

Catheterization

Purpose

This procedure provides for licensed healthcare professional oversight, guidance and training in the implementation of catheterization services to students in the school setting.

Scope

This procedure applies to the district registered nurse, affected district employees, students and parents or guardians.

Procedure

1. SCOPE OF SERVICES

- 1.1. Catheterization services (clean, intermittent bladder catheterization (CIC)) or assisted self-catheterization services will be provided to students by qualified staff according to rules adopted by the State Board of Nursing and the Department of Health.
- 1.2. Services will be offered to all disabled students and may be offered to nondisabled students, at the discretion of the Board.
- 1.3. A licensed registered nurse (school nurse) will develop written instructions specific for the needs of each student. These instructions will be made available to the non-licensed school employee and will be updated each school year.
- 1.4. The supervision of the self-catheterizing student by the school nurse or designee will be based on the needs of the student and the skill of the non-licensed school employee.

2. STUDENT HEALTH FILE

- 2.1. Prior to implementation of services each year, the school nurse or designee will obtain the following documentation for the student health file:
 - (a) A written request from the parents or guardian for the clean, intermittent catheterization of the student.
 - (b) A current written order for clean, intermittent catheterization from the student's licensed healthcare professional (LHCP), including written instruction for the procedure. The order shall be reviewed and/or revised by the LHCP each school year.
 - (c) Written permission from the parent or guardian for the performance of the clean, intermittent catheterization procedure by the non-licensed school employee.

3. TRAINING

- 3.1. The district's registered nurse is responsible for training non-licensed school employees who are assigned to perform clean, intermittent catheterization of the students.

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- 3.2. Training of non-licensed school employee(s) will include but not be limited to:
- (a) An initial in-service training, of a length to be determined by the district's registered nurse.
 - (b) An update of the instructions and a review of the procedure each school year.
 - (c) Anatomy, physiology and pathophysiology of the urinary system including common anomalies for the age group served by the employee.
 - (d) Techniques common to the urinary catheterization procedure.
 - (e) Identification and care of the required equipment.
 - (f) Common signs and symptoms of infection and recommended procedures to prevent the development of infections.
 - (g) Identification of the psychosocial needs of the parent/guardian and the students with emphasis on the needs for privacy and confidentiality.
 - (h) Documentation requirements.
 - (i) Communication skills, including the requirements for reporting to the registered nurse or the LHCP.
 - (j) Medications commonly prescribed for the clean, intermittent catheterization patient and their side effects.
 - (k) Contraindications for clean, intermittent catheterization and the procedure to be followed if the non-licensed school employee is unable to catheterize the student.
 - (l) Training in catheterization specific to the student's needs.
 - (m) Developmental growth patterns of the age group served by the employee.
 - (n) Utilization of a teaching model to demonstrate catheterization techniques with return demonstration performed by the non-licensed school employee, if a model is available.

4. RECORDS

- 4.1. The training of the non-licensed school employee shall be documented in the employee's permanent file.
- 4.2. The names of individuals receiving the catheterization training and the training dates will be recorded by the school nurse. These records will be kept available for audit.

Supporting Documentation

N/A

Document History

Action:	Date:
New	June 18, 2014
Revised	
Revised	
Revised	