

**McKinney Independent School District**  
School Health Services

**Guidelines for Prescribed Special Procedures**

In the event that a student requires a prescribed treatment or procedure during the school day, individual arrangements will be made through the campus nurse. The request for such a treatment or procedure must meet the following guidelines:

- The student must have the treatment or procedure during school hours and cannot otherwise be scheduled outside of school hours.
- A current written request must be submitted annually by the parent/guardian and by a local prescribing physician. Nurses employed by the District may accept orders only from those physicians who are legally authorized to practice medicine in Texas by the Texas Board of Medical Examiners (M.D., D.O., podiatrist or dentist) or other health-care professionals with authority to write prescriptions (advanced practice nurse, nurse practitioner, or physician assistant). An out-of-state physician's order may be accepted for a transitional 30-day period if the orders are complete. The orders shall only be considered complete if they contain the following information: Student's name; Date of birth; Diagnosis/condition for which the medication is prescribed; Dose; Route; Frequency of administration; Duration of treatment; Potential side effects; Emergency care; Physician's name, signature, address, and telephone number; and The date the order was written. See FFAC (LOCAL)
- The parent/guardian must sign the appropriate affidavits and release from liability and provide current contact numbers.
- All enteral feeding formulas must be commercially prepared in the United States, provided by the student's parent/guardian, and enclosed in the original sealed and unopened container when brought to the school clinic. If a physician orders a noncommercial formula, all ingredients must be provided in their original, unopened containers or in their natural state together with instructions for preparation.

No treatment or procedure will be performed by any employee unless that individual is properly trained and/or licensed.

A record of all treatments and procedures performed will be maintained.

Parents/guardians and the school representatives will meet to determine the acquisition of supplies and equipment prior to the start of the procedure.

Parents/guardians must inform the school immediately of any changes in the condition of the student, changes in the procedure, changes in the physician(s), and changes in the contact phone numbers.