We use many acronyms in schools, and in school health. This discussion is around one specific acronym – the Unlicensed Assistive Personnel (UAP), their role, the process of delegation, and who may assign the tasks for the UAP to perform. A UAP may be a teacher who gives insulin injections to a student, a school secretary distributing daily medication, or a nursing assistant. Any school staff member performing a medical task would be considered a UAP (General Assembly Program Evaluation Division, 2017).
Shown is an excerpt from an available one-page summary to use when educating staff and administrators on why a school nurse must be an RN and the role of the school nurse extender (other licensed people like an LPN, or someone functioning in the UAP role). This can serve as a reminder to school staff when explaining roles. Can discuss the areas that are outlined in the chart.

<table>
<thead>
<tr>
<th>School Health Activity</th>
<th>Registered Nurse (RN) (Bolded activities may only be completed by the RN)</th>
<th>School Nurse Extender (Require ongoing practice supervision and direction from RN)</th>
<th>Licensed Practical Nurse (LPN)</th>
<th>Unlicensed Assistive Personnel (UAP)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Plans (IHP/EAP/504/IEP)</td>
<td>Develop, implement and evaluate health plans. Update with changes.</td>
<td>Implement health plans under RN direction/supervision. Report student progress to RN.</td>
<td>Complete assigned tasks per training and protocol under supervision of school nurse.</td>
<td>Administer ordered medications as directed by RN per local policy. Report student response and/or concerns to the school nurse. May teach medication administration but may not determine competence.</td>
</tr>
</tbody>
</table>
Why use UAP?

Use of UAP can free the school nurses’ time to allow license dependent activities:

- assess, plan, provide complex nursing care, and evaluate outcomes that contribute to the education of students with special health care needs
- care coordination and development of plans such as IHPs, Emergency Action Plans (EAP)
- Collaboration with 504 plans and Individualized Educational Plans (IEPs) teams related to specialized healthcare needs of identified students

Use of UAP allow for some student care to occur in the physical absence of the school nurse:

- Nurse has more than one school
- More than one task is to be performed at the same time in a school building.

In North Carolina, UAPs perform about 60% of all health services provided in schools (North Carolina General Assembly Program Evaluation Division (2017). The National Association of School Nurses reports that UAP are a valuable part of the school health program. By delegating tasks to the UAP, a school nurse is left with more available time to address the more complex requirements that must be completed by an RN. If UAP are used in the school setting, appropriate steps must be taken to ensure the competency of the UAP in performing assigned tasks (NASN, 2015).

With the ratio of students to school nurses, and the more complex health issues that students attending school are facing, there are many cases where a school nurse may not be present to perform certain tasks. These tasks may include predictable tube feedings, catheterizations, medication administration, fingerstick blood sugars and much more.
Definitions

**Delegate**: the process for a nurse to direct another person to perform nursing tasks and activities within a BON structure.

The school nurse is accountable for the outcome of delegation as it is transferring the responsibility of a nursing task to another person (UAP).

**Designate**: to name or indicate

The principal may designate the school staff to perform a task delegated by the school nurse.

Although a principal can indicate (designate) who may perform these tasks, only a registered nurse, the school nurse, can delegate the task. Delegation is a regulated process. The ANA defines delegation as the process for a nurse to direct another person to perform nursing tasks and activities.

According to the ANA’s scope and standards of practice school nursing, the school nurse is accountable for delegation and must follow state law, upholding the standards of school nursing practice. It is the responsibility of the school nurse to decide when delegation is not appropriate due to student safety, legal issues or regulatory reasons (ANA, 2017). In addition, sometimes the individual designated by the principal may turn out to not be a good fit (give some reasons).
What does the general statute say about school staff tending to the special healthcare needs of students? According to General Statute 115C-375.1 it is within the responsibilities of school staff to perform necessary medical tasks such as medication administration, and care needed in school, when appropriately trained. The Principal will determine (designate) the person to complete these tasks. Three things are required for school staff to participate in these activities: physician prescription, parental authorization, and training. The recognized standard for the training is instruction from the school nurse and is a part of the delegation process.
What does the BON say about delegation? According to the Board of Nursing (BON), a registered nurse is the only professional that has the authority to delegate to a UAP in a setting such as a school.
When can a UAP perform nursing care activities (tasks)?

After these 4 steps are completed:

1. Designated by the principal.
2. Trained by the school nurse (RN).
3. Validated by the school nurse (RN).
4. Assigned by the school nurse (RN).

Validation of UAP - A process for the RN to ensure the UAP has the skills, knowledge and behaviors to methodically perform the right competencies to do the work that is required. – NC BON

Once the principal has designated the person to perform the needed task, it is up to the school nurse to determine if the person designated will be an appropriate person to perform the task. The nurse will train the UAP, following specific guidelines on how to perform the assigned task, and what to do if there is an issue. Once trained, the school nurse must then validate that the UAP is able to perform the assigned task (competence). When competence is assured the school nurse may then assign that task to the UAP.
In determining if a task is appropriate for a UAP to perform, consider the NC BON decision tree.
How will we train?

- Steps needed to carry out nursing activity - check list, procedure
- Demonstration of competency - Teach-back, return demonstration
- Communication plan
- Emergency plan

* A parent may provide guidance and input, but final training must be performed by the School Nurse

Discuss role of parent. The RN must do the training. Discuss the need for a Plan of Care.
### How will we validate?

1. RN observes UAP performing tasks.
2. RN documents on UAP Competency Checklist.
3. RN and UAP sign and date.
4. Validation occurs during training, repeated annually, and as needed for the addition of new skills.

RN  
“I have validated that ______ has demonstrated competency in these skills and is able to accept the delegation of these tasks.”

UAP  
“I ______ agree I have received training, successfully completed a competency validation, and accepted responsibility for the tasks for which I have been trained. I will request guidance from the nurse and additional training as needed.”

The RN should keep on file the competency checklist for the task to be performed by the UAP. Record of training.
Steps that the school health program/LEA should take to ensure that delegation and assignment of tasks to UAP are being consistently done according to requirements.

Policy development.

Competency checklists for tasks that are assigned to a UAP.

Discussion with school administration and school staff to make sure that they understand.

Procedures if needed
Remember, in school health ...

*Delegation is a process by which a nurse directs another person (UAP) to perform nursing tasks and activities.

Remember that delegation is a process, not simply the assignment of a task. Delegation must include training of the task/activity and validation that the UAP is capable before assigning the nursing task or activity. Use the decision tree.

Delegated activities must be regularly observed to assure that competence continues, and that the student response is as intended. Medicaid reimbursement requires at least a monthly observation with documentation by the RN.
References

- Medical Care to Students by School Personnel: NC G.S. 115C-375.1 Article 25A