

Catheterization

A. Procedures for assisting any students in need Clean Intermittent Catheterization (CIC) during school or while participating in school-sponsored activities are based on rules and guidelines established by Washington State Nursing Care Quality Assurance Commission (NCQAC) of Department of Health (DOH) in consultation with Office of Superintendent of Instruction (OSPI).

1. The student's health record will contain a written request and permission from the parent(s) or guardian for the school staff to provide or assist in the student's clean, intermittent catheterization procedure. The parent request and permission will be renewed every school year based on student's needs.
2. The student's health record will contain a current written order for clean, intermittent catheterization from the student's physician licensed under RCW 18.71 or 18.57. The written order will document a valid reason for the catheterization and will include written instructions for the procedure. The order will be renewed each school year based on the student's needs.
3. The school's professional and licensed registered nurse (RN) will assess the student and communicate with parents/guardians and healthcare provider as needed to develop a plan of care which includes instructions for providing for the student's CIC needs during the school day and school-sponsored activities. A copy of the plan of care will be kept in the student's health record. The plan of care will include and is not limited to:
 - a. School staff to provide CIC procedure;
 - b. If the professional RN determines CIC for a specific student may be delegated to non-licensed staff, then designated staff persons will be trained in the procedure by the school's RN. The school principal in consultation with the school's RN will designate staff to perform the procedure.
 - c. Description of training and supervision to be provided by the school's RN. A copy of any checklist completed for training and supervisory sessions will meet this requirement.
4. The school's RN will be responsible for the training and ongoing supervision of the non-licensed school employees who are assigned to perform clean, intermittent catheterization of the students.
5. The supervision of the self-catheterizing student will be determined by the school's RN and based on the needs of the student and the skill of the non-licensed school employee. Supervision and training updates will be provided by the school's RN and will be ongoing for the designated staff throughout the school year.

The length and content of the initial in-service training will be determined by the school's licensed registered nurse (RN). The school's RN will utilize a teaching model to demonstrate catheterization techniques with return demonstration performed by the non-licensed school employee.

6. The training of the non-licensed school employee will include and will not be limited to:
 - a. Anatomy, physiology and pathophysiology of the urinary system including common anomalies for the age group served by the employee.
 - b. Identification of the psychosocial needs of the parent/guardian and the students.
 - c. Requirements for privacy and confidentiality related to student health and during CIC procedure.
 - d. Developmental growth patterns of the age group served by the employee.
 - e. Techniques common to the urinary catheterization procedure and specific to student on whom CIC will be performed.

- f. Identification and care of the required equipment.
 - g. Training in catheterization specific to the student's needs.
 - h. Contraindications for clean, intermittent catheterization and the procedure to be followed if the non-licensed school employee is unable to catheterize the student.
 - i. Documentation requirements.
 - j. Common signs and symptoms of infection and recommended procedures to prevent the development of infections.
 - k. Communication skills including the requirements for reporting and concerns, clarifications or questions to the school's RN.
 - l. Medications commonly prescribed for the clean, intermittent catheterization patient and their side effects.
7. Prior to independently providing for CIC, the non-licensed designated staff will observe the school's RN performing CIC and at the next CIC for the student, the non-licensed staff will do CIC under the direct supervision and guidance of the RN. The RN and designated school staff will jointly determine when non-licensed staff is capable of performing safe and appropriate CIC in the absence of the school's RN.
 8. Training will be conducted at the beginning of each school year the student is enrolled and prior to the student's first day in school or school-sponsored activities. The training will be an initial training for any new staff designated to perform CIC or a review of training for those having performed CIC in the immediate past school year. The training will include content outlined in A.8. a-l as determined by the school's RN.
 9. The training of the non-licensed school employee will be documented in the employee's permanent file.
- B. The school's RN and the employees receiving training will document the initial training content and date and subsequent updates or reviews to assess non-licensed employee's ability to perform CIC safely and appropriately. The district will maintain a record of the trainings and reviews for each school year. These records will be kept available for audits.

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