



BULLITT COUNTY PUBLIC SCHOOLS
HEALTH SERVICES

KIM WILLOUGHBY, COORDINATOR

Memo

To: Jesse Bacon

From: Kimberly Willoughby

Date: May 1, 2025

Re: Nurse Service Contract

Please present these contracts between Independent Nurse Contractors and the Bullitt County Board of Education to board members for consideration at the May 19, 2025 Board Meeting. A blanket agreement for the 2025-2026 school year is needed to meet all requests for health services in a timely manner. These guidelines are set within KRS 156.502 (Health Services in School Setting). The contracts are developed within the scope of practice for an RN and LPN licensure. This contract was reviewed by Emily Vessels May 12, 2025.

The cost of service will not exceed the budget allowance as designated in the health service budget for the upcoming school year.

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

CONTRACT LICENSED PRACTICAL NURSE

Responsible To: District Health Coordinator

Contract Terms: As needed up to budget allowance

Qualifications:

Certification: Current LPN license in good standing; CPR;

Experience: Two years comprehensive nursing experience

Basic Function:

Administer first aid according to established procedures; assist as needed with health screenings; maintain accurate student medical records, and complete selected health related tasks to ensure the medical needs of students are met.

Duties:

1. Observing and caring for students with diabetes or medically fragile students.
2. Performs emergency procedures and provides nursing assessment for accidents, seizures and other educational-related medical problems; CPR and first aid as needed.
3. Assist in monitoring of health care services being provided to students.
4. Reviews/updates files relating to immunizations/health screenings as needed.
5. Assist in delivery of school health programs; screening for head lice and assist in detection of student health needs and communicate observation with family or physician.
6. Maintains current standards of nursing and provides services according to policy and programs.
7. Acts as a resource person to school personnel regarding the various aspects of health education.
8. Punctual in attendance when scheduled to work.
10. Performs related duties as assigned by the District Health Coordinator.
11. May assist in direct student care with special education department if other staff unavailable and schedule permits. May require skills of tracheostomy care, breathing treatments, g-tube feedings and catheterizations.
12. Maintain current knowledge of medical advances and information, public health issues and treatment procedures.

Knowledge of:

- First aid, CPR and nursing practices and procedures.
- Various health-screening practices, procedures and techniques.
- Oral and written communication skills.
- Record-keeping techniques.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Communicable diseases.

Ability to:

- Administer first aid according to established procedures.
- Conduct a variety of health screenings.
- Prepare and maintain accurate student medical records.
- Make referrals and perform follow-up.
- Maintain medical equipment in proper working condition.
- Understand and follow written prescriptions.
- Communicate effectively both orally and in writing on a variety of health related activities or concerns.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain current knowledge of technological advances in the field.
- Complete work with many interruptions.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Learn district policy and procedures

Signature/Date

BULLITT COUNTY PUBLIC SCHOOLS
SERVICE CONTRACT AGREEMENT

This agreement is entered into between the Bullitt County Board of Education, hereinafter referred to as the "Party of the First Part;" and _____, referred to as the "Party of the Second Part;" by agreement this date _____ for the purpose of obtaining Health/Nursing Services.

WITNESSETH

WHEREAS, the district must provide a wide range of health/nursing services to various students served by the district; and WHEREAS, the Party of the Second Part is licensed or certified in the State of Kentucky and desires to provide the contemplated services for children enrolled in the District's Area.

NOW, THEREFORE, for and in consideration of, the promises and the mutual covenants and agreements herein contained, the parties hereto agree as follows:

SERVICES

In consideration for the subject services described in the Contractor Responsibilities addendum attached hereto and made a part hereof, the Party of the First Part agrees to:

- (A) Reimburse the party of the Second Part upon receipt of a statement of delivered services not to exceed budgeted allowance at the rate of \$27.00 per hour.

The Party of the Second Part does hereby agree to provide the Party of the First Part the following services between this date and June 30, 2026.

- (A) Health/Nursing Services as set out in the Contractor Responsibilities addendum attached hereto and made a part hereof.

INSURANCE

During the term of this agreement, the Party of the Second Part shall maintain professional liability insurance in the amount of \$1,000,000.00 for each claim and will provide a certificate of the same to the Party of the First Part.

ENTIRE AGREEMENT

This agreement contains the entire agreement of both parties hereto, and no other oral or agreement shall be binding or obligating upon the parties hereto. This agreement supersedes all prior agreements, contracts, and understandings, whether written or otherwise, between the parties relating to the subject matter hereof. Termination of this Agreement may occur without advance notice if services rendered by the Second Party are deemed unsatisfactory for any reason as determined solely by the Board/Superintendent's designee.

IN WITNESS WHEREOF, the Board of Education and the Party of the Second Part have duly executed this agreement on the day and year just written.

WITNESS: _____
Party of the First Part (Bullitt County Board of Education) Date

WITNESS: _____
Party of the Second Part (Independent Contractor) Date