# Cache County School District

**Policy Series 3000: Students**

**Policy No. 3270 P1**

## Procedures for Catheterization for Students in Schools

### Cache County School District Catheterization Authorization

1) The student must have both of the following on file and renewed annually for the current school year:
   a) A medical order from a licensed health care provider authorizing catheterization and specifying medical directives for care.
   b) A school health plan (SHP) developed by the school nurse and signed by the parent/guardian.

   The school nurse will coordinate with the parent/guardian to develop and update the SHP.
2) The SHP includes:
   a) Frequency of catheterization;
   b) Required supplies (provided by the parent/guardian);
   c) Step-by-step procedures; and
   d) Emergency actions and parent/guardian contact instructions.

### Training and Designation of Staff

1) The school nurse will train and supervise designated school personnel in catheterization technique, infection control, documentation, and confidentiality.
2) Only staff who have been trained and designated by the school nurse may perform or assist with catheterization.
3) Two staff members shall be present when catheterization is performed or assisted.
4) Annual skills review and competency verification will be completed by the school nurse.

### Infection Control and Safety

1) Hand hygiene must be performed before and after each catheterization.
2) Gloves and other appropriate personal protective equipment (PPE) must be used.
3) A clean, private area with running water (when available) must be used.
4) Supplies provided by parent/guardians should be stored in a labeled, clean container.
5) Single-use catheters may not be reused.

### Student Privacy

1) Catheterization must be performed in a private location.
2) Student health information is confidential and should only be shared with staff on a need-to-know basis.

**Documentation**

3) Each catheterization must be documented according to district nursing protocols.
4) Documentation includes: date, time, staff initials, and any observations (i.e. difficulty, discomfort, unusual urine appearance).
5) The parent/guardian and school nurse should be notified promptly of any concerns.

**Emergency Protocols**

1) Staff must immediately notify the school nurse if:
   a) Catheterization cannot be performed;
   b) Blood is in the urine or signs of infection are noted; or
   c) The student experiences pain, dizziness, or distress.
2) Emergency medical services (EMS) will be called if the student shows signs of urinary retention with severe pain, altered mental status, or other urgent medical needs.

**Responsibilities**

1) School Nurse:
   a) Develops and maintains the IHP and SHP;
   b) Ensures annual authorization of the IHP, SHP and medical order;
   c) Trains and supervises designated personnel; and
   d) Provides ongoing supervision and evaluation, and responds to concerns.
2) Designated School Personnel:
   a) Follow training and procedures as outlined in the SHP and medical order;
   b) Maintain confidentiality; and
   c) Report concerns or unusual findings to the school nurse immediately.
3) Parent/Guardian:
   a) Provide physical medical orders and sign the SHP;
   b) Supply necessary catheterization equipment and materials; and
   c) Notify the school nurse of changes in the student's condition or routine.

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