

GENERAL GUIDELINES FOR AGENCY/1:1 NURSES
WORKING IN THE SPEED PROGRAMS

The following guidelines outline the expectations for the agency/1:1 nurse who accompanies a student attending a SPEED educational program:

In addition to any medical and nursing care you provide to the student per his/her medical plan of care, you will also be expected to:

1. Take direction from the classroom teacher. If further instruction is required, you may ask the SPEED school nurse, principal, or assistant principal.
2. Plan your nursing care as best you can around the student's classroom schedule. If suctioning is required, it will be less disruptive if you remove your student from the immediate activity area. Dispose of used medical supplies as indicated by the classroom teacher or the SPEED school nurse. If a discrepancy arises between safe infection control procedures and school protocol, please contact your respective agency so the issue can be addressed and resolved.
3. Always remain with your student except for bathroom breaks and lunch. The classroom teacher will direct you as to which bathroom facility to use. When taking a break, please inform the teacher before you leave your student. Please minimize the frequency and the duration of any breaks. If you must make a trip to another area of the school building without your student, inform the teacher. Be sure that the teacher is comfortable assuming care for the time you will be away.
4. Remain with your student on the bus at all times
5. Your time at school is to provide the necessary medical and nursing care for your student and to also help facilitate the student's participation in all school activities. Unless otherwise directed by the teacher, the nurse is expected to be an active participant in the student's school day.
6. Position the student as directed by the teacher or therapists. Lift and transfer the student as needed.
7. Implement the student's self-help program in cooperation with the teacher and therapists. This may include feeding, personal hygiene, toileting, dressing, and any other activities of daily living.
8. Use universal precautions when providing nursing care. Ensure student privacy at all times.

9. Accompany the student to any special events held within the school building and participate as needed.
10. Attend field trips with the student when they are scheduled on school days.
11. Follow the documentation guidelines as required by your agency and the school. Take direction from the SPEED school nurse.
12. Dress code, daily duties, documentation, and general school guidelines will be provided by the SPEED school nurse and the principal. If there are any questions about directions or instructions given to you at school, please speak to the SPEED school nurse and your respective agency if needed.
13. Personal telephone calls are not to be made at school. If you do need to make a call, it should be done at a time that does not interfere with the student's school schedule. Use the available phones in the school office or designated staff workroom. **Personal cell phone usage is not allowed in school.**
14. Lunch breaks are 30 minutes in length and they must be taken within the school building. The break should coincide with the classroom's scheduled activities. The classroom teacher will let you know where to store your lunch.
15. Always enter and exit the school building via the main entrance. Other entrances are only to be used for activities as directed or for fire drills/evacuations. Please direct any visitors to the main entrance to ensure safety.
16. Please wear an identification badge at all times. If you do not have one available from your agency, please obtain a SPEED visitor badge from the school office when you arrive. The badge is to be returned to the office every day before you leave the building.
17. If an emergency occurs at school, it is the parent/guardian responsibility to provide transportation for you back to your car if it is located at the student's home.
18. You will be provided with a SPEED school calendar and requested to complete a confidential Medical Emergency Information form.
19. All SPEED staff, including 1:1 nurse staff, get a daily 30 minute lunch away from the students. At no time should staff be eating in front of students that the students do not have access to. Water and drinks in cups are permissible during the day as long as it does not interfere with instruction. Please do not drink soda in the classroom in front of students. Breakfast and lunch for our students are instructional times. Students may be working on self-help skills, social skills, sensory experiences, or communication. It is expected that staff working with students, including 1:1 nurses, actively participate in these instructional times.
20. It is expected that the 1:1 nurse will be fully engaged with their student during the total school day, no personal correspondence or reading the newspaper/other written materials should be done while instructional activities are taking place during the school day.