing posterior segment of left upper lobe (over upper left scapular area). The left bronchus is more vertical, thus requiring a nearly 45-degree elevation.
3. Position student flat on back with pillow placed under head and knees.	This position is correct for percussing anterior segments of right and left upper lobes (between clavicle and nipple areas).
4. Position student on back. Turn hips 1/4 turn to the right. Elevate hips 10-12 inches with pillows. Use additional pillows, as needed, to hold hips to the right.	This position is correct for percussing lingula process of left lung (from left armpit to nipple area).
5. Position student on back. Turn hips 1/4 turn to the left. Elevate hips 10-15 inches with pillows. Use additional pillows, as needed, to hold hips to the left.	This position is correct for percussing middle lobe of right lung (from right armpit to nipple area).
6. Position student flat on stomach with pillows under stomach and lower legs/feet.	This position is correct for percussing apical segments of right and left lower lobes (over lower scapular areas).
7. Position student on back. Elevate hips 16-18 inches with pillows.	This position is correct for percussing anterior basal segment of right and left lower lobes (over lower chest area below nipples).
8. Position student on stomach. Elevate hips 16-18 inches with pillows.	This position is correct for percussing posterior basal segments of right and left lower lobes (over lower chest areas - avoid kidneys).
9. Position student on right side. Elevate hips 16-18 inches with pillows.	This position is correct for percussing lateral basal segment of left lower lobe (over left side from beneath armpit to end of rib cage).
10. Position student on left side. Elevate hips 16-18 inches with	This position is correct for percussing lateral basal segment of right lower lobe (over right side from beneath armpit to end of rib cage).

POSTURAL DRAINAGE AND PERCUSSION (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
D. The techniques for percussing students under 40 pounds (18 kg) and other students in a sitting position are as follows:	
1. Person who does the percussing sits in chair with legs outstretched at 45-degree angle and with bottom of feet braced against solid, upright object. Place pillow in front of your knees. Place student face down on your lap with chin resting on the pillow.	This position is correct for percussing posterior basal segments of lower lobes (over area from lower scapulae to end of rib cage). NOTE: Young children and infants usually have no upper lobe involvement requiring percussion. Percuss with light pressure.
2. Seated as before, hold student face up on your lap, with head resting on pillow.	This position is correct for percussing anterior segments of lower lobes (over area from below nipple to end of rib cage). NOTE: For babies, be sure head is firmly supported in both positions and percuss with light pressure.
E. After percussing/coughing in all 10 positions, assist student with 5 breathing techniques.	Percussion assists the student in raising sputum from the lung. This is the optimal time to accomplish maximum aeration of the lungs.
1. Encourage diaphragmatic breathing (breathing with diaphragm instead of chest). Repeat about 15 times.	Check for correct breathing pattern by holding hand at upper abdomen and feeling it rise and fall while chest is still. Encourage diaphragmatic breathing at all times.
2. Have student raise arms over head while breathing in and have student lower arms while breathing out. Repeat about 15 times.	Maintain breathing pattern while performing this exercise. Encourage this type of breathing in functional activities, such as combing hair, lifting, etc.
3. Have student extend arms outward while breathing in and have student put arms across chest while breathing out. Repeat about 15 times.	Maintain breathing pattern while performing this exercise. Encourage slow expiration.
4. Encourage student to use prolonged expiration, i.e. pursed lip breathing. Repeat several times.	This assists student in emptying the lungs.

POSTURAL DRAINAGE AND PERCUSSION (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
<p>5. Assist student in progressive relaxation using several techniques:</p> <ul style="list-style-type: none">a. Imagery (think of pleasant thoughts, such as the beach, fresh air, etc.).b. Autogenic phrasing (feel hands getting warm and heavy to promote relaxation, etc.).c. Progressive muscular relaxation (contract right arm, relax right arm, repeat for left arm, etc.).	<p>This procedure assists student to minimize asthmatic attacks or other respiratory distress symptoms. Progressive relaxation is used along with appropriate physician's recommendations.</p>
<p>F. At the end of each day, close liner from wastebasket and secure before disposal.</p>	
<p>G. Document procedure on treatment log.</p>	<p>Record:</p> <ul style="list-style-type: none">1. Date and time.2. Any pertinent information.3. Student's reaction to procedure.

Q. TRACHEOSTOMY CARE

1. EMERGENCY CARE AND CLEANING OF TUBE AND STOMA

- I. General Guidelines: Maintenance care of tracheostomy is routinely done in the home, but if an emergency arises, this procedure will be performed in the school setting.

Before a student with a tracheostomy is permitted to attend school, the certified school nurse must assess the level of care including emergency care and cleaning of tube and stoma, needed for that individual student. Based on this assessment, a plan of care documenting the manner in which this procedure can be safely performed in the school setting will be developed.

Only a qualified, licensed health professional trained in emergency care and cleaning of tube and stoma can perform this procedure.

- A. Purpose:
1. To maintain an open airway by keeping inner cannula open and free of secretion and exudate.
 2. To prevent infection.
 3. To prevent irritation of tissue around tracheostomy tube.
 4. To maintain airway when there is:
 - a. Labored or interrupted breathing.
 - b. Excessive discharges or mucous plugs.
 - c. Restlessness and/or apprehension.
 - d. Dry, crusty secretions around tracheostomy tube.
- B. Equipment: (Parent responsibility unless noted).
1. Small disposable tray.
 2. Non-waxed disposable cups.
 3. Cotton-tipped applicators.
 4. Hydrogen peroxide solution, full strength.
 5. Pipe cleaners and/or plastic drinking straws.
 6. Nonsterile gloves (school responsibility).
 7. Twill tape, tracheal ties.
 8. Antimicrobial ointments, if ordered by physician.
 9. Sterilized tracheostomy dressing, if indicated.
 10. Adhesive tape, if needed, to secure dressing.
 11. Plastic bag for disposal of wastes (school responsibility).
 12. Paper towels (school responsibility).
 13. Suctioning supplies and equipment.
 14. Clean scissors, if tracheal ties are to be changed.
 15. Dental floss for attaching tracheal plug.
 16. Sterile saline or water.
 17. Extra tracheostomy tube on hand at all times.
 18. Disposable forceps.
 19. Manual resuscitator, when ordered (i.e. Ambu bag).
- C. Personnel: Certified school nurse, or other qualified licensed health care provider such as RN or LPN under the direct or indirect supervision of the certified school nurse.

EMERGENCY CARE AND CLEANING OF TUBE AND STOMA (Continued)

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Preparation of student:	
1. Explain procedure to student.	Use developmentally appropriate language and demonstration. If student is spastic, restless, agitated, or confused, assistance may be needed to ensure safety.
2. If student is on ventilator, determine breathing tolerance when off ventilator equipment.	If ventilation is needed during cleaning, the following may be done: a. Plug tracheostomy opening and student ventilates by glosso-pharyngeal breathing (GPD). b. Fit outer cannula. c. Two persons may be needed to complete procedure.
3. Position student with tracheostomy area exposed.	Elevation of head provides drainage of cleansing solution onto the chest rather than into tracheal opening.
B. Assemble equipment.	
C. Method:	
1. Wash hands.	<i>Refer to Handwashing procedure.</i>
2. Set out 3 cups.	
3. Fill 1 cup with hydrogen peroxide and 1 with sterile saline.	Normal saline may be used instead of hydrogen peroxide, if indicated.
4. Place 2-4 cotton tipped applicators in third cup.	
5. Put on gloves.	<i>Refer to Gloves - Use and Removal procedure.</i>
6. Remove soiled gauze dressing, if used.	Removing soiled dressing reduces contaminates in area to be cleaned.
7. Discard dressing in plastic bag.	
8. Using applicator moistened with hydrogen peroxide, cleanse stoma at least 1 inch (2.54 cm) beyond outer cannula.	Do not wipe over area more than once with the same applicator. Cleanse area next to tube first and proceed outward, using circular motion.

EMERGENCY CARE AND CLEANING OF TUBE AND STOMA (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
9. Discard used applicators into plastic bag.	
10. Using dry applicator, wipe cleansed area, drying thoroughly.	Rinsing off hydrogen peroxide is not necessary.
11. Unlock and remove inner cannula, holding outer cannula in place.	If smaller size inner cannula is difficult to remove, use disposable forceps.
12. Place inner cannula in paper cup filled with hydrogen peroxide.	Be sure cup is filled to completely cover inner cannula.
13. Soak inner cannula in peroxide (1-5 minutes).	Removes mucous by bubbling action.
NOTE: Sequence of above steps may be altered if inner cannula requires longer time to soak to remove tenacious mucous. Begin with step 11 and continue through 14 and follow with cleaning stomal area (steps 7-11).	
14. Remove paper towel from dispenser and lay on flat surface.	
15. Set paper cup and pipe cleaners on paper towel.	
16. Cleanse inner cannula with pipe cleaners and/or plastic drinking straw.	Using 2 pipe cleanser or doubling end of pipe cleaners provides more effective cleansing than using one.
17. Pour sterile saline or water into cup and allow inner cannula to soak a brief time.	
18. Remove cannula from cup and pour sterile saline or water over it until it is thoroughly clean.	
19. Shake out excess moisture; put in clean paper cup.	
20. Pour out any peroxide and saline and discard paper cup and pipe cleaners.	

EMERGENCY CARE AND CLEANING OF TUBE AND STOMA (Continued)

ESSENTIAL STEPS		KEYPOINTS-PRECAUTIONS
21.	Remove gloves.	<i>Refer to Gloves - Use and Removal procedure.</i>
22.	Pick up paper cup with cannula and return to student.	
23.	Suction outer cannula and airway according to appropriate suctioning procedure, if necessary.	Need to hyperoxygenate before suctioning with ventilator or manual resuscitator, i.e. Ambu bag. Have older student take several deep breaths. Suction no longer than 10 seconds.
24.	Replace inner cannula and secure in place.	Replace inner cannula as soon as possible after cleansing to prevent mucous plugs from forming in outer cannula.
25.	Determine by bilateral auscultation that student is ventilating adequately. Attach ventilator if removed prior to cleaning.	
26.	Apply antimicrobial ointment as ordered by physician.	Indiscriminate use of ointments may increase bacterial growth.
27.	Apply gauze dressing, in accordance with physician's preference, to help hold tracheal tube in position or to decrease air leak (physician may prefer not to use dressing).	When secretions are copious the dressings must be changed frequently and the area must be kept dry.
D.	Care of student.	
1.	Check that student is being adequately ventilated (ongoing procedure).	Student on ventilator should not be left alone.
2.	Check that tracheostomy tube is positioned properly.	
E.	Care of equipment.	
1.	Dispose of all supplies after use.	
2.	Wash hands.	<i>Refer to Handwashing procedure.</i>
F.	Document procedure on treatment log.	Record: <ol style="list-style-type: none">1. Date and time.2. Pertinent information.3. Student's reaction to procedure.

2. EMERGENCY CLEANING OF INNER CANNULA

- I. General Guidelines: This procedure is to be used only when a mucous plug is present.

Before a student with a tracheostomy is permitted to attend school, the certified school nurse must assess the level of care needed for that individual student. Based on this assessment, a plan of care documenting the manner in which this procedure can be safely performed in the school setting will be developed.

Only a qualified, licensed health professional trained in emergency cleaning of inner cannula can perform this procedure.

- A. Purpose:
1. To maintain airway by keeping inner cannula open.
 2. To clear airway when there is a mucous plug present.
 3. To relieve labored or interrupted breathing.
 4. To investigate signs of restlessness and/or apprehension.
- B. Equipment: (Parent responsibility unless noted).
1. Non-waxed disposable cups.
 2. Cotton-tipped applicators.
 3. Hydrogen peroxide solution, full strength.
 4. Pipe cleaners and/or plastic drinking straws.
 5. Nonsterile gloves (school responsibility).
 6. Plastic bag.
 7. Suctioning supplies and equipment.
 8. Clean scissors, if tracheal ties are to be changed.
 9. Dental floss for attaching tracheal plug.
 10. Sterile saline or water.
 11. Extra tracheostomy cannula for particular student.
 12. Resuscitation bag, when ordered (such as Ambu bag).
- C. Personnel: Certified school nurse, or other qualified licensed health care provider such as RN or LPN under the direct or indirect supervision of the certified school nurse.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Preparation of student:	
1. Explain procedure to student.	Use developmentally appropriate language and demonstration.
2. If student is on a ventilator, determine breathing tolerance when off the ventilator.	If ventilation is needed during cleaning, the following may be done: Remove plugged inner cannula and replace with extra inner cannula. Two persons may be needed to complete the procedure.
3. Position student with tracheostomy area exposed.	

EMERGENCY CLEANING OF INNER CANNULA (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
4. Check that student is being adequately ventilated.	Be sure to suction thoroughly; auscultate to determine adequate aeration in all lobes of the lungs.
B. Assemble equipment.	
C. Method:	
1. Wash hands.	<i>Refer to Handwashing procedure.</i>
2. Set out 3 paper cups.	
3. Fill 1 cup with hydrogen peroxide and 1 cup with sterile saline.	
4. Put on gloves.	<i>Refer to Gloves - Use and Removal procedure.</i>
5. Unlock and remove inner cannula.	If smaller size inner cannula is difficult to remove, use disposable forceps.
6. Place inner cannula in paper cup filled with hydrogen peroxide.	Be sure cannula is completely covered with solution.
7. Soak inner cannula in peroxide.	This removes mucous by bubbling action.
8. Cleanse inner cannula, using pipe cleaners and/or plastic straw.	Using 2 or more pipe cleaners provides more effective cleansing.
9. Place inner cannula in cup with sterile saline or water.	
10. Allow cannula to soak a brief time.	
11. Remove cannula from cup and pour sterile water over it until it is thoroughly clean.	
12. Shake out excess moisture and place cannula in clean cup.	
13. Suction outer airway according to appropriate suctioning procedure, if necessary.	Hyperoxygenate per manual resuscitator (i.e. Ambu bag) for 2 minutes before and after suctioning, if prescribed by physician. Suction no longer than 10 seconds at one time. Wait 2-3 minutes between suctionings. Repeat above procedure.

EMERGENCY CLEANING OF INNER CANNULA (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
14. Replace inner cannula and secure in place.	
15. Attach ventilator, if removed prior to cleaning.	
16. Auscultate lung fields bilaterally with stethoscope to assess bilateral lung fields.	Respirations should be quiet and with less effort.
D. Care of equipment:	
1. Dispose of used supplies.	
2. Wash hands.	<i>Refer to Handwashing procedure.</i>
E. Document procedure on treatment log.	Record: <ol style="list-style-type: none"><li data-bbox="976 827 1248 858">1. Date and time.<li data-bbox="976 863 1471 921">2. Amount, color and consistency of secretions.<li data-bbox="976 926 1199 957">3. Coughing.<li data-bbox="976 961 1182 993">4. Dyspnea.<li data-bbox="976 997 1182 1029">5. Cyanosis.<li data-bbox="976 1033 1240 1064">6. Any bleeding.<li data-bbox="976 1068 1471 1127">7. Response of student to procedure.

3. EMERGENCY REPLACEMENT OF TRACHEOSTOMY TUBE

- I. General Guidelines: Tracheostomy tubes should not be changed in the school setting except in an emergency. An example of such an emergency would be if the tube became dislodged and created an obstruction. If this occurred, the tube must be removed. If the entire tracheostomy tube comes out, it must be replaced immediately. Emergency medical services should be notified of this life-threatening situation.

Before a student with a tracheostomy is permitted to attend school, the certified school nurse must assess the level of care needed for that individual student. Based on this assessment, a plan of care documenting the manner in which this procedure can be safely performed in the school setting will be developed.

Only a qualified, licensed health professional trained in emergency replacement of tracheostomy tube can perform this procedure.

- A. Purpose: To maintain an open airway.
- B. Equipment: (Parent responsibility unless noted).
1. Sterile tracheostomy tube (with obturator).
 2. Scissors.
 3. Twill tape for tying.
 4. Suction machine, including collecting bottle and connecting tube.
 5. Manual resuscitation bag, when ordered (i.e. Ambu bag).
 6. Sterile disposable suction catheters.
 7. Nonwaxed disposable cups.
 8. Supply of sterile normal saline.
 9. Sterile normal saline bullets.
 10. Disposable clean latex gloves (school responsibility).
 11. Tissues.
 12. Plastic lined wastebasket (school responsibility).
- C. Personnel: Certified school nurse or other qualified licensed health care professional such as a RN or LPN with current training in replacing a tracheostomy tube under the supervision of the certified school nurse.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Assemble equipment.	
B. Glove immediately.	<i>Refer to Gloves - Use and Removal procedure.</i>
C. Reassure student.	Calm and assured approach promotes student cooperation and ease of tube insertion.
D. Position student with head tilted back as far as possible.	

EMERGENCY REPLACEMENT OF TRACHEOSTOMY TUBE (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
E. Open tracheostomy tube package.	
F. Moisten tube and obturator with sterile normal saline, insert tracheostomy tube with obturator.	
G. Holding tracheostomy tube, pull out obturator and insert cannula.	
H. Two persons are necessary for changing tracheostomy tube ties to maintain proper placement of tracheostomy tube while tapes are being secured.	Two people are required to perform procedure, changing ties only if necessary and being careful to minimize movement during replacement. Use ½ inch tape, long enough to tie on the side of the student's neck, with room to insert your little finger between the tie and the student's neck.
I. Secure tracheostomy tube with twill tape (not too tight).	Knot one end of each tape to prevent fraying. Make folds about 1-inch below knot on each tape. Cut a ½ inch slit up the middle of each fold. Have an assistant hold the tracheostomy tube steady while soiled tapes are removed. Take one tape and slip the end that is not knotted through tracheostomy plate slot from the bottom. Feed this end through the slit at the other end and gently pull the tape taut. Repeat the procedure with the other piece of twill tape. Tie the pieces of tape together at side of neck, leaving enough room to insert your little finger between tie and student's neck. The knot may be covered with tape so as to secure.
J. Remove gloves and wash hands.	<i>Refer to Gloves - Use and Removal procedure and Handwashing procedure.</i>
K. Document procedure on treatment log.	Record: <ol style="list-style-type: none"><li data-bbox="974 1396 1473 1428">1. Date and time.<li data-bbox="974 1428 1473 1491">2. Amount, color and consistency of secretions.<li data-bbox="974 1491 1473 1522">3. Coughing.<li data-bbox="974 1522 1473 1554">4. Dyspnea.<li data-bbox="974 1554 1473 1585">5. Cyanosis.<li data-bbox="974 1585 1473 1617">6. Any bleeding.<li data-bbox="974 1617 1473 1694">7. Response of student to this procedure.

4. TRACHEOSTOMY SUCTIONING

a. CLEAN TECHNIQUE

- I. General Guidelines: Before a student with a tracheostomy is permitted to attend school, the certified school nurse must assess the level of care including suctioning requirements, needed for that individual student. Based on this assessment, a plan of care documenting the manner in which the suctioning can be safely performed in the school setting will be developed.

Only a qualified, licensed health professional trained in suctioning can perform suctioning.

Encourage student to cough to clear airway and possibly eliminate the need for suctioning; however, some students may not be able to cough.

Clean technique is to be used for suctioning.

Suctioning shall be performed:

1. According to physician's orders.
2. Upon request of student.
3. When noisy, moist respirations occur.
4. When respiratory distress exists.
5. When mucous is visible at trachea opening.

- A. Purpose: To maintain an open airway by keeping it clear of excessive secretions.

- B. Equipment: (Parent responsibility unless noted).
1. Suction machine, including collecting bottle, connector tube, and adaptor, when needed (to be left at school).
 2. Manual resuscitation bag, when ordered (i.e. Ambu bag).
 3. Clean suction-catheters.
 4. Nonwaxed disposable cups.
 5. Supply of normal saline and normal saline bullets (or equivalent).
 6. Disposable gloves (school responsibility).
 7. Clean tissues or gauze pads.
 8. Plastic lined wastebasket (close to equipment for contaminated materials) (school responsibility).
 9. Extra set of clean tracheostomy tubes, suction catheters and supplies.

- C. Personnel: Certified school nurse, or other qualified licensed health care professional under the supervision of the certified school nurse.

TRACHEOSTOMY SUCTIONING - CLEAN TECHNIQUE (Continued)

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Verify at the beginning of each school day that all equipment and supplies are ready for immediate use.	Use clean catheter each time suctioning is performed.
B. Wash hands prior to suctioning unless it is an emergency and you do not have time to wash your hands.	<i>Refer to Handwashing procedure.</i>
C. Assemble and prepare equipment in a clean area.	
1. Fill paper cup with clean/sterile water (as ordered by physician).	Saline is indicated for use when secretions are thick and need to be liquified.
2. Open catheter package by maintaining clean technique.	
3. Prepare saline as directed.	
D. Position student and place tissue or gauze nearby.	Positioning is dependent upon student's condition and physician's recommendations.
E. Put on disposable gloves.	<i>Refer to Gloves - Use and Removal procedure.</i>
F. Holding suction tubing, attach catheter to tubing with gloved hand.	Connection tubing is held in one hand. Suction catheter is held in other hand.
G. Place catheter tip in cup of water to draw a small amount of water through it.	This ensures the catheter is open and lubricated.
H. Suction as follows:	
1. Remove inner cannula, if present.	Suction loosens secretions and stimulates coughing.
2. Leave the vent of the catheter open and introduce the catheter into the trachea opening until meeting resistance.	When introducing catheter, NEVER cover vent.
3. Withdraw catheter slightly.	This prevents injury to tissues.
4. Place thumb of hand holding connection tubing over vent. Slowly withdraw catheter with hand holding suction catheter.	If catheter remains in one place, the mucous membranes will be drawn against it. This occludes and injures tissues.

TRACHEOSTOMY SUCTIONING - CLEAN TECHNIQUE (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
5. Withdraw catheter immediately when student begins to cough.	Catheter obstructs outer cannula and may interfere with bringing up secretions.
6. Suction no longer than 10 seconds at a time. <u>Allow 3-5 deep breaths between suctioning.</u>	Allow 1-3 minutes between suctioning periods. Prolonged suctioning can cause throat spasm, loss of oxygen, and changes in heart beat.
7. Repeat steps 2-6, as necessary.	Respirations should be quiet and effortless at end of suctioning.
8. If secretions are thick, instill 3-5 cc of sterile saline by normal saline bullet (as ordered by physician) into trachea opening then repeat steps 2-6.	Saline aids in dissolving mucous. This will cause hard coughing; therefore, hold tissue near trachea to catch spray and/or mucous.
9. Supply deep breaths with resuscitation bag between suctioning attempts, if ordered by physician.	Use of resuscitation bag provides deep breathing and/or stabilizes disrupted breathing patterns.
I. Suction sufficient water through catheter to clean out tubing.	
J. Disconnect catheter and flush with tap water and wipe clean.	
K. Discard disposable equipment and remove gloves.	<i>Refer to Gloves -Use and Removal procedure.</i>
L. Make sure supplies are replaced and everything is ready for immediate use.	Used catheters are to be sent home for cleaning.
M. Wash hands.	<i>Refer to Handwashing procedure.</i>
N. Document procedure on treatment log.	Record: <ol style="list-style-type: none"> 1. Date and time. 2. Amount, color and consistency of secretions. 3. Coughing. 4. Dyspnea. 5. Cyanosis. 6. Any bleeding. 7. Student's reaction to procedure.
O. At the end of the school day, empty contents of suction bottle into toilet. Wash bottle with soap and water; wear gloves during process.	<i>Refer to Cleaning and Disposing of Body Fluids procedure.</i>

b. STERILE TECHNIQUE

- I. **General Guidelines:** Before a student with a tracheostomy is permitted to attend school, the certified school nurse must assess the level of care including suctioning requirements, needed for that individual student. Based on this assessment, a plan of care documenting the manner in which the suctioning can be safely performed in the school setting will be developed.

Only a qualified, licensed health professional trained in suctioning can perform suctioning.

Encourage student to cough to clear airway and possibly eliminate the need for suctioning; however, some students may not be able to cough.

Avoid unnecessary suctioning to reduce chances of injury and infection.

Aseptic technique is to be used for suctioning.

Suctioning shall be performed:

1. According to physician's orders.
2. Upon request of student.
3. When noisy, moist respirations occur.
4. When respiratory distress exists.
5. When mucous is visible at trachea opening.

- A. **Purpose:** To maintain an open airway by keeping it clear of excessive secretions.
- B. **Equipment:** (Parent responsibility unless noted).
1. Suction machine, including collecting bottle, connection tube, and adaptor, when needed (to be left at school).
 2. Resuscitation bag, when ordered (such as Ambu bag).
 3. Sterile, disposable suction-catheters.
 4. Nonwaxed disposable cups.
 5. Supply of sterile normal saline.
 6. Supply of sterile water (to clear catheter).
 7. Normal saline bullets.
 8. Disposable, sterile gloves.
 9. Clean tissues or gauze pads.
 10. Plastic lined wastebasket (kept beside machine and used for contaminated materials - school responsibility).
 11. Extra set of sterile tracheostomy tube, suction catheters and supplies.

TRACHEOSTOMY SUCTIONING - STERILE TECHNIQUE (Continued)

- C. Personnel: Certified school nurse, or other qualified licensed health care provider such as a RN or LPN, under the supervision of the certified school nurse.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Verify at the beginning of each school day that all equipment and supplies are ready for immediate use.	Use a disposable sterile catheter and discard after use.
B. Wash hands prior to suctioning unless it is an emergency and you do not have time to wash your hands.	<i>Refer to Handwashing procedure.</i>
C. Assemble and prepare equipment in a clean area.	
1. Fill paper cup with sterile water.	Saline is indicated for use when secretions are thick and need to be liquified.
2. Open catheter package without touching catheter.	
3. Fill sterile syringe with saline.	
D. Position student and place tissue or gauze nearby.	Positioning is dependent upon student's condition and physician's recommendations.
E. Put on sterile gloves, maintaining sterile technique.	Gloves are used to keep catheter sterile.
F. Holding suction connection tubing, attach catheter to tubing with gloved hand.	Hand holding connection tubing is no longer sterile. Maintain sterile technique with hand holding the suction catheter.
G. Turn on machine with non-sterile hand.	
H. Place catheter tip in cup of sterile water to draw a small amount of water through.	This makes sure the catheter is open and lubricated.
I. Suction as follows:	
1. Remove inner cannula, if present.	Suction loosens secretions and stimulates coughing.
2. Leave the vent of the catheter open and introduce the catheter into the trachea opening until meeting resistance.	When introducing catheter, NEVER cover vent.

TRACHEOSTOMY SUCTIONING - STERILE TECHNIQUE (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
3. Withdraw catheter slightly.	This prevents injury to tissues.
4. Place non-sterile thumb over vent. With sterile gloved hand, slowly withdraw catheter.	If catheter remains in one place, the mucous membranes will be drawn against it. This occludes and injures tissues.
5. Withdraw catheter immediately when student begins to cough.	Catheter obstructs outer cannula and may interfere with bringing up secretions.
6. Suction no longer than 10 seconds at a time. Allow 2-3 deep breaths between suctioning.	Allow 1-3 minutes between suctioning periods. Prolonged suctioning can cause throat spasm, loss of oxygen, and changes in heart beat.
7. Repeat steps 2-6, as necessary.	Respirations should be quiet and effortless at end of suctioning.
8. If secretions are thick, instill 3-5 cc of sterile saline by normal saline bullet (as ordered by physician) into trachea opening then repeat steps 2-6.	Saline aids in dissolving mucous. This will cause hard coughing; therefore, hold tissue near trachea to catch spray and/or mucous.
9. Supply deep breaths with resuscitation bag between suctioning attempts, if ordered by physician.	Use of resuscitation bag provides deep breathing and/or stabilizes disrupted breathing patterns.
J. Suction sufficient water through catheter to clean out tubing.	
K. Holding catheter in gloved hand, pull gloves off, encasing catheter in glove, and discard them both.	
L. Discard cup and syringe.	
M. Recap sterile water and make sure equipment is ready for immediate reuse.	
N. Wash hands.	<i>Refer to Handwashing procedure.</i>

TRACHEOSTOMY SUCTIONING - STERILE TECHNIQUE (Continued)

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
O. Document procedure in treatment log.	<p>Record:</p> <ol style="list-style-type: none">1. Date and time.2. Amount, color and consistency of secretions.3. Coughing.4. Dyspnea.5. Cyanosis.6. Any bleeding.7. Response of student to suctioning.
P. At the end of the school day, empty contents of suction bottle into toilet. Wash bottle with soap and water; wear gloves during process.	<p><i>Refer to Cleaning and Disposing of Body Fluids and Gloves - Use and Removal procedures.</i></p>

R. VAGUS NERVE STIMULATOR WITH MAGNET

- I. General Guidelines** Vagus nerve stimulator (VNS) is a surgically implanted device that delivers electronic impulses to the vagus nerve in the neck consisting of a battery generator and a computer chip implanted in the chest or under the left arm and a pair of wires or leads that run under the skin and are attached to the vagus nerve in the neck, the device is implanted by a surgeon and programmed by a neurologist. The device sends an electronic impulse to the left vagus nerve. A hand held magnet triggers the generator to deliver an extra stimulation at a higher output between programmed impulses.
- A. Purpose:** VNS provides seizure control by decreasing seizure frequency, severity, and intensity. The decrease of antiepileptic medication use is possible. A hand-held magnet allows an on-demand stimulation of the vagus nerve to prevent, lessen or interrupt a seizure as it occurs. If prescribed, the magnet may be used to stop stimulation temporarily.
- B. Equipment:** Vagus Nerve Stimulator, surgically implanted and programmed. Magnet provided.
- C. Personnel:** Certified school nurse or other licensed health care providers designated, trained school personnel under direct or indirect supervision of the certified school nurse or student.

II. Procedure:

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Obtain physician's order and parental signature.	Procedures conducted in the school setting require written physician and parental permission to perform.
B. Observe/assist student or perform step-by-step use of magnet according to physician's orders.	Review of student's health care plan, intervention guide, and documentation of training in magnet use is necessary for each student.
1. Respond to student communication of aura	Parent/physician/student will indicate elements of aura.
OR	
2. Observe beginning of seizure activity or seizure already in progress	Parent/physician/student will address specific student behaviors that indicate seizure activity.
3. Use magnet to activate generator at distance/manner specified, by physician's orders.	General instructions may include: use a "swiping motion" over pulse generator for at least one second, (swipe by saying one-one thousand, two-one thousand), but no longer than 60 seconds.

VAGUS NERVE STIMULATOR WITH MAGNET (Continued)

ESSENTIAL STEPS	KEYPOINTS/PRECAUTIONS
4. Wait specified time before repeating use.	Wait 60 seconds from original magnet use before "swiping" a second time.
C. Observe monitor student seizure response to magnet use.	Assess whether seizure continues, is lessened or stops completely Follow specific orders for treatment of continuing seizure activity—physician orders need to specify actions to be taken in event seizures continue
D. Document procedure on Seizure Log.	Record: 1. Date and time 2. Student behavior 3. Magnet use 4. Student/seizure response 5. Any additional action taken (Parent called, note to parent, etc.)
E. Precautions of Magnet Use	Magnet should accompany student to locations: Such as cafeteria, playground, PE, music, on school bus, field trips
1. Keep magnet near student for use.	
2. Do not drop magnet.	Can break if dropped on hard surface
3. Do NOT store near: Credit cards, television, computers, computer disks, magnetized lunch cards, microwave ovens, or other magnets KEEP THEM AT LEAST 10 INCHES AWAY FROM THESE ITEMS!	Magnets will erase/damage electronic components if placed in close proximity
4. If ordered by physician, magnet may be used by student or designated staff to stop stimulation temporarily.	As vagus nerve stimulation has side effects which can affect voice quality or tingling in throat, it can be stopped while student is singing or eating, etc. Length of time for VNS interruption must be specified by physician orders.
F. Side effects of Vagus- Nerve Stimulator	
Common side effect: - Change in quality of voice - Deepening of hoarseness - Tingling in the throat - Coughing - Feeling out of breath	Occurs when device is delivering stimulation Parent needs to be notified of any observed side effects Parent may need to interact with physician for possible adjustment of stimulation level.

**Policy 2422.7
Basic and Specialized Health Care Procedure Manual
for West Virginia Public Schools
Comment Response Form**

Please use this form when commenting on proposed Policy 2422.7. You may attach additional sheets if necessary.

Individual/Organization: _____

Title: _____

Street Address: _____ **City/State/Zip:** _____

Comments/Suggestions

126-25-1. General

126-25-2. Purpose

126-25-3. Definitions

126-25-4. Administrative Procedures

126-25-5. Organization and Management

126-25-6. Admission and Care

126-25-7. Health Care Plan

**Policy 2422.7 - Basic and Specialized Health Care Procedure Manual
for West Virginia Public Schools**

Comment Response Form

Page two

126-25-8. Quality Assurance

126-25-9. School Health Records

126-25-10. Staffing Requirements

126-25-11. Student Rights

126-25-12. Penalties

126-25-13. Administrative Due Process

Return by August 2, 2001

to

Lenore Zedosky, Executive Director
WV Department of Education
Office of Healthy Schools
Building 6, Room 309
1900 Kanawha Blvd., East
Charleston, WV 25305-0330

Fax: (304) 558-3787

E-mail : lzedosky@access.k12.wv.us

**POLICY 2422.7: Basic and Specialized Health Care Procedure Manual for WV Public Schools
COMMENT LOG
September 2000 to August 2, 2001**

Date	Individual/Organization	Comments
		<p align="center">§126-25-1. General</p>
7/11/01	<p>Brenda C. Isaac RN, BSN, MA Lead School Nurse Kanawha County Schools 200 Elizabeth Street Charleston, WV 25311</p>	<p>The last line of 10.2.1 of this policy needs to be corrected to read "... and the National Association of School Nurses, Inc. "Standards of Professional School Nursing Practice"."</p>
8/2/01	<p>John Everett Rousch, Esq. Legal Services WV School Service Personnel Association 1610 Washington Street, E. Charleston, WV 25311</p>	<p>On behalf of the WV School Service Personnel Association, I would like to offer the following comments on the above referenced policy.</p> <p>We object to the inclusion of licensed practical nurses as individuals who can perform specialized health procedures as that term is defined in <u>W.Va. Code §18-5-22</u> and believe that the inclusion of licensed practical nurses contravenes this statute. As this statute clearly states, specialized health procedures "shall be performed only school nurses, other licensed school health care providers as provided for in this section, or school employees who have been trained or retrained every two years who are subject to the supervision and approval by school nurses." The only "other licensed health professionals" mentioned in the statute are the student's physician and a public health department, with which a county board may contract for services in lieu of hiring registered nurses. (Scott and Chewning v. Randolph County Board of Education and White, Docket No. 01-42-071. A copy of this decision is attached hereto.) The <u>Scott/Chewning</u> decision holds that specialized health procedures as defined in <u>Code §18-5-22</u> can only be performed by licensed registered nurses and employees who are subject to the supervision and approval by school nurses.</p> <p>Your attention to these matters is greatly appreciated.</p>
		<p align="center">§126-25-2. Purpose</p>
		<p align="center">§126-25-3. Definitions</p>

**COMMENTS ON
SERIES 25
STANDARDS FOR BASIC AND SPECIALIZED HEALTH CARE PROCEDURES
(2422.7)**

I wish to comment on the following section:

10.2.1. The certified school nurse must have a current license as a registered professional nurse in the State of West Virginia (W.Va. Code '30-7-1, et seq.). The school nurse must be certified as a school nurse by the West Virginia Department of Education (SDE Policy ~~5219.02~~ 5202). The certified school nurse must be employed by the county board of education or the county health department (W.Va. Code '18-5-22) which contracts to provide equivalent services to boards of education. Performance of professional nursing service means both independent nursing functions and health related services which require specialized knowledge, judgment, and skills as governed by the West Virginia Nurse Practice Act (W.Va. Code '30-7-1, et seq.) and American Nursing Association Standards of Professional School Nursing Practice@.

In 1998, National Association of School Nurses, Inc. created the new *Standards of Professional School Nursing Practice*, based upon the 1998 *Standards of Clinical Nursing Practice* that was developed by the American Nursing Association. These standards were approved by ANA and are the standards that are used to govern school nursing practice.

The last line of 10.2.1 of this policy needs to be corrected to read "... and the National Association of School Nurses, Inc. Standards of Professional School Nursing Practice@.

Thank you for your time and consideration.



Brenda C. Isaac RN, BSN, MA
Lead School Nurse
Kanawha County Schools
200 Elizabeth Street
Charleston, WV 25311

West Virginia School Service Personnel Association

President: Mary A. Browning
Executive Secretary: Kenneth C. Legg

1610 Washington St., East
Charleston, WV 25311
Telephone: (304) 346-3544
FAX: (304) 346-3548



August 2, 2001

Ms. Lenore Zedosky, Executive Director
West Virginia Department of Education
Building 6, Room 309
1900 Kanawha Boulevard, East
Charleston, WV 25305-0330

Re: Proposed Policy No. 2422.7 Basic and Specialized Health Care Procedure Manual for West Virginia Public Schools

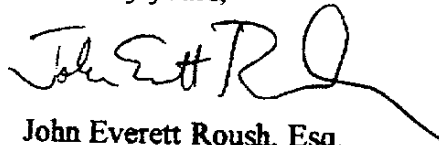
Dear Ms. Zedosky:

On behalf of the West Virginia School Service Personnel Association, I would like to offer the following comments on the above referenced policy:

- We object to the inclusion of licensed practical nurses as individuals who can perform specialized health procedures as that term is defined in West Virginia Code §18-5-22 and believe that the inclusion of licensed practical nurses contravenes this statute. As this statute clearly states, specialized health procedures "shall be performed only by school nurses, other licensed school health care providers as provided for in this section, or school employees who have been trained or retrained every two years who are subject to the supervision and approval by school nurses." The only "other licensed health professionals" mentioned in the statute are the student's physician and a public health department, with which a county board may contract for services in lieu of hiring registered nurses.¹ The Scott/Chewning decision holds that specialized health procedures as defined in Code §18-5-22 can only be performed by licensed registered nurses and employees who are subject to the supervision and approval by school nurses.

Your attention to these matters is greatly appreciated.

Sincerely yours,


John Everett Roush, Esq.
Legal Services

¹ Scott and Chewning v. Randolph County Board of Education and White, Docket No. 01-42-071. A copy of this decision is attached hereto.

FISCAL NOTE WORKSHEET
(Submit 4 Copies)

HD NO _____ DRAFT NO _____ BILL NO _____ RESOLUTION NO _____

SUBJECT Basic and Specialized Health Care Procedure Manual FUND _____

SOURCE OF REVENUE: GENERAL FUND SPECIAL OTHER (SPECIFY) _____

COST OF ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

INCOME ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

SHOW OVER-ALL EFFECT IN ITEMS 1 AND 2 & GIVE EXPLANATION OF BREAKDOWN BY FISCAL YEAR INCLUDING LONG-RANGE EFFECT

EFFECT OF PROPOSAL	ANNUAL		FISCAL YEAR		
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
1. ESTIMATED TOTAL COST	\$	\$	\$	\$	\$
PERSONAL SERVICES CURRENT EXPENSES REPAIRS/ALTERATIONS EQUIPMENT OTHER	\$	\$	\$	\$	\$
2. ESTIMATED TOTAL REVENUES	\$	\$	\$	\$	\$

3. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

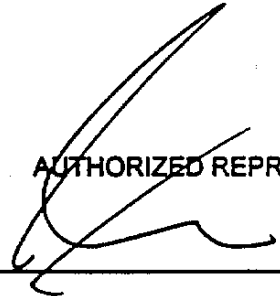
No new cost are anticipated.

DATE

AGENCY

AUTHORIZED REPRESENTATIVE

10/17/00



WEST VIRGINIA
SECRETARY OF STATE

JOE MANCHIN, III

ADMINISTRATIVE LAW DIVISION

Form #5

Do Not Mark In This Box

FILED

2001 AUG 10 P 4:13

WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW

AGENCY: West Virginia Board of Education TITLE NUMBER: 126

CITE AUTHORITY: W.Va. Constitution, Article XII, §2, W.Va. Code §18-2-5, 18-5-22, 30-7-1 and 30-7a-1

RULE TYPE: PROCEDURAL XX INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE X

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

W.Va. Code §§29A-3B-1, et seq.; W.Va. Board of Education v. Hechler, 180 W.Va. 451; 376 S.E.2d 839 (1988).

AMENDMENT TO AN EXISTING RULE: YES X NO _____

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 25A

TITLE OF RULE BEING AMENDED: Standards for Basic and Specialized Health Care

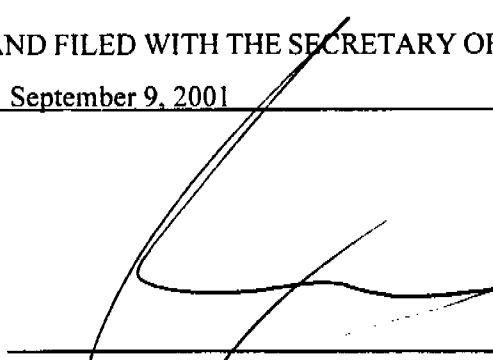
Procedures (2422.7)

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

*Please change
series #
throughout
to 25A*

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS September 9, 2001


William J. Luff, Jr.
Associate State Superintendent