Guidelines for Substitutes and other Personnel Assigned to Work in the School Health Office who are *not* Registered Nurses

DO THE FOLLOWING:

- Notify the principal of any major health care concerns.
- Record all student visits either in the electronic SIS and/or complete a student health referral form (SHSG Form H-4-6), make a copy for parents/guardian, and file the original in the student’s health folder.
- Attempt to obtain a history of events leading up to the injury or illness as reported by the student.
- Provide first aid in accordance with the DoDEA Manual 2942.0, *School Health Services Guide* and skills learned in Red Cross First Aid and CPR courses. Red Cross certifications must be kept current.
- Call parent for any of the following:
  - Any illness or injury you believe is a cause for concern
  - Eye, ear, or teeth injuries
  - Head injury
  - Second- or third-degree burns
  - Severe pain
  - Sprains or possible fractures
  - Temperature higher than 100°
  - Vomiting
  - Wounds that may require stitches
- Should a student choose to return to class and there are no indications that the student is infectious, instruct the student to return to the nurse’s office if he/she continues to feel badly or symptoms worsen. Chart all student interactions in the electronic SIS or on the student health referral (SHSG Form H-4-6).
- Always attempt to contact the parent/guardian. If you are unable to reach the parent/guardian, contact the emergency contact or sponsor’s commander.
- Record in the electronic SIS or on the student health referral (SHSG Form H-4-6) all attempts to contact parents, phone numbers and results. Include that attempts were made in the event that you were unable to contact the parent/guardian, emergency contact or sponsor’s command.
- Give medications ONLY after the school nurse has trained you. Follow SHSG Section I: I-4 Guidelines for Safe Administration of Medications, instructions. See SHSG Section F: F-3 and F-12 for more information.
- Check all prescription medications to make sure you have written instructions signed by the doctor and parent (SHSG Form H-3-2). Check that the medication container is properly labeled and the doctor’s instructions MUST MATCH IN ALL OF THE FOLLOWING AREAS:
  - Student’s name
  - Doctor’s name
  - Medication’s name
  - Amount of medication to give
  - Route the medication is to be given
  - Time to give the medication
- If any of the above does not match, return the medication to the parent to take back to the clinic for corrections.
Over-the-counter medications fall under the same rules as prescribed medications. Over-the-counter medications must be accompanied by the appropriate permission forms, and must be received unopened and labeled by the parent. (See SHSG: Section F: F 3-2.)

- Respect confidentiality of information obtained from students and families regarding an illness, injury, diagnosis, or medical treatment.

- Share information with the principal and/or the counselor whenever there is a risk to the student or a specific law or policy requires such reporting. Such situations include child abuse or neglect, suicidal thoughts or actions, possession of controlled substances, assault to others, theft, runaway, etc.

- Refer chronic health problems to the school nurse or the local military medical facility when the school nurse is not available.

- Be honest with the students, parents, and teachers with whom you have contact. Tell them that you are NOT a nurse, but that you will try to help them to the best of your ability.

- Respect confidentiality of information obtained from students and families regarding an illness, injury, diagnosis, or medical treatment.

- Share information with the principal and/or the counselor whenever there is a risk to the student or a specific law or policy requires such reporting. Such situations include child abuse or neglect, suicidal thoughts or actions, possession of controlled substances, assault to others, theft, runaway, etc.

- Refer chronic health problems to the school nurse or the local military medical facility when the school nurse is not available.

- Be honest with the students, parents, and teachers with whom you have contact. Tell them that you are NOT a nurse, but that you will try to help them to the best of your ability.

FOR THE SAFETY OF STUDENTS AND TO PROTECT YOUR OWN LIABILITY:

- **DO NOT** make a diagnosis or prescribe treatment or medication.

- **DO NOT** give medical advice.

- **DO NOT** take on the role of a counselor. (Refer student to the appropriate school personnel: counselor, school psychologist, and school nurse.)

- **DO NOT** give or apply any medication, creams, ointments or over-the-counter medications unless it is in the original container properly labeled and accompanied by written instructions from the doctor and signed permission from the parent. (SHSG Form H-3-2)

- **DO NOT** give or apply any new medications that have not first been checked by the school nurse.

- **DO NOT** accept new medications with alterations made by the parent on the pharmacy label or on the doctor’s instructions.

- **DO NOT** give care beyond basic first aid for which you have current certification from the Red Cross.

- **DO NOT** perform any health procedures for which the state would require the performer to have an RN license, or anything that requires more than a clean procedure.

- **DO NOT** perform tasks or take responsibilities that will jeopardize the health of others or your own liability.

- **DO NOT** transport sick or injured students in your privately owned vehicle.