

V. PROCEDURES FOR GUEST NURSES

RESPONSIBILITIES

- Administer medication, treatments, or procedures (tube feedings, catheterization, breathing treatments, etc.), which must be given at school
- Provide first aid for students or staff who are injured or become ill at school
- Notify parents of students who are ill or injured at school
- Document children seen and actions taken on the daily log. Record medication and treatments given on proper forms. Be familiar with and follow health service policy and procedures as stated in the School Nurses Handbook.

SUGGESTED ATTIRE

Dress professionally and comfortably. The guest nurse may wear uniform, street clothes with a lab coat, or street clothes with nurse's pin and nametag.

ADDITIONAL SUGGESTIONS

When accepting an assignment, the guest nurse will need to verify what time to report at the school. The principals or building secretaries are good resources for such questions. Check the nurse's guidelines for treatment sheet. Review the Health Care Plans for students with special health needs. Review the medication to be given and procedures to correspond. Accurately record the students being seen and treatment administered. If further questions, please contact building administrator.



VI. RESOLUTION OF PROBLEMS

Concerns (other than evaluations) should be addressed to the proper administrator:

- Concerns regarding students or teachers should be addressed to the principal.
- Concerns regarding notification of assignments should be addressed to the Director of Human Resource Services.

If problems are not resolved informally with the administrator mentioned above, a written statement of the concern should be submitted to the Director of Human Resource Services. Every effort will be made to resolve the problem through this procedure.



VII. DAVENPORT COMMUNITY SCHOOLS STUDENT DISCIPLINE POLICY

The handbook regarding the student discipline policy of the Davenport Community School District is available in the principal's office of each school. It is important that guest teachers familiarize themselves with the content of this policy.