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.