

BURLINGTON SCHOOL DISTRICT PROCEDURE

PROCEDURE CODE F22P: NURSING DELEGATION PROCEDURE

Summary

The Vermont State Board of Nursing recognizes that delegation of specific nursing interventions by a Registered Nurse (RN) to be carried out by another person falls within the scope of practice of an RN. In addition, the National Association of School Nurses (NASN) position is that, "When necessary and permitted by law, the registered professional school nurse (hereinafter referred to as school nurse) can implement safe and effective delegation of nursing tasks to unlicensed assistive personnel (UAP) at school." Burlington School District recognizes that delegation of certain nursing tasks is sometimes necessary and that only School Nurses endorsed by the Agency of Education can delegate such tasks.

Definition

Delegation "Transferring to a competent individual the authority to perform a selected nursing task in a selected situation. The nurse retains the accountability for the total nursing care of the individual." - As defined by the Vermont Board of Nursing and written in the Vermont Standards of Practice: School Health Services Manual.

Delegation Procedures

The Five Rights of Nursing Delegation

The Five Rights of Nursing Delegation are:

1. The right task
2. Under the right circumstance
3. To the right person
4. With the right direction and communication
5. Under the right supervision and evaluation

Delegation Decision

The decision to delegate a nursing intervention to a specific staff member in the school setting is the responsibility of the School Nurse. The School Nurse must take into account

- The health status and stability of the student.
- The complexity of the tasks to be delegated.
- The training and competency of the designated person to whom the tasks are delegated.
- The proximity and availability of the School Nurse to the designated person when the selected tasks will be performed.
- BSD policies and procedures.
- Access to supporting resources such as medical care, emergency medical services, parent/guardian/primary care providers, or other trained staff.

Training and Evaluation

The School Nurse is responsible for training and instructing the delegee in the performance of the task and for monitoring the delegee's task performance and evaluation. This should be done by using the [Delegated Training](#) and [BSD Delegation/Teaching for Specific Task](#) forms. The School Nurse is accountable for assessing, monitoring, verifying, and communicating ongoing competence requirements in areas related to delegation. These records shall be available for a nurse substitute to review.

Regardless of training provided to Personal Care Attendants (PCAs) by parents/guardians or outside agencies, when the BSD hires the PCA as a paraeducator, the School Nurse is tasked to train and delegate those tasks to Unlicensed Assistive Personnel (UAP).

Rescinding Delegation

The school nurse may rescind delegation if the designee is unable to competently perform the task.

Resources

- [Vermont State Board of Nursing: The Role of the Nurse in Delegating Nursing Interventions Position Statement](#)
- [The Vermont Department of Health Standards of Practice: School Health Services Manual: Delegation](#)
- [National Association of School Nurses: Nursing Delegation in the School Setting](#)
- [Wisconsin Department of Public Instruction. Training module that could be used to train unlicensed personnel.](#)
- [Wisconsin Department of Public Instruction: Nursing Procedures: School Health Tasks Training](#)

Clerical Information

<i>BSD Version:</i>	<i>BSD F22 Procedure</i>
<i>Date Adopted:</i>	<i>May 18, 2025</i>
<i>Legal Reference(s):</i>	<i>Title 26 V.S.A. Chapter 28 and Administrative Rules, Chapter 2 (II and 25)</i> <i>Standards of Practice: School Health Services Sec. B-I-4 and B-IV-5</i>
<i>Policy Reference:</i>	<u>F22 Delegation of Health Services</u>