



EL PASO  
INDEPENDENT  
SCHOOL DISTRICT

Health Services Department  
Special Education and Special Services

### Health Office Volunteer Protocol

- 1) All school volunteers must complete the Volunteer Application via the EPISD website and create an account.
- 2) Once application has been cleared, you must speak with the school nurse at the campus or the Health Services Department to volunteer in the nurse's office.
- 3) Principal or Assistant Principal must be notified by the school nurse.
- 4) A volunteer in the Health Office must not:
  - a) Provide direct or indirect health care services to students, faculty, staff and/or visitors. i.e. take temperatures, complete nursing assessments, bandage wounds, provide medications, etc.
  - b) Fill out or complete any type of nursing documentation.
- 5) All school health office volunteers must have a completed confidentiality statement filled out and filed with the school nurse. Nurses are to have these updated annually, and with each new volunteer.
- 6) Only those volunteers 18 or older, with a high school diploma/GED, and currently certified to conduct Vision/Hearing screenings are able to do so.
- 7) Volunteers may assist with retrieving/returning students, filing paperwork, and general clerical assistance under the nurse's supervision.
- 8) MD, NP, PA, and licensed nurses that are not employed in the District as such cannot work in that capacity in the school health clinic.
- 9) Employees that are externally funded account may not volunteer for services in the nurse's office.
- 10) EPISD nurses will provide a brief VIP orientation of the nursing office to include procedure for lockdown/lockout, evacuations, fire drills, etc. VIPS are required to attend this orientation with the school nurse.
- 11) Nurse will retain a copy of the Volunteer Protocol and Volunteer Confidentiality Sheet in the nursing office as well as provide a copy to the VIP coordinator.

Education code 22.053 SCHOOL DISTRICT VOLUNTEERS. (a) A volunteer who is serving as a direct service volunteer of a school district is immune from civil liability to the same extent as a professional employee of a school district under Section 22.0511.

(b) In this section, "volunteer" means a person providing services for or on behalf of a school district, on the premises of the district or at a school-sponsored or school-related activity on or off school property, who does not receive compensation in excess of reimbursement for expenses.

(c) This section does not limit the liability of a person for intentional misconduct or gross negligence.