

NURSING SERVICES PLAN 2014-15**Franklin Township School****Roles of the Certified School Nurse**

The certified school nurse in Franklin Township School practices a multitude of roles as determined by the New Jersey Nurse Practice Act, the American Nurses Association/National Association of School Nurses Standards of School Nursing, the New Jersey Administrative Code (18A:40-1 and 3.3), and the New Jersey Department of Education Health Services Guidelines. The certified school nurses' scope of practice focuses on promoting the health of students and staff which is a prerequisite for successful learning.

As adopted by the State Board of Education on September 6, 2006, "the role of the certified school nurse shall include, but not limited to":

- Carrying out written orders of the medical home and standing orders of the school physician. All orders to be renewed at the beginning of each year.
- Conducting health screenings pursuant to N.J.A.C.6A:16-2.2, including appropriate follow-up for all students. Monitoring vital signs and general health status for all emergent issues and students suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A 18A40-4.
- Maintaining student health records, this includes A-45 card required by the State of New Jersey, health history and appraisal cards on each student, documenting required immunizations and physical examinations.
- Recommending to the school superintendent those students who shall not be admitted or retained in the school building based on a parent's/guardian's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4.3.
- Recommending to the school superintendent exclusion of students who show evidence of communicable disease (N.J.A.C. 18A:40-7 and 8).
- Directing and supervising the emergency administration of epinephrine and training volunteer school staff designated to serve as delegates (N.J.S.A. 18A 40-12.6).
- The school nurse is required to train volunteer school staff to administer glucagon during a diabetic emergency, if the nurse is not physically present (N.J.S.A. 18 A 40-12. 11-21). This law also requires the school to develop standard procedures, forms and training protocols in accordance with district policies. The certified school nurse will continue to work with teachers, coaches, parents and trained designees in order to provide medical coverage for students with diabetes during field trips and school-sponsored events when the nurse is not physically present.
- Administering asthma medications through the use of a nebulizer as well as asthma medications ordered by a physician.
- Directing and supervising the health services activities of any school staff to which the certified school nurse has delegated a nursing task.
- Classroom instruction in areas relate to health pursuant to N.J.A.C. 6A:9-13.3.
- Reviewing/summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team for meeting pursuant to N.J.A.C. 6A:14-3.4(h).
- Writing and updating, at least annually, the Individualized Health Care Plan and The Individualized Emergency Healthcare Plan for students' medical needs and instructing staff as appropriate.
- Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. -794 (a), for students who require them.
- Implementing and assisting in the development of healthcare procedures for students in the event of an emergency.

- Instructing faculty/staff on communicable disease and other health concerns, pursuant to N.J.S.A. 18 A:40-3; and
- Providing other nursing services consistent with the school nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

In addition to above, the certified school nurses' role consists of:

Health Services Manager: Preparation of state reports on immunizations, tuberculosis, PEOSH, N.J. Family Care, Pandemic Influenza Preparation. Report to the Public Health Services communicable illnesses such as pertussis, streptococcal infections. Continue to replenish expired medical supplies for the school; this includes updating medical equipment such as the Automated External Defibrillators.

Nursing Care Provider: The certified school nurse (CSN) provides nursing care utilizing the nursing process of assessment, planning, intervention, evaluation, implementation, and re-evaluation. The CSN reviews all field trips for nursing care that will be needed including administration of medication, treatments and student monitoring and arranges for additional nursing coverage as needed.

Investigator: The CSN obtains information regarding health histories, health practices, environmental concerns, safety issues, communicable disease patterns, and current health information relevant to the practice of school nursing. Data is gathered through consultation with parents/guardians, primary care physicians and specialist, workshops.

Communicator: Information directed to students, parents/guardians, staff members, administration, physicians, health care and governmental agencies is disseminated via telephone conferences, written communication, parent/staff conferences, staff meetings/in-services, I&RS meetings, CST/504 meetings, newsletter inserts and flyers, School Health Web site. The CSN is frequently called upon to counsel students and staff regarding health issues and personal concerns. Referrals and recommendations for follow up are made as appropriate to the school guidance counselor, private physicians and other community health resources.

Educator: In addition to N.J.S.A 18A:40-3, the CSN also provide parent and student education through one-to-one conferences, education flyers, postings via School Health Web site and written materials. Staff education includes yearly presentations for students' medical concerns and universal precautions. EpiPen, glucagon, CPR/AED training and review during the school year for volunteer staff is provided by the CSN.

Counselor: Referrals are made to school psychologist, school social worker, and school counselor when available. Also referrals are made to the school physician, private physicians, or community resources as needed.

Child Advocate: The CSN communicates frequently with parents/guardians and staff to determine the health needs of students and identify necessary accommodations. Advocacy may include referrals for health services, counseling, community programs, and to governmental agencies.

Community Liaison: As liaison between the school and local agencies/organizations resources include AED/CPR training program from faculty by The American Heart Association. After receiving the Asthma Friendly School Award in 2011 from The American Lung Association and The New Jersey Asthma Coalition we continue to exceed standards as an "Asthma Friendly School".

Recorder: In addition to required state health record for each student (A-45), results of screenings, physical examinations, changes in health statues, treatments, medications and student/employee accidents must be documented. Pertinent communications from parent/guardians and physicians must be incorporated into the student health record. Daily logs of health office visits with date, time, complaint, assessment, intervention, and evaluation are maintained for each student who visits the health office. Individual medication sheets must be maintained for all students receiving medication on daily or as needed basis. Data must be collected and recorded for state agencies related to immunizations, absenteeism, tuberculosis testing, and employee injuries. Compliance for state mandated Wellness Plan of student's height and weight for body mass index will be documented.

In the school setting, it is essential to aggressively manage any health problems that are likely to compromise learning. For this reason, school health care providers must prioritize concerns. The assignment of a CSN as well as ancillary health staff in Franklin Township School must not be based solely on student population.

Consideration must also be given to the special education population, the severity of health concerns present within the school building, as well as increased demands for documentation and record keeping. Severity coding can be broken down into four levels: Nursing Dependent, Medically Fragile, Medically complex, and Health Concerns.

Level I: Nursing Dependent: Nursing dependent students require 24 hours/day, frequently one to one, skilled nursing care for survival. Many are dependent on technological devices for breathing, for example, a student on a ventilator, and/or require continuous nursing assessment and intervention. Without the use of the correct medical technology and nursing care, the student will experience irreversible damage or death.

Level II: Medically Fragile: Students with complicated health care need in this category face each day with the possibility of a life-threatening emergency requiring the skill and judgment of a skilled CSN. Examples may included, but are not limited to: severe seizure disorder requiring medication, severe asthma, sterile procedures, tracheostomy care with suctioning, unstable or newly diagnosed diabetic with unscheduled blood glucose monitoring and insulin injections, diabetics with insulin pumps requiring monitoring, and asthmatics requiring nebulizer treatments.

Level III: Medically Complex: Students with medically complex concerns require daily treatments or close monitoring by a CSN. They may have unstable physical and/or social-emotional conditions and the potential for a life-threatening event may exist. Examples include, but are not limited to: ADHD and on medication, anaphylactic event, cancer, immune disorders, moderate to severe asthma (inhaler, peak flow meter), preteen or teenage pregnancy, carefully timed medications, medications with major side effects, unstable metabolic conditions, continuous or intermittent oxygen and complex mental or emotional disorders.

Level IV: Health Concerns: In the category of health concerns, the student's physical and/or social-emotional condition is currently uncomplicated and predictable. Occasionally, the student requires monitoring, which may vary from biweekly to annually. Examples include, but are not limited to dental disease, headaches, migraines, sensory impairments, diabetes self-managed by the student, dietary restrictions, eating disorders, orthopedic conditions requiring accommodations and encopresis.

Franklin Township School: Medical Involvement

Grade Levels: pre K – 8/ School Population as of September 2, 2014: 304

General Education Enrollment: 270 Special Education Enrollment: 28 in district; 6 out of district

Students with significant medical involvement: 62

Level I: Nursing Dependent:	0	Level III: Medically Complex:	17
Level II: Medically Fragile:	4	Level IV: Health Concerns:	38

For the safety of the school population a Certified School Nurse should be maintained full time at Franklin Township School, as well as minimum of three days during the summer for obtaining student's medications and medical orders from the home physician prior to review of the school physician. Prior to participation on school-sponsored athletic teams, documentation of the School Physicians' approval or denial for any student participating on a sports team in accordance with N.J.A.C 6A:16-2.2 must be maintained. Summer hours will also be necessary for the collection of physicals and immunizations for incoming students before the start of the school year.

2014-15 Nursing Service Plan prepared by: Mary Lou Findley 9/15/14
Mary Lou Findley CSN Date

Reviewed by Ronald M. Frank, MD, School Medical Inspector:

Ronald M. Frank, M.D.

9/2/14
Date

Requirements of Staffing:

Certified School Nurse (CSN): Functions to the level of professional license as a licensed registered nurse and school nurse certification. The CSN fulfills the duties of the Registered Nurse cited in code. She can also perform the following: Teach health classes; develop curriculum; conduct staff trainings; selects and trains delegates to administer Epi-Pen and glucagon; reviews, summarizes and transmits available health and medical information in preparation for Child Study Team meetings; writes and updates annually (or more often) accommodation plans included in IHP required under Section 504 as required; develops and implements the school health programs as per New Jersey Nurse Practice Act, ANA/NASN Standards of School Nursing, NJAC and the NJ Department of Education Health Services Guidelines; CPR Certificate; conducts health screenings; maintains student health records; assesses and recommends students to be excluded for communicable diseases; recommends students to be excluded for inadequate immunizations.

Out-of-District Students: Students needing intensive nursing services who are placed out-of-district are provided those services through a nursing service or by the school in which they are placed. **Non-Public Students:** In accordance with NJAC 6A:16-2.5,192-193 Franklin Township School has contracted Hunterdon Educational Services Commission to provide all services to non-public schools with registered nurses.

Emergency Safety and Security Plans (N.J.A.C. 6A 16-2.1 (b) 2 (iii)):

- A. Acute Care Management Plan: 1) Create and maintain Emergency Management Kit ("Go-box", AEDs) for utilization in crisis, emergency evacuations, and/or shelter-in-place. 2) Cardiac and Respiratory Distress Action Plans.
- B. IEHP's Care Management Plan: 1) Epinephrine Auto-Injector/Anaphylaxis Action Plan. 2) Asthma Action Plan.
- C. District Crisis Management Plan: The Franklin Township School "Emergency and Crisis Management Plan 2014-15" outlines the procedures for medical emergencies, intruders, fire, bomb threat, evacuation, lock down, etc.
- D. Community Rescue Squad and Emergency Paramedic Services: Franklin Township School is serviced by Hunterdon Medical Center, Flemington, NJ, Franklin Township Police, Quakertown Fire Department, and Quakertown Rescue Squad.

School Complex: There is one Certified School Nurse assigned to Franklin Township School. The school building is a unit unto itself and there are no complexes in this district. The distance within the building varies including the outside field and playground, the primary type of communications in place to communicate within the building are the telephone, e-mail, walkie-talkies and over-head public address system.

Services Performed by Franklin Township School's Certified School Nurse:

ATTENDANCE:

- In collaboration with the school secretary, operates Power School for attendance.
- Call parents & other contacts if student not reported absent/late.
- Contact Superintendent and Franklin Township Police if student not found.
- Change attendance throughout day when student arrives late, leaves early or is sent home ill.
- Provide attendance information to Superintendent and/or School Supervisor as needed
- Generate attendance letters to parents/sent with Superintendent's approval
- Secure documentation for chronic illnesses on students that effect attendance.

MEDICATIONS/TREATMENTS:

- Send home required forms every year to parents of students requiring daily or prn medications
- Follow up on incomplete forms and forms not returned by parents
- Call parents for refills
- Administer medication as ordered (may include locating students who forget to come for medication)
- Monitor and address expiration dates of medications
- Make medication sheets for daily and emergency and prn medications
- Daily medications: 1 student
- Over the Counter medication given as needed after obtaining parental permission-i.e. Tylenol, ibuprofen, Benadryl-given in accordance with our standing orders.
- Administer inhaler according to standing orders for students who are having respiratory difficulties and do not have an individual order.
- Care for students with asthma include: obtain asthma action plan from student's doctor and assist with inhaler administration; oversee the use of nebulizer when required; staff education; coordinate asthma action plans with coaches for students participating in school-sponsored sports; students with asthma identified to the nurse who are in need of an action plan-12.
- **Epipens:** Train volunteer delegates (currently there are 7 trained delegates); send list of delegates to parents, receive and maintain documentation from parents; order and maintain medication (school epipens are ordered by the CSN/parent's provide dual epipen pack for their child); Provide staff education regarding student allergies and the modifications that are required to maintain student health (i.e. maintaining segregated eating area for students with nut allergies, removing students with bee sting allergy from room if bee is in room, parent notification of upcoming parties, storage of "safe snack" for students with food allergy, letters sent home to classes with food allergy alert); Communicate with coach of students with epipen for any school sponsored sport. Students may self-administer and not report epipen to health office-0; students who require epipens- 14
- Insulin via insulin pen administered to 1 student.
- BUS COMPANIES ARE NOTIFIED OF ALL MEDICAL CONCERNS/WITH PERMISSION FROM PARENT/GUARDIAN.

COMMITTEES: Intervention & Referral Committee; Crisis/Safety Team; IEP Meetings, 504 Plans; Member of Medical Reserves Corp; Member Hunterdon County School Nurses Association, National School Nurses Association.

REQUIRED DOCUMENTATION:

- Annual Tuberculosis Report (State)
- Annual Immunization Report (State)
- Immunization Audit (Township); regulations are numerous and time sensitive, the CSN spends considerable time requesting compliance from parent/guardian
- Permission to disclose information
- Daily/Monthly checks of three AEDs
- Filing Accident Reports for staff and students, sending home insurance forms as needed
- Chart all physicals
- Student health concerns, results of physicals, daily logs of health office visits, A-45 (State)
- TB compliance for all new staff and students

- Obtaining health records and information for all new students, including kindergarteners and pre-school (may include parent interviews and contact with previous district)
- Order and maintain supplies
- Compile health packet for staff annually, and
- Screenings for I&RS and Special Education referrals.

HEALTH SCREENINGS (required documented on A-45 (State)):

Elementary:

- Height, weight, blood pressure-all students
- Hearing -Pre-K, 1st, 2nd, 3rd grade students
- Vision: Pre-K, kindergarten, 1st, 2nd and 4th grade students
- Color (vision): 2nd grade students
- Scoliosis: 5th grade student

Middle School:

- Height, weight, blood pressure-all students
- Vision: 6th and 8th grade students
- Hearing and scoliosis: 7th grade students

FIELD TRIPS:

- Obtain information regarding field trip from staff (i.e. where, when, who, food served).
- Arrange for nurse/parent/delegate to attend when necessary; inform substitute nurse attending trip re: student medical needs, coordinate with chaperones re: connecting students with nurse at specific times for medical needs and for medical needs that arise during trip.
- Call parents to coordinate medication/medical issues.
- Update/pack supplies for trip (first aid, medications).

HEAD LICE: Following American Academy of Pediatrics Guidelines:

- Monitor students/classes for head lice
- Send home lice information to classes
- Frequent contact with parents
- Check affected students/classes to insure there is no re-infestation

TOILETING ISSUES:

- Assist students with toileting if required by physician
- Changing students pre-K through 8 who have been incontinent
- Assisting female students with menstrual issues (education, supplies, changing soiled cloths)

DAILY TRAFFIC: Average Daily Traffic: 25-30

- Staff visits are usually self managed (i.e. Tylenol, Ibuprofen), also BP checks, doctor/dentist referrals, accidents. Assess staff, students and visitors coming to the health office with a variety of health concerns and provide care when appropriate.
- Students are seen for a variety of reasons, some of which are: Check temperature, inspect throat, otoscopic exam of ears for c/o earaches, auscultate lungs for c/o cough or breathing issues, nosebleeds, eye complaints, stomachaches, hunger, GI complaints, headaches, dizziness, flu, treatment of infected wounds, rashes, allergic reactions, body aches, ovarian cysts, appendicitis, autism, post surgical, menstrual cramps. **First aid:** minor and major accidents, abrasions, lacerations, sprains, strains, fractures, head injuries, jammed fingers, contusions, fainting, braces repair, broken teeth, burns, bee stings, bites. **Other:** eyeglass repair, tie shoes, fix zippers, changing wet or muddy clothes, gum in hair, gum on clothes/shoes removal, clean shoes when stepped in animal elimination, giving snacks (crackers) when student did not bring snack to school, keeping student end of day when

student too sick to go home on bus. Manage student with cardiac pacemaker, monitor vital signs for signs/symptoms fatigue/chest pain/abdominal trauma. **Emotional Needs:** Frequently confer with guidance counselor, CST case managers, administrators, teachers as needed to provide holistic approach. Care and follow up on students who self injure, counsel students with hygiene issues, manage chronic illness of students (mitral stenosis, chron's disease, Lupus, Lyme disease, Type 1 diabetes).

SECONDARY LEVEL SPORTS: Work with parents and Athletic Director to provide and obtain required forms 3 times per year. Frequent contact with parents to explain process of medical clearance and follow up calls for forms not handed in as to meet deadlines for practice. Coordinate forms, fill in vitals not completed by the student's doctor, make appointment for school doctor to review forms, compile list for coaches, and contact parents with recommendations given by school physician upon receipt of forms. Collaborate with coaches re: injuries occurring during practices and games. Have ALL parents, who have a child participating in a school sponsored sport, sign concussion agreement and cardiac pamphlet.

HEALTH EDUCATION:

- For staff: In service at the beginning of each school year on student medical concerns and Universal Precautions, teach lessons at teachers request.
- Daily teaching with students about their health
- Wellness Day for Teachers
- Certified to instruct CPR/AED. Epipen training and Glucagon training.
- Teaching parents and directing them to outside resources for healthcare.
- Continually upgrade information on Health Office Web site

OTHER: Coordinate indoor recess for students unable to go outside for medical reasons; Wellness excuses documented through Health Office; Communicate PE/Recess restrictions to staff; copy and record notes from doctor for PE; Reentry meetings with parent/guardian for students returning after hospitalizations/surgeries; send request for 2nd set of books requests rec'd from MD to appropriate persons; confer with parents re: homebound, obtain medical note and initiate the process with Superintendent to provide home instruction; attend parent meetings; referrals to the Department of Children and Families (DCF) as needed; work with local church for food baskets for Thanksgiving and United Way, staff and community for Christmas gifts for Franklin Township School families on free/reduce lunch; Flu Clinic for staff each year. Kindergarten Round Up/Kindergarten Orientation. Collaborate with United Way for families on free/reduce program to obtain services, such as school supplies and free tax services.


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9/15/14
Date