LIBERTY HILL INDEPENDENT SCHOOL DISTRICT
301 Forrest Street • Liberty Hill, TX 78642 • Phone: 512-260-5569 1048 • Fax: 512-260-5594

NOTICE FOR PRIVATE DUTY NURSE PROVIDING SERVICES ON DISTRICT PROPERTY
ADMINISTRATIVE GUIDELINES

STUDENT:	CAMPUS:	GRADE LEVEL:

In accordance with the Private Nursing Services Agreement entered into by Liberty Hill ISD and the Parents of the Student, the District requires that the Private Duty Nurse ("PDN") acknowledge and comply with the following administrative guidelines.

All District rules, regulations, policies, and guidelines must be followed by the PDN while on District property and/or while attending District-related or District-sponsored activities. The District shall inform the PDN of the applicable school rules, regulations, and policies by providing a written copy of the applicable school rules, regulations, and policies. In addition to all District rules, regulations, and policies, the following administrative guidelines must be followed.

A. General Provisions

1. No employment relationship exists between the District and the PDN and/or, if applicable, the agency that employs the PDN. Under no circumstances is the District financially responsible for the services provided by the PDN. The PDN is not to be considered an agent or employee of the District and is not entitled to participate in or receive any benefits that the District provides for its employees, including workers' compensation insurance.
2. To the extent applicable, the District requires a copy of all physician orders and action plans concerning the Student for whom the PDN is providing service. All such orders and plans must be provided to the District by the Parents and/or the PDN prior to the PDN's arrival on Campus.
3. The Parents will provide all necessary consents to the District to permit appropriate District personnel to communicate with all nursing and/or health service providers and receive copies of all reports or evaluations pertaining to the physical or healthcare needs of the Student.
4. Copies of the Nursing Services Agreement, this Notice, and parental consent to communicate with health service providers will be maintained on Campus.
5. At all times, District/school officials maintain the right to supervise the PDN's compliance with the District's rules, regulations, and policies while he or she is serving the Student in the course of the Student's educational program provided by the District.
6. District/school officials are not responsible for the clinical supervision of the PDN. However, the safety of the Student is the general responsibility of the District. Therefore, District staff have authority at all times to intervene if the safety of the Student or others is at risk and/or compromised.
7. The District reserves the right to report to the Parent, the agency which employees the PDN, and state and/or federal authorities observations regarding the PDN.
8. The District will notify the Parents of any situations in which intervention is required and/or if the District makes a report, as noted above.
9. The District reserves the right to exclude from District property any PDN who does not comply with the Districts rules, regulations, policies, and guidelines. The District will notify the Parents of such exclusion.

B. General Procedures

1. Student's ARD committee will continue to meet as necessary and appropriate to review and consider Student's educational needs, including the need for Private Duty Nursing Services, as required by state and/or federal law.
2. The Parents must execute and submit the District's Private Duty Nursing Services Agreement.
3. The PDN and, if applicable, the employing agency must execute and submit this Notice and complete all steps in Section C., below, regarding access to District property.
4. During the course of provision of nursing services:
    a. The PDN will provide a copy of his or her services records, notes and/or other records of nursing services for the Student to the Campus administrator after each nursing session, or at any other time as requested by appropriate Campus or District personnel.
    b. In the event of an absence of the PDN:
        i. The District will provide nursing services for the Student in accordance with the Student's IEP.

C. Procedures for Access to District Property

1. The PDN will provide a copy of his/her valid nursing license issued by the Texas Board of Nursing.
2. The PDN will provide his or her name, address, and telephone number; the name of his or her supervisor, address, and telephone number of the agency that employees the PDN (if applicable); and the full name, address, and telephone number of at least one emergency contact (see below).
3. Prior to performing on-campus nursing services, the PDN will complete a criminal background check per Board Policy. The PDN will submit completed fingerprint information to the Texas Department of Public Safety (DPS) as required by law. The Parents and/or the PDN or the agency that employs the PDN is responsible for any fees associated with the DPS fingerprint check. The PDN shall provide evidence of the required fingerprinting to the District in accordance with District procedures.
4. PDNs whose criminal background check has not been reviewed or who has not completed the DPS fingerprint check will not be allowed to provide services on District property.
5. The PDN must report to the Campus front office prior to reporting to the area designated to provide services. The PDN will sign in and out at the Campus and follow any other applicable visitor protocols.
6. The District will maintain a list of approved PDNs for access by the Campus when needed to confirm an individual's approval to access District property.
7. To verify a valid nursing licensure, the District will use the data available at the Texas Board of Nursing website https://www.bon.texas.gov/.

D. Proper Business Behavior

1. Appropriate business attire is required for the PDN.
2. Cell phones are limited to breaks, meal times, and during lunch unless there is an emergency or for the use to perform the nursing duties as assigned.
3. Consumption of snacks and food shall not interfere with student learning, teaching instruction, the safety of other children, or during assigned nursing duties.
4. Smoking on Campus or any District property is prohibited.
5. Drug or alcohol consumption or intoxication is prohibited.
6. Any applicable physician orders must be followed by the PDN for student safety and wellbeing.

7. At any time, the District reserves the right to report to the Parent and/or agency that employs the PDN (if applicable) any and all behavior by the PDN that puts the Student or other students in physical or emotional danger.
8. When the PDN is present, District employees will not participate in nursing services of the Student.

E. Confidentiality

1. In accordance with the Private Nursing Services Agreement and the General Provisions above, Parents will provide proper consent for PDN and appropriate Campus or District staff to share records and communicate personally identifiable information about Student.
2. Except as provided in Section 1 above, the PDN is hereby informed, understands, and agrees that all information pertaining to the activities of the Student that s/he is assigned, and/or any student of the District that s/he witnesses is confidential information that cannot be discussed or released to third parties in accordance with the Family Educational Rights of Privacy Act, other state and federal law, and District policy, the IDEA and other state and federal law and District policy.
3. The PDN also agrees that all information concerning the activities of District staff, administrators, and personnel is confidential information that cannot be discussed or released in accordance with this Agreement. The PDN also agrees to refrain from communicating information about the District staff, administrators, and personnel, including his/her opinions regarding the District staff, administrators, and personnel, and/or the opinions of others regarding the District staff, administrators, and personnel, in written or oral form, including but not limited to electronic communications, pictures, video, social media, or any third party communication.
4. PDN is prohibited from taking pictures, video, or make an audio recording of any students, District staff, teachers, and/or administrators.

Any violations of these Administrative Guidelines or of any other District rule, regulation, or policy will be reported to the Parents and or the agency that employs the PDN (if applicable).

I have read and agree to the foregoing Notice and Administrative Guidelines.

Signature of Private Duty Nurse	Name of Private Duty Nurse	Date
Signature of Agency Representative (*if applicable*)	Name of Agency Representative (*if applicable*)	Date
Signature of Campus Administrator	Name of Campus Administrator	Date
Signature of District Administrator	Name of District Administrator	Date

PDN must attach copies of the following:

Valid Nursing license

PDN Must Complete the Following Contact Information

Private Duty Nurse

Name	Address
Telephone	

Agency *(if applicable)*

Supervisor Name	Address
Telephone	

PDN Emergency Contacts

Name	Relationship	Telephone
Name	Relationship	Telephone