



Judson Independent School District  
Department of Special Education Services  
8205 Palisades Drive  
Live Oak, TX 78233  
(210) 945-5348 / Fax (210) 945-6921

## PRIVATE DUTY NURSE (PDN) GUIDELINES

Judson ISD provides school nursing and school health services for students on all campuses. The District has campus clinic personnel comprised of Registered Nurses (RNs), Licensed Vocational Nurses (LVNs) and Clinic Health Assistants to provide such services. Due to the complex medical needs of some students, parents may wish to waive the district school nurse and school health services that are required as part of a student's Section 504 Plan or an Individualized Education Program (IEP). In the event a parent wishes to utilize their own private duty nurse, the parent(s) are financially responsible for this nursing care.

It is the District's goal to work together to provide the best and safest educational experience for all students. To provide clear guidelines and expectations of students on campus receiving private duty nursing services, refer to the **Judson ISD Private Duty Nurse (PDN) Guidelines** for information.

### PRIVATE DUTY NURSE REQUIREMENTS

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Prior to the start of each school year, when there is a change in the nursing provider, or prior to a new student receiving private nursing services, the following are REQUIRED prior to initiation of services:

**NOTE: In order to request private duty nursing services for a student on campus, the IEP or 504 Plan must indicate that nursing services are required for the student to access school.**

- Parent/guardian must email request for private duty nursing to Theresa Saldana at [tsaldana@judsonisd.org](mailto:tsaldana@judsonisd.org) and Lynn Franklin at [lfranklin@judsonisd.org](mailto:lfranklin@judsonisd.org)
- Signed Parent Agreement for Private Nursing Services on District Property
- Signed Nurse Agreement for Private Nursing Services on District Property
- Signed Notice of Disclosure of Confidential Information (for both the treating physician and the private duty nurse)
- Signed PDN Expectations and Code of Professional Conduct for Visiting Nursing Staff (by PDN)
- PDN Emergency Contact Information
- Parent/guardian provides completed Physician/Parent Request for Administration of Procedures/Treatments form for the current year (signed by both physician and parent)
- Signed acknowledgement of receipt of the JISD Private Duty Nurse (PDN) Guidelines (by parent and PDN)



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In addition to the mentioned documents, each PDN will need to complete a Form D-35 (Authorization for the Release of Criminal History Records). Each PDN will require fingerprints to be on file. Once completed, the PDN will be notified to come to District office for a photo and badge.

**Upon receipt and verification of all the above items:**

The Special Education Department will provide authorization to the contracting agency or independent contractor, and the parent, indicating that the private duty nurse may begin services with their student on a specified date.

## **PRIVATE DUTY NURSE (PDN) PARTICIPATION ON CAMPUS; ROLES & RESPONSIBILITIES**

**Private Duty Nurse:**

- The private duty nurse is responsible for adhering to standards of Nursing Practices per the Texas State Board of Nursing (BON) and to remain in good standing with the Texas BON.
- The private duty nurse accompanying a student to school is to attend to the ongoing and emergency needs of the client in his or her care, as outlined in the Nurse Agreement and Parent Agreement.
- The private duty nurse is responsible for providing a copy of the most recent medical orders to the school nurse within 1 school day of changes.
- The private duty nurse is responsible for having weekly communication with campus nurse regarding the student's medical needs.
- The private duty nurse is responsible for signing in and out at the main office of the campus daily.
- If the private duty nurse must leave campus for any reason, they must notify the classroom teacher and the campus nurse. If the private duty nurse must leave the classroom for any reason, they must notify the classroom teacher and/or other professionals in the room.
- The private duty nurse must maintain the privacy and confidentiality of all students and protect against disclosure of confidential information and records, including but not limited to information and records protected by the Health Insurance Portability and Accountability Act (HIPAA) which mandates the protection and privacy of health information and the Family Educational Rights and Privacy Act (FERPA) which protects student records and information.



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- The private duty nurse must not video record, audio record, and/or photograph students or campus staff for any reason.
- The private duty nurse shall refrain from interrupting instruction of the student and/or peers or attempting any redirection/discipline of the student and/or peers.
- The private duty nurse is only responsible for medical services for his or her client and shall not provide medical services of any type to any other students, staff, or visitors.
- The private duty nurse shall make every effort to ensure that the medical services he or she provides to his or her client shall be non-disruptive and non-intrusive and does not disrupt the student's individual education program.
- The private duty nurse must wear a name badge at all times when present on any property owned by the district, to include the nurse's name and title.
- The private duty nurse shall follow all classroom, campus, and district health and safety procedures, including hand washing, cleaning, and hygiene.

**NOTE:** The agency nurse location in the school setting will be a collaborative decision between, but not limited to:

- Campus Nurse
- Campus Administration (the principal is the final approving authority)
- Special Education Nurse or Designee
- Student Case Manager
- Classroom Teacher

#### **Campus Nurse:**

- The campus nurse will collaborate with the private duty nurse and parent, as necessary, to ensure current student medical presentation is identified and understood.
- The campus nurse will collaborate with parent(s) and special education staff to ensure consents and/or orders are on file.
- The campus nurse will ensure clinic protocols are maintained.
- The campus nurse will participate in the ARD process, including completion of the Skilled Nursing Supplement (eSped form) for the student's medical needs.
- The campus nurse will ensure weekly communication has occurred with the private duty nurse related to updates or changes to the student's medical needs.



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- If there are any concerns regarding the provision of medical services or care by the private duty nurse, the campus nurse shall notify the parent, campus Principal, Special Education Coordinator/Director, classroom teacher, and the Director of Student Health Services.

#### **Campus Administration:**

- Campus administration will uphold district policies and set campus policies.
- Campus administration will be the final authority for matters regarding the campus and education of the student.

#### **Parent:**

- The parent will provide the campus nurse with updated orders and/or pertinent health information, as necessary.
- The parent will participate in the development of the health plan (i.e., Skilled Nursing Services supplement) during the ARD process.
- The parent will ensure that the private duty nurse and/or school has all appropriate medical equipment and/or medication for student.
- The parent will arrange for substitute private duty nurse, when necessary.
- The parent will inform identified school personnel of the private duty nurse absence or use of a substitute nurse. The substitute nurse must be approved by the JISD Human Resources Department prior to providing services.

#### **Teachers and Other School Staff:**

- Teachers and other school staff shall not expect or request the private duty nurse to assist with any tasks, medical or other, for any students other than the private duty nurse's own client.
- Teachers and other school staff shall consider the student's medical needs and schedule when planning a student's educational program.
- Teachers and other school staff shall not share educational information with the private duty nurse unless it is necessary for medical planning purposes for her or his client.
- Teachers shall direct the private duty nurse to the campus nurse if there is knowledge of any changes in the student's medical needs or care.



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- If there is any concern regarding the provision of medical services by care by the private duty nurse, the teacher and/other school staff shall notify the parent, campus Principal, the assigned Special Education Coordinator/Director, campus nurse, and the Director of Student Health Services.

## CONFLICT RESOLUTION

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If the district professional staff determines that the private duty nurse is interfering in the educational process for either the student in question or others, this concern will be discussed privately with the private duty nurse. The Special Education Nurse or Designee and/or Health Services Administration, parent and/or guardian, and the agency will be notified. If the situation persists, the campus administrator will conference with the private duty nurse, the parent, and the Special Education Nurse or Designee, if needed. If the situation is not resolved, the principal has the final determination as to whether the private duty nurse will be allowed to continue with the student on the campus and, if allowed to continue, the principal will determine what changes will be instituted.

JISD reserves the right to withdraw its approval at any time if the parent(s) and/or the private duty nurse fail to comply with the terms of the agreement, the service or conduct of the private duty nurse interferes with, or creates a disruption to, the educational environment, or the continuation of the services on district property is contrary to the best interest of the child or the district. The approval of any request to allow a private duty nurse to perform services on district property is temporary and made on a case-by-case basis. The district will review the continuation of student's private duty nursing approval at least once each school year or on a more frequent schedule, if needed, to determine the appropriateness of continuing the agreement. Furthermore, the parent(s) accepts full responsibility for financial costs for the agency services.

## DISTRICT CONTACTS

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