

**TITLE 6            PRIMARY AND SECONDARY EDUCATION**  
**CHAPTER 63       SCHOOL PERSONNEL - LICENSURE REQUIREMENTS FOR ANCILLARY AND**  
**SUPPORT PERSONNEL**  
**PART 15            LICENSURE FOR SCHOOL HEALTH ASSISTANTS, GRADES PRE K-12**

**6.63.15.1            ISSUING AGENCY:** Public Education Department (PED).  
[6.63.15.1 NMAC - Rp, 6.63.15.1 NMAC, 9/26/2017]

**6.63.15.2            SCOPE:** This rule governs licensure for school health assistants, grades pre k-12, for those persons seeking such licensure.  
[6.63.15.2 NMAC - Rp, 6.63.15.2 NMAC, 9/26/2017]

**6.63.15.3            STATUTORY AUTHORITY:** Sections 22-2-1, 22-2-2, 22-10A-3, and 22-10A-17, NMSA 1978.  
[6.63.15.3 NMAC - Rp, 6.63.15.3 NMAC, 9/26/2017]

**6.63.15.4            DURATION:** Permanent  
[6.63.15.4 NMAC - Rp, 6.63.15.4 NMAC, 9/26/2017]

**6.63.15.5            EFFECTIVE DATE:** September 12, 2017, unless a later date is cited in the history note at the end of a section.  
[6.63.15.5 NMAC - Rp, 6.63.15.5 NMAC, 9/26/2017]

**6.63.15.6            OBJECTIVE:** This rule establishes the requirements for school health assistant licensure for persons seeking such licensure.  
[6.63.15.6 NMAC - Rp, 6.63.15.6 NMAC, 9/26/2017]

**6.63.15.7            DEFINITIONS:**

**A.            “Administration of medications”** as defined in Paragraph (2) of Subsection A of 16.12.2.7 NMAC is a process whereby a prescribed drug or biological agent, as allowed by any applicable state or federal law, is given to a patient/client by a person licensed or certified by the board to administer medications.

**B.            “Assessment”** as defined in Paragraph (9) of Subsection A of 16.12.2.7 NMAC means the review and interpretation by a licensed individual of specific data necessary to determine the patient/client 's care and treatment needs (also see data collection).

**C.            “Assignment of nursing activity”** as defined in Paragraph (10) of Subsection A of 16.12.2.7 NMAC means appointing or designating another licensed nurse or assistive personnel that is consistent with his/her scope of practice (licensed person) or role description (unlicensed person).

**D.            “Data collection”** as defined in Paragraph (1) of Subsection D of 16.12.2.7 NMAC means the process of obtaining information, material, fact, or clinical observations which will be used in the assessment process; data collection is not limited to licensed individuals.

**E.            “Delegation”** as defined in Paragraph (2) of Subsection D of 16.12.2.7 NMAC means the transferring to a competent individual the authority to perform a selected nursing task in a selected situation. The nurse retains accountability for the delegation. As stipulated in Subsection B of 16.12.2.12 NMAC the nurse shall assign/delegate to licensed and unlicensed persons only those nursing functions which that person is prepared, qualified, licensed, or certified to perform.

**(1)**            The nurse is accountable for assessing the situation and is responsible for the decision to delegate or make the assignment.

**(2)**            The delegating nurse is accountable for each activity delegated, for supervising the delegated function or activity, and for assessing the outcome of the delegated function or activity.

**(3)**            The nurse may not delegate the specific functions of nursing assessment, evaluation, and nursing judgment to non-licensed persons.

**(4)**            Registered nurses engaged in school nursing practice may delegate medication administration, including emergency medication, to adults affiliated with school operations.

**F.            “Supervision/direction”** as defined in Paragraph (5) of Subsection S of 16.12.2.7 NMAC, means initial verification of a person’s knowledge and skills in the performance of a specific function or activity followed by periodic observation, direction, and evaluation of that person’s knowledge and skills as related to the specific

functions or activity.

[6.63.15.7 NMAC - Rp, 6.63.15.7 NMAC, 9/26/2017]

**6.63.15.8 REQUIREMENTS:** Persons seeking licensure as a school health assistant pursuant to the provisions of this rule shall meet the following requirements:

- A. high school diploma or equivalency;
- B. be at least eighteen years of age;
- C. provide verification of current valid certification in cardiopulmonary resuscitation, which includes hands-on demonstration;
- D. provide verification of current valid certification in first aid;
- E. provide verification of completion of a one-time New Mexico department of health and public education department approved training for school health assistants, related to state/federal laws, regulations and guidelines;
- F. provide verification by the public school superintendent or private school official that a local orientation related to assigned duties, and facilitated by the public education department licensed registered nurse, was satisfactorily completed; and
- G. submit to and satisfactorily clear a fingerprint-based background check per local school board or regional education cooperatives policy pursuant to Section 22-10A-5, NMSA 1978.

[6.63.15.8 NMAC - Rp, 6.63.15.8 NMAC, 9/26/2017]

**6.63.15.9 CONTINUING SCHOOL HEALTH ASSISTANT LICENSURE:** Persons holding a valid school health assistant license and seeking continuation of this license shall meet the following requirements:

- A. a completed application for continuing New Mexico licensure shall be submitted to the public education department;
- B. a copy of a current valid certification in cardiopulmonary resuscitation (CPR) which includes hands-on demonstration;
- C. a copy of a current valid certification in first aid; and
- D. the superintendent of the local school district or the governing authority of the state institution or private school by which the applicant has been most recently employed as of the date of application for continuing licensure must submit verification that the applicant has satisfactorily been employed as a PED licensed school health assistant.

[6.63.15.9 NMAC - Rp, 6.63.15.9 NMAC, 9/26/2017]

**6.63.15.10 COMPETENCIES FOR ENTRY LEVEL SCHOOL HEALTH ASSISTANTS:** The school health assistant assists the public education department licensed school registered nurse with the implementation of the school health program, by providing delegated nursing services in the health room, including health screening, assisting with the administration of medications, basic first aid procedures, maintenance of student health records, and maintenance of a clean and orderly health room. The school health assistant may also perform nursing tasks as appropriately delegated by the public education department licensed registered nurse for the care of individual students with special needs, including diapering, range of motion exercises, and feeding assistance. To carry out the duties, the school health assistant:

- A. collects and reports data regarding health status of students, under the direction and supervision of the public education department licensed registered nurse by:
  - (1) assisting with routine vision, hearing, height, and weight screening;
  - (2) assisting with the monitoring of students per individualized health care plan; and
  - (3) sharing relevant information/observations with the public education department licensed registered nurse in a timely manner.
- B. implements aspects of the nursing plan of care, commensurate with training and verified competency, under the direction and supervision of the public education department licensed registered nurse by:
  - (1) performing student-specific delegated nursing procedures and treatments in accordance with the individualized health plan;
  - (2) assisting with administration of medications in accordance with school district medication policy and in compliance with the Nursing Practice Act;
  - (3) assisting with the implementation of policies and procedures regarding the control of communicable diseases in schools; and
  - (4) performing basic first aid and CPR, as needed.

- C.** assists with the maintenance of student health records, including immunization records, and shares relevant information with the public education department licensed registered nurse;
- D.** maintains confidentiality in accordance with state and federal laws and district policy;
- E.** shares responsibility for the care of district inventory, as well as the proper and safe use of facilities, equipment, and supplies, reporting safety hazards promptly;
- F.** maintains a clean, organized, and orderly health room environment;
- G.** demonstrates effective interpersonal and communication skills (written and oral) with diverse populations, including students, parents, co-workers, and supervisor(s);
- H.** displays a desire to work with students and responds to students as individuals;
- I.** serves as a healthy role model for students, families, and staff;
- J.** maintains competency through training and in-service educational activities.

[6.63.15.10 NMAC - Rp, 6.63.15.10 NMAC, 9/26/2017]

**HISTORY OF 6.63.15 NMAC:**

6.63.15 NMAC, Licensure for School Health Assistants, Grades Pre K-12, filed 5/28/2004 was repealed and replaced by 6.63.15 NMAC, Licensure for School Health Assistants, Grades Pre K-12, effective 9/26/2017.

**HISTORY OF REPEALED MATERIAL:**

6.63.15 NMAC, Licensure for School Health Assistants, Grades Pre K-12, filed 5/28/2004 - Repealed effective 9/26/2017.