

ADMINISTRATIVE PROCEDURES

Catheterization

No. 3417P

The State Board of Nursing (BON) has established the following rules:

- 1) The student's medical file shall contain a written request from the parent(s) or guardian for the clean intermittent catheterization of the student.
- 2) The student's medical file shall contain written permission from the parent(s) or guardian for the performance of the clean intermittent catheterization procedure by the non-licensed school employee.
- 3) The student's medical file shall contain a current written order for clean intermittent catheterization from the student's physician and shall include written instructions for the procedure. The order shall be reviewed and/or revised each school year.
- 4) The service shall be offered to all disabled students and may be offered to non-disabled students at the discretion of the School Board.
- 5) A licensed registered nurse shall develop instructions specific for the needs of the student. These shall be made available to the non-licensed school employee and shall be updated each school year.
- 6) The supervision of the self-catheterizing student shall be based on the needs of the student and the skill of the non-licensed school employee.
- 7) A licensed registered nurse, designated by the School Board, shall be responsible for the training of the non-licensed school employees who are assigned to perform clean intermittent catheterization of the students.
- 8) The training of the non-licensed school employee shall include but not be limited to:
 - A) An initial inservice training of a length to be determined by the licensed 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;

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- G) Identification of the psychosocial needs of the parent/guardian and the student 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 physician;
- 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;
- O) The training of the non-licensed school employee shall be documented in the employee's permanent file.