



School Nursing Procedure Tools & Resources

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Table of Contents

Table of Contents	2
Acknowledgement	3
Introduction	3
School Nursing Procedure Tools.....	4
Procedures, Competency Checklists, and Training Videos.....	4
Catheterization.....	4
Vascular Access Devices.....	4
Colostomy/Ileostomy.....	5
Gastrostomy Tube	5
Jejunostomy Tube	6
Medication Administration	6
Nasogastric Tubes.....	6
Oxygen.....	6
Solu-Cortef Injection	7
Subcutaneous Injections Using a Pen	7
Tracheostomy.....	7
Transferring	8
Ventilator Care.....	8
Unlicensed Assistive Personnel (UAP) Training.....	8
Urostomy.....	8
Frequently Asked Questions.....	9
Resources.....	11

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Introduction

School nursing procedures are a set of actions that school nurses perform to manage students' healthcare at school, and they outline step-by-step instructions for performing various nursing tasks. At a minimum, districts should have procedures for nursing tasks performed in their schools.

Standards of Practice, a principle of the National Association of School Nurses' Framework for 21st Century School Nursing, provides the foundation for evidence-based, clinically competent, quality care. Procedures are based on evidence-based practice, designed to promote student safety and improve health outcomes. According to the American Nurses Association, evidence-based practice in nursing involves providing holistic, quality care based on the most up-to-date research and knowledge rather than traditional methods, advice from colleagues, or personal beliefs. Implementing evidence-based practice in school nursing bridges the theory-to-practice gap, delivering innovative student care using the most current healthcare findings, and promoting high-quality, safe, and effective school nursing practice.

Procedures ensure uniformity in care, enable cross-training among school nurses, and serve as a reference for new and experienced school nurses. It is encouraged for school districts to ensure health services protocols and procedures are available for common procedures that occur in the school setting. School districts are responsible for ensuring procedures are evidence-based and align with nursing practice standards. School districts are encouraged to regularly review health services protocols and procedures and update procedures based on new research, best practices, and advancements in medical technology. Standardization of nursing procedures promotes consistency and accuracy of student care by ensuring that all nurses use the same methods and techniques to meet the unique health needs of students.

Competency demonstration/ skill check-offs allow supervising nurses to determine and document the competence of the individual nurse, ensuring students receive high-quality, safe nursing care that aligns with nursing evidence-based practice. Additionally, evidence of experience and initial and continued competencies should be documented in order for nurses to determine what nursing practices and procedures fall within their scope of practice. According to the Tennessee Board of Nursing, performing nursing techniques or procedures without proper education and practice is considered unprofessional conduct, unfitness, or incompetency by reasons of negligence, habits, or other causes and can be reported to the Tennessee Board of Nursing.

School Nursing Procedure Tools

Procedures, Competency Checklists, and Training Videos

This list is not an all-inclusive list of the nursing procedures that may be performed in schools. Districts may use these resources to strengthen the competency of a school nurse or to train other unlicensed assistive personnel who might be delegated a task by a school nurse. Scope of practice, nursing delegation, and legalities of performing individual procedures must be considered.

This document should not be considered an endorsement for performing specific procedures in your school or district. The information herein is for general reference purposes only and may not be currently up-to-date or accurate, nor has a physician licensed to practice in Tennessee reviewed the contents. The information contained in this resource does not constitute advice of a licensed medical professional or legal counsel. Districts should consult with their own medical and legal counsel with respect to any particular matter. School districts are responsible for ensuring health services procedures align with district policy and procedure and for reviewing and approving procedures in this document and embedded resources before incorporating them into district protocol. The lead nurse/health services supervisor and consulting physician are encouraged to review and sign off on health services protocols and procedures as needed.

A student's medical/treatment plans and/or individual health plans will contain student-specific guidance and should be followed.

The \$ symbol indicates there is a fee associated with training.

Catheterization

- [Clean Intermittent Catheterization Female – School Health Associates](#)
Video, Procedure & Competency Checklist
- [Clean Intermittent Catheterization Male – School Health Associates](#)
Video, Procedure & Competency Checklist

Vascular Access Devices

General information on Vascular Access Devices

- [Vascular Access Devices – Kennedy Krieger Institute](#)
- [Pediatric Vascular Access Devices – Joint Commission](#)

Central Lines

- [Administration of Medication or Flush Through Central Venous Line – School Health Associates](#)
Procedure & Competency Checklist

Colostomy/Ileostomy

- [Emptying Colostomy Pouch – School Health Associates](#)
Procedure & Competency Checklist
- [How to Change an Ostomy Bag – Phoenix Children’s](#)
Video
- [Ostomy Care – School Health Associates](#)
Procedure & Competency Checklist
- [Pediatric Colostomy/Ileostomy – American College of Surgeons](#)
Videos include the information about pouching systems, emptying a pouch, changing a pouch and problem solving / emergencies

Gastrostomy Tube

General Information on Gastrostomy Tubes

- [A Guide for Parents G-tube Care at Home – Children’s Minnesota](#)
- [Clinic in the Classroom: Supporting Medically Complex Students in the School Setting –Children’s Minnesota](#)
Includes information about supporting students with G-tubes
- [General Principles of Gastrostomy Tubes – Kennedy Krieger Institute / Specialized Health Needs Interagency Collaboration \(SHNIC\)](#)
Video & Procedure
- [Nutrition Tips & How-To’s –Pediatric Home Service](#)
Includes information and videos on bolus feedings, ENFit Connectors, Farrell Valve Bag, Feeding Tubes and Extensions, Food Pumps, Formula, Gravity Feeding, and Home Parental Nutrition

Bolus Feeding

- [Gastrostomy Tube Bolus Feeding – School Health Associates](#)
Procedure & Competency Checklist
- [Gastrostomy Button Bolus Feeding – School Health Associates](#)
Procedure & Competency Checklist

Continuous Feeding

- [Gastrostomy Button Continuous Feeding/Slow Drip—School Health Associates](#)
Video, Procedure & Competency Checklist
- [Gastrostomy Tube Continuous Feeding/Slow Drip – School Health Associates](#)
Procedure & Competency Checklist

Gravity Feeding

- [Gastrostomy Button Gravity Feeding – School Health Associates](#)
Procedure & Competency Checklist

- [Gastrostomy Tube Gravity Feeding - School Health Associates](#)
Procedure, Video & Competency Checklist

Gastrostomy Tube Replacement

- [Gastrostomy Tube Replacement – Kennedy Krieger Institute / Specialized Health Needs Interagency Collaboration \(SHNIC\)](#)
Video & Procedure (Click into Videos & Procedural Guidance dropdown options)
- [Replacing Gastrostomy Button and Tube – School Health Associates](#)
Procedure & Competency Checklist

Medication Administration via Gastrostomy Tube

- [Medication Administration via Gastrostomy Tube by Gravity – School Health Associates](#)
Video, Procedure & Competency Checklist
- [Medication Administration via Gastrostomy Tube with Syringe – School Health Associates](#)
Video, Procedure & Competency Checklist

Venting

- [Venting Gastrostomy Tube – School Health Associates](#)
Procedure & Competency Checklist

Jejunostomy Tube

- [Jejunostomy Tube Continuous Feeding – School Health Associates](#)
Procedure & Competency Checklist

Medication Administration

- [\\$ Considerations for Medication Administration in the School Setting – School Health Associates](#)
- [State Board of Education Rules 0520-01-13](#)
- [Medication Training –Wisconsin Department of Public Instruction](#)
Videos, Procedures & Competency Checklists
- [Medication Training Videos for Non-Licensed Personnel – Maine Department of Education](#)
Videos

Nasogastric Tubes

- [Nasogastric Tube Bolus Feeding – School Health Associates](#)
Procedure & Competency Checklist
- [Nasogastric Tube Continuous Feeding/Slow Drip – School Health Associates](#)
Procedure & Competency Checklist
- [Nasogastric Tube Gravity Feeding – School Health Associates](#)
Procedure & Competency Checklist

Oxygen

- [Administering Oxygen – School Health Associates](#)

Procedure & Competency Checklist

- [Pulse Oximeter Monitoring – School Health Associates](#)
Procedure & Competency Checklist
- [Respiratory Tips & How To's: Oxygen – Pediatric Home Service](#)
Videos

Solu-Cortef Injection

- [Solu-Cortef Emergency Injection – The Children's Hospital of Philadelphia](#)
Video

Subcutaneous Injections Using a Pen

- [How to Give a Subcutaneous Injection Using a Pen](#)
Video

Tracheostomy

General Information on Tracheostomies

- [Care at Home: Tracheostomy: A Guide for Caregivers – Children's Minnesota](#)
- [Clinic in the Classroom: Supporting Medically Complex Students in the School Setting –Children's Minnesota](#)
Includes information about supporting students with tracheostomies
- [How Do you Care for a Tracheostomy? –Cincinnati Children's](#)
- [Tracheostomy – Kennedy Krieger Institute](#)
Fact Sheet, Emergency Supplies "To-Go" Bag, Individualize Health Plan information
- [\\$ Trach Tube Essentials Course & Lab – Pediatric Home Service](#)

Cleaning

- [Changing Tracheostomy Ties - School Health Associates](#)
Procedure & Competency Checklist
- [Cleaning Tracheostomy Inner Cannula – School Health Associates](#)
Procedure & Competency Checklist
- [Cleaning Tracheostomy Stoma – School Health Associates](#)
Procedure & Competency Checklist

CPR and Rescue Breathing

- [CPR and Rescue Breathing for Children with Tracheostomy \(Ages 1 to 12 years\) –Cincinnati Children's](#)
Video & step-by-step instructions
- [CPR for Child with Tracheostomy –Seattle Children's](#)
Step-by-step instructions
- [Manual Resuscitation with Tracheostomy – School Health Associates](#)
Procedure & Competency Checklist

Reinserting Tracheostomy

- [Reinserting Tracheostomy – School Health Associates](#)
Procedure & Competency Checklist

Suctioning

- [Tracheostomy Suctioning - Clean Technique –School Health Associates](#)
Video, Procedure & Competency Checklist

Transferring

- [Two-Person Transfer from Floor to Wheelchair –School Health Associates](#)
Video
- [Two-Person Transfer from Wheelchair to Floor – School Health Associates](#)
Video

Ventilator Care

- [Ventilator Care - Children's Colorado](#)
Handouts and information that review routine and emergent skills, necessary equipment, and ventilator equipment

Unlicensed Assistive Personnel (UAP) Training

- [The Care of the Student with Special Healthcare Needs –Wisconsin Department of Public Instruction](#)
Topics include hand hygiene, oral care, feeding, transfers, diapering

Urostomy

- [Catheterization of an Artificial Bladder Channel – School Health Associates](#)
Procedure & Competency Checklist
- [Mitrofanoff: Catheterization and Care –SickKids](#)
Procedure with pictures
- [Urinary Stoma Catheterization –Phoenix Children's](#)
Video

Frequently Asked Questions

1. Can a school district require a parent/guardian to come to school to administer a medication or procedure due to a staffing shortage?

No, unless you do not have a provider order and/or parent authorization.

You should include nursing services necessary for a student to receive free appropriate public education (FAPE) in the student's education and/or health plan. Additionally, shifting the responsibility for providing those services to the parent/guardian should not occur. If there is a question about how to provide FAPE due to staffing shortages, districts should consult with their board attorney.

2. What is the difference between medical orders and school nursing procedures?

Nearly every nursing procedure performed in a school setting has accompanying medical orders that provide the necessary information regarding the prescribed intervention. For example, medical orders for a student who requires a gastrostomy tube feeding should include:

- the type and amount of formula,
- infusion type and rate,
- frequency and timing of administration,
- amount of water used to flush the tube, and
- how to manage a blocked tube.

The medical orders do not include instructions on how gastrostomy tube feeding is performed, such as how to prime the tubing or set the pump to the prescribed rate. Typically, a district will develop school nursing procedures that should contain this information.

3. Is parent/guardian permission required for a procedure to occur in the school setting?

Yes. In accordance with Tenn. Code Ann. § 49-50-1602, the student's parent or guardian must give permission in writing for appropriately licensed health care professionals to perform health care procedures and administer medications.

4. Who should perform healthcare procedures during the school day or at related events?

Licensed health care professionals shall perform healthcare procedures including administration of medications to students during the school day or at related events in accordance with applicable guidelines of their respective regulatory boards and in conformity with policies and rules of local boards of education or governing boards of nonpublic schools.

5. What should a school/school nurse do if a student arrives at school with no doctor's orders and the parent/guardian requests services?

Under Tennessee law, medical treatments and/or medical procedures are to be administered as prescribed by a licensed physician, dentist, podiatrist, or nurse authorized to prescribe pursuant to Tenn. Code Ann. § 63-7-123. State Board rule 0520-01-13-.03 requires a physician's orders and parental authorization are required for any health care procedures performed by a licensed health care professional in the school setting. When the requested service involved requires one of these, the school/school nurse should not begin the services until the requirement is met.

6. How does a school nurse determine if a procedure can be delegated to unlicensed assistive personnel?

School nurses should review Tennessee law, Tennessee Board of Nursing rules and regulations, and school district policy and procedure to determine if a procedure can be delegated. Additional information on delegation is in the [Guidelines for Healthcare in a School Setting](#) and the [Tennessee Board of Nursing position statements](#).

7. Where can I find the requirements for procedure competencies?

Districts and school nurses should review Tennessee law and Tennessee Board of Nursing rules and regulations. The [Chronic Health Conditions Toolkit](#) contains a list of required trainings and competency requirements but is not guaranteed to be up-to-date.

Resources

The National Association of School Nurses (NASN) [School Nursing Evidence-Based Clinical Practice Guidelines](#) offer school nurse scholars, school health leaders, and pediatric clinical experts a standardized structure and systematic process to create rigorous evidence-based Clinical Practice Guidelines for common chronic health conditions. To access, signing in is required, but there are no costs for these documents. If you do not have a customer or member account with NASN, you may create an account from the sign-in or login page and then use the account to access these resources.

The [Wisconsin Improving School Health Services \(WISHeS\) Project](#) provides videos, procedures, and competency checklists for common procedures within the school setting. WISHeS was a statewide collaborative project in Wisconsin public schools focused on improving school health services. The procedures are available resources that can be incorporated into the school district's comprehensive training plan.

["Just in Time" Learning](#), developed by the Missouri Department of Health and Senior and the University of Missouri Continuing Education for Health Professions, provides examples and competency checklists for common procedures in the school setting. The information and materials are for informational purposes only and are not designed to diagnose or treat a health problem or disease, or assist in diagnosis or treatment of the same. The information is not intended to substitute for, supplement, or replace clinical judgment. Contact the individual's healthcare provider with any concerns or questions about or relating to a nursing or medical procedure. The information provided should not be considered a substitute for medical orders and persons without the proper education, training, supervision, and/or licensure should not perform the procedures.

The Oregon School Nurse Association has created a [toolkit](#) of common procedures. The toolkit and the accompanying resources are specifically designed exclusively for the use of registered nurses. This information is for general information purposes only. The information on this website is not medical advice and is not a substitute for the advice of a licensed medical professional. The information contained in this website is not guaranteed to be up-to-date. As a result, the information contained on this website cannot replace the advice of a licensed medical professional.

School Nursing 101 provides [training videos](#) for common procedures and can assist with training school nurses or unlicensed assistive personnel.

The [School Nurse Resource Manual](#), researched and written by fourteen professional and authoritative contributors, includes an alphabetized index of over 100 health conditions typically encountered by the school nurse. Created as a quick reference for school nurses, it covers the many issues they encounter in their practice and can assist school nurses, school administrators, and consulting physicians in developing consistent, evidenced-based policies, protocols, and procedures for safe student care. The format of the clinical guidelines is practical and consistent, covering definition/etiology, signs and symptoms, management/treatment, and follow-up.

[Taylor's Clinical Nursing Skills: A Nursing Process Approach](#) provides step-by-step, evidence-based guidelines that walk through common practices, simplify complex procedures, and contains key considerations for documentation, delegation, and other tasks.

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