

## Working with the Education Team: Important School Processes

### 1. Identify Yourself:

- When you are first assigned to a school, always go immediately to the office, identify yourself, the nursing agency for whom you work and the child/children for whom you will be caring.
- If you are substituting for an absent nurse please check into the office and identify for which nurse you are covering and for which child/children you will be providing care.
- Please wear clear identification at all times; although you may be in the school daily, you are not a school board employee and must identify yourself as non-school personnel.

### 2. Maintain Confidentiality:

- You should not disclose any information about a child in your care to others unless it is vital to the child's safety and participation in school.
- Ensure all discussions about your client take place where others cannot overhear you.
- Ensure you discuss your client with ONLY the parent of the client, not other parents.
- Do not ask for information about any child in the school not assigned to your care or repeat information that you may have inadvertently learned.

### 3. Respect the Education Team:

- Ensure your time is spent only with children in the classroom who are assigned to your care through CCAC, not with other children. The classroom teacher is responsible for all children in the classroom and will deal with all matters accordingly.
- Please bring concerns impacting the health of your client or your ability to provide care to the attention of your Nursing Supervisor and Care Coordinator, rather than engaging in discussions about the general curriculum, classroom routines, classroom placements etc. with others including your client's family.
- Make every effort to provide health care in a sensitive and discreet manner that coordinates with academic support provided by school personnel and enables the child's full participation in school life.