

STUDENTS

Catheterization Procedures

The District will provide for clean, intermittent catheterization of students or assisted self-catheterization of students who are in the custody of the District in accordance with the following rules:

- A. The student's medical file must contain a written request from the parent(s) or guardian for the clean, intermittent catheterization of the student.
- B. The student's medical file must contain written permission from the parent(s) or guardian for the performance of the clean, intermittent catheterization procedure by the non-licensed school employee.
- C. The student's medical file must contain a current written order for clean, intermittent catheterization from the student's physician and must include written instructions for the procedure. The order must be reviewed and/or revised each school year.
- D. The student's medical file must contain written, current, and unexpired instructions from a licensed registered nurse regarding catheterization that includes: (a) the school district employee or employees who may provide for the catheterization, and (b) a description of the nature and extent of any required supervision.
- E. The service will be offered to all disabled students and may be offered to the non-disabled students, at the discretion of the School Board.
- F. A licensed registered nurse must develop instructions specific to the needs of the student. These must be made available to the non-licensed school employee and must be updated each school year.
- G. The supervision of the self-catheterizing student will be based on the needs of the student and the skill of the non-licensed school employee.
- H. A licensed registered nurse, designated by the Superintendent or designee, will be responsible for the training of the non-licensed school employees who are assigned to perform clean, intermittent catheterization of the students.
- I. Accommodations will be made to have two staff members present during catheterization if parent(s)/guardian(s) or a student makes the request or if it is deemed necessary by a nursing professional.
- J. The training of the non-licensed school employee will include, but not be limited to:

1. An initial in-service training of a length to be determined by the licensed registered nurse;
 2. An update of the instructions and a review of the procedure each school year;
 3. Anatomy, physiology and pathophysiology of the urinary system, including common anomalies for the age group served by the employee;
 4. Techniques common to the urinary catheterization procedure;
 5. Identification and care of the required equipment;
 6. Common signs and symptoms of infection and recommended procedures to prevent the development of infections;
 7. Identification of the psychosocial needs of the parent/guardian and the students with emphasis on the needs for privacy and confidentiality;
 8. Documentation requirements;
 9. Communication skills including the requirements for reporting to the registered nurse or physician;
 10. Medications commonly prescribed for the clean, intermittent catheterization patient and their side effects;
 11. Contraindications for clean, intermittent catheterization and the procedure to be followed if the non-licensed school employee is unable to catheterize the student;
 12. Training in catheterization specific to the student's needs;
 13. Developmental growth patterns of the age group served by the employee;
 14. Utilization of a teaching model to demonstrate catheterization techniques with return demonstration performed by the non-licensed school employee, if a model is available; and
- K. The training of the non-licensed school employee will be documented in the employee's permanent file. The District will record the names of the individuals receiving the catheterization training and the training dates. These records will be kept available for audits.

Adoption Date: February 8, 1995
Revised Date: April 24, 2019