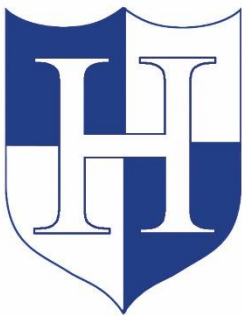


NURSES' HANDBOOK



Herricks Public Schools
999 Herricks Road
New Hyde Park, New York 11010



Dear Colleague,

It is a pleasure to welcome you to the Herricks School District. We hope this handbook will you in acquainting yourself to the Herricks School community and our nurse's office, our roles and expectations.

It is important district nurses project a professional image at all times. The students, their parents and teachers depend upon us. They also closely observe us and frequently report to building administration about their experiences with our nursing staff.

Nurses are role models for our students. Our role is to teach and instill good habits in them. While on duty, nurses may not use their cell phones, or district/personal computers to check personal emails, play video games, watch YouTube, etc. Nurses may wear a scrub uniform or business casual.

Nurses are expected to remain on shift until a replacement nurse arrives unless approval has been received from the building administration. Nurses must be available throughout the day. In the school nurse's office, the busiest times of the day are the first and last 15 minutes of the day. The nurses' office hours are:

High School	7:30 am – 3:00 pm
Middle School	7:30 am – 3:00 pm
Shelter Rock Academy	7:35 am – 2:45 pm
Center Street	8:20 am – 3:20 pm
Searingtown	8:20 am – 3:20 pm
Denton Avenue	8:45 am – 3:35 pm

Nurses are expected to maintain and periodically review confidential list and medication books to re-familiarize yourself with the student population.

Emergency Medical Kits are available in the nurse's office; please take time to familiarize yourself with the location of the kit as well as the supplies packed into the emergency kit.

AED/EpiPen's/Narcan/Stop the Bleed Kits are available in every school building. Please familiarize yourself of their locations in case of an emergency.

It is against the law to smoke within 100 yards of the outer most border of a school.

If you do smoke, you must refrain at all times during your work assignment. Please also refresh your wardrobe so the scent of cigarettes is not obvious.

We hope that this will provide you with basic information that will enable us to have a good working relationship

We hope you find our staff and students to be friendly and welcoming.

Sincerely,
The Herricks School District Nurses

DISTRICT POLICY OF NONDISCRIMINATION POLICY

The Herricks Board of Education, its officers and employees, shall not discriminate against any individual on the basis of actual or perceived age, race, creed, color, national origin, sexual orientation, military status, gender (including gender identity), sex, disability, predisposing genetic characteristics, marital status or domestic violence victim status. Ms. Dina Maggiasco, Executive Director for Human Resources is the appointed individual responsible for coordination of activities relating to compliance with Title IX of the Education Amendments of 1972.

Dignity Act for All Students (DASA)/Crown Act

In 2012, DASA was enacted in recognition of every student's right to learn in a safe and supportive environment so they are better able, and more likely, to meet high academic standards. The provisions of DASA challenge every school to educate each and every student free of the burden of discrimination, harassment, and bullying which occur all too frequently for many students across their school experience. In addition, DASA supports every school's ability to create a diverse, equitable, and inclusive educational process.

Crown Act protects students' rights to wear or treat their hair however they desire, without the threat of racial discrimination or loss of access to school, participation in activities, and inclusion in opportunities inside and beyond typical classrooms. School administrators can work to create a culturally responsive and sustaining school environment that reflects the diversity of its students, including their hairstyles, and supports student self-expression.

GENERAL DISCLAIMER

Herricks Public Schools reserves the right to change, amend, or terminate the content or application of its policies, programs, or benefits that are described in this handbook. These changes may be implemented even if they have not been first communicated, reprinted, or substituted in this handbook.

SCHOOL INFORMATION

Central Administration

Superintendent of Schools: Dr. Tony Sinanis

Assistant Superintendent for Curriculum and Instruction: Ms. Elizabeth Guercin

Assist. Superintendent for Business: Ms. Lisa Rutkoske, C.P.A

Assist. Superintendent for Human Resources: Ms. Dina Maggiacomo

Director for Special Education and Student Support Services: Mr. Thomas Sposato

Center Street Elementary School – 240 Center Street, Williston Park, NY 11596 (516)-305-8300

Grades K-5 – 8:40 AM – 3:15 PM

Principal: Mr. Brennen Bierwiler

Assistant Principal: Ms. Melissa Blady

Denton Elementary School – 1050 Denton Avenue, New Hyde Park, NY 11040 (516)-305-8400

Grades K-5 - 8:55AM – 3:30 PM

Principal: Mr. Dominick Tolipano

Assistant Principal: Ms. Lily Ho

Searingtown Elementary School – 106 Beverly Drive, Albertson, NY 11507 (516)-305-8500

Grades K-5 - 8:40 AM – 3:15 PM

Principal: Ms. Diana DeGiorgio

Assistant Principal: Mr. Daniel Salerno

Herricks Middle School – 7 Hilldale Drive, Albertson, NY 11507 (516) 305-8600

Grades 6-8 – 7:45 AM – 2:51 PM

Principal: Mr. Brian McConaghy

Assistant Principal: Mr. Matt Hubbard

Assistant Principal: Ms. Gina Horton

Herricks High School – 100 Shelter Rock Road, New Hyde Park, NY 11040 (516)-305-8700

Grades 9-12 – 8:00 AM – 3:00 PM

Principal: Ms. Joan Keegan

Assistant Principal: Mr. Andrew Frisone

Assistant Principal: Mr. Bryan Hodge

Shelter Rock Academy– 100 Shelter Rock Road, New Hyde Park, NY 11040 (516)-305-8700

Grades 7-12 – 7:35 AM – 2:40 PM

Director: Ms. Allison Barshak

Code of Conduct

The Safe Schools Against Violence in Education Act (Project SAVE – November, 2000) requires each district in New York State to develop a Code of Conduct for maintenance of order and safety on school property, including school functions. A Code of Conduct for the Herricks Public Schools was prepared with the assistance of administrators, teachers, parents, employee representatives and the school district attorneys. It clearly defines and explains expectations for conduct on school property and at school functions, includes student rights and responsibilities, parent responsibilities and expectations, and a guideline for teachers and administrators in regard to discipline. The Code of Conduct is provided to all staff members as well as to students, parents, and residents upon request. It is also available on the district website. A summary of the Code is printed in the district calendar and student agenda books on the secondary level.

GUIDELINES**ATTENDANCE**

Student attendance is taken in every class. In High/Middle School, students will only be seen with a pass from their teacher and not between classes unless it is an emergency. In the elementary schools, attendance is done between the teacher and office personnel.

DISCIPLINE

Please notify the principal and assistant principal of any unusual behavior problems. The use of physical punishment is prohibited. If a child poses a danger to him/herself and intervention is required, notify the main office.

SCHOOL TRIPS

A nurse will be required to attend school field trips if a child, who has the potential to have serious medical issues during an outing. Nurses are expected to ride on the bus with the students unless otherwise instructed. If you are asked to accompany a field trip, it is because of a medical necessity. Please note, due to federal law, no child can be excluded from a trip.

EMERGENCY SCHOOL CLOSING

When the Herricks Public Schools must be closed because of extreme weather conditions or other emergencies, call the emergency school numbers below. Announcements will be made on the Herricks School District website at www.herricks.org or on the following news station, Channel 12, NBC Channel 4, ABC Channel 7 and WNYW Channel 5.

School Telephone Numbers:

Herricks High School	516 305 8705
Herricks Middle School	516 305 8605
Center Street Elementary School	516 305 8305
Denton Avenue Elementary School	516 305 8405
Searingtown Elementary School	516 305 5505
Shelter Rock Academy	516 305 8885

IN THE EVENT OF AN EMERGENCY SCHOOL CLOSING WHILE SCHOOL IS IN SESSION, THE BUILDING ADMINISTRATOR WILL GIVE INSTRUCTIONS.

FIRE DRILLS

Nurses should acquaint themselves with the appropriate fire exit in the health office. (There should be a map located near the entry door indicating the fire exit.) When the fire bell rings, all staff and students are to leave the building immediately. When all have departed the office, the door should be closed. Any child in the health office should be escorted by the nurse.

LOCKDOWN EMERGENCY

Nurses will immediately bring students and staff in the hallway into the nurse's office and lock the entry door upon notification. Close all blinds, cover all windows and stay out of sight. Please cross reference these directions with those of the school building. Do not let anyone enter the office once the door is closed. The administrative team or Police can release you from lockdown. Please follow the direction of the building administration.

KEYS

Nurses are responsible for the safekeeping of health office keys. Keys should remain in the school building at all times.

LEAVING SCHOOL GROUNDS

No child may leave the school grounds during the day without the written request of a parent or legal guardian, as well as the permission of the principal. No child should be discharged to anyone not listed on the emergency card. Notify appropriate authority if you must do so.

An open campus policy at the high school allows upper grade students, with parental permission, to leave school grounds during free periods. When illness occurs, a parent or their designated persons can give verbal permission to leave school.

HEALTH OFFICE DISCHARGE

Elementary students must be escorted to and from the health office. Secondary students must have a pass. An escort may accompany the student if indicated.

PARENT REQUESTS FOR DISMISSAL CHANGES

No child may be dismissed other than at the regular dismissal time without written approval from the school office. If a parent, neighbor, older sibling, etc. appears at the classroom to request early dismissal for a child, that person should be directed to the

principal's office. Notes requesting early dismissal should be sent to the principal's office for acknowledgement as soon as they are received. The high school requires a telephone call from a parent/guardian and a written note prior to dismissal.

PARKING

When you receive a call for employment, ask if you have the use of an assigned parking space.

SAFETY

Children may not be asked to carry heavy or unwieldy objects (projectors, quantities of books, glass containers, or other potentially dangerous items) and should not be permitted to use equipment believed to be dangerous or defective. Children are not permitted to handle televisions, VCRs, AV carts, movie screens, window blinds or windows.

SICKNESS AND ACCIDENTS

If a child complains of feeling sick, seems flushed, is suffering from malaise, or has had an accident, the child should be sent to the school nurse, or, in his or her absence, to the school main office.

You should be notified of a serious injury of any kind, especially a head injury. The injured child must not be moved or left alone until the nurse arrives.

All injuries must be reported. The per diem nurse must complete an incident report form. Parents must be notified. Contact the Business Office at 516-305-8982 if a staff/student was injured on school property.

If a 911 was called, notify the main office so they may assist you.

No medicine of any type is to be kept or administered in the classroom. Secondary school students may self-administer with appropriate doctors' orders kept in the health office.

Staff members who report an injury at work must be provided Workman Compensation forms. Forms must be completed even if the employee refuses medical care at the time of

the incident. If staff RN's unable to help, call the Business Office at 516-305-8935 or the Human Resource Office at 516-305-8909.

VISITORS

Visitors must sign in at the front desk and wear a Visitor's Pass. No one other than school personnel may enter a school or classroom without written or verbal approval from the main office.

The per diem nurse may not supply a visitor, parent or child with the name, address or telephone number of any child/employee in the school.

OVERVIEW

Since school practices may vary from building to building, the per diem nurse should check:

- All nurse offices are opened in the AM, exception High School keys (located in Nurse mailbox)
- Main office secretary and/or principal
- High School secretary 7:30 am – 3:00 pm, Middle School secretary 8:00 am – 12:00 pm
- Lunch as scheduled by Registry
- Fire drill procedures (see school plan)
- Check individual school diagram/map
- Check AED placement locations
- Elementary - Locate emergency card box information on health on back; Middle School/High School available on Infinite Campus. Please see the Main Office clerical team to assist in providing you with contact information as needed.
- School personnel to contact in emergency situation: Assistant Principal and/or Principal
- Key Locations: Nurses Desk
- Every child is reported in/out on daily log.
 - Nurses DO NOT keep a log book.
 - Each child must be documented individually.
- Complete Special Payroll form
- Check medication binder(s) for daily and PRN meds
- Locate meds and equipment

SAFETY PROCEDURES

QUICK GUIDE

**For all emergencies, you must bring your
RED EMERGENCY FOLDERS and CLASSLISTS**

FIRE

- Students are to leave by the nearest exit (see evacuation plan map) and walk in an organized manner from the building quietly.
- Classroom doors should be closed by the last person leaving.
- Classroom teachers/staff take class attendance
- Nurses take an emergency bag and confidential info list with them. Join the students and close the office door.

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WEATHER/SHELTER IN

- Everyone will enter the large gym as quickly and quietly as possible.
- Further directions will be given by the SERT team.
- The classes will be seated and remain quiet.

For tornado, you will be asked to line along hallway immediately outside your room away from glass.

LOCKDOWN

- Gather any students from hallway near you into your classroom.
- Lock door.
- Gather away from view of door and stay out of sight.
- Leave lights and blinds as they are.
- Do not communicate through door or answer classroom phone.
- Take attendance.

LOCKOUT

- Lock all exterior doors and windows.
- Classes resume as normal.
- All outdoor activities terminated.
- No one enters or exits the building until cleared by the building administration.

EVACUATION

- Students evacuate to the field using the closest exit. (see evacuation plan map)
- Emergency folders must be taken.
- Classes assemble according to grade level.
- Take attendance.

- Entire school walks to alternate location.

If you are not with your class for evacuation procedures, please meet your class outside, if possible.

LOCKDOWN - QUICK GUIDE

- **The Lockdown** will be announced through the public address system.
- **Immediately** gather students from hallways and areas near your room into your classroom or office. This includes common areas and restrooms immediately adjacent to your classroom.
- **Lock** classroom door(s) and have students take a seated position on the floor next to the wall out of view from the door window. Stay out of sight.
- **Do not** cover windows.
- **Leave** the window blinds and lights as they are.
- **No one** should be allowed to enter or leave a classroom or office under any circumstances.
- **Do not answer or communicate through your locked door.**
- **Do not allow anyone into your “secured” area.**
- **Do not answer a classroom telephone.** Be sure all persons in your safe room do not use cellphones or text. (Turn off ringers and any noise alerts)
- **Do not respond to a Fire Alarm unless imminent signs of fire are observed. Doing so could compromise the safety of those already secured.**
- **Do not** talk within your secured area, except only as absolutely necessary.
- **Do not respond to the intercom, public address system, or other announcements.**
- **Take Attendance** – include additions. Missing students’ last known locations should be noted. Keep this record for when you are released from the lockdown.

Lockdown will end only when you are physically released from your room by the building administrator or emergency responders.

HERRICKS PUBLIC SCHOOLS**CIVIL SERVICE POSITION DESCRIPTION**

POSITION TITLE: Nurse

REPORTS TO: Director of Pupil Services

QUALIFICATIONS: Register Nurse (RN), Civil Service Approval, Fingerprinting

General Description

Assist students in delivering first aid, intervention, and education. Referring students and families for appropriate follow-up medical care. Contacting families to follow up on ongoing issues. Maintaining nursing office supplies.

Major Responsibilities and Functions

- Assess the physical, mental, and environmental health of students; appraise health needs as they relate to the educational environment and cultural background in accordance with state and local mandates;
- Develop and maintain health care plans for students with health problems;
- Maintain up-to-date health records on students;
- Analyze and discuss effect of students' health (physical and psycho-social) on educational progress by means of conferences with parents, school personnel, community resources;
- Perform health care as required by student need;
- Monitor students' compliance with state immunization laws and make recommendations to parents/guardians for additional student immunization;
- Record and monitor student immunization records on computer database;
- Assist with yearly hearing, vision and scoliosis screening; conducts lice screenings when needed;
- Participate with administrative and health services personnel in planning objectives, standards, implementation, and evaluation of the school health program;
- Assist appropriate administrators in planning for the control of communicable disease, for first aid in acute illness or injury, and for safety and sanitation in the building;
- Utilize student contacts to teach positive health concepts and attitudes;
- Participate in staff development activities. Provide health-related training to staff;
- Assist with state reports that are prepared and submitted to the Superintendent and the State Board of Health;
- Serves as liaison between the home, medical community, and the school regarding student health concerns;

- Monitors the school environment and recommends changes to promote health and safety.
- Reviews and evaluates school health services.
- Reports suspected physical and sexual abuse and neglect, follows communicable disease control procedures and informs administration and/or parents regarding school exclusion and readmission.
- Other duties as assigned.

Ability to:

- Provide organization and coordination in the delivery of healthcare services within the District in collaboration with school healthcare providers, administrators, teachers, parents and other staff;
- Work with the Director of Pupil Services and the other health care professionals in the district to insure development, implementation, consistency and compliance with local, state, federal and other health care mandates as well as policies, procedures and regulations of the Herricks School District;
- Document reporting requirements and report specifications;
- Express oneself effectively, both orally and in writing;
- Establish and maintain working relationships with associates and school administrators;
- Work independently and perform assigned tasks accurately and timely with considerable tact;
- Help analyze problems and issues and develop appropriate solutions;
- Ability to organize and set priorities;
- Ability to exercise independent judgment, remain flexible, and work effectively under pressure;
- Ability to maintain confidential information and records;
- Ability to interact with children in a warm, confident manner.

Confidentiality is priority for all nurses. Sharing student/staff information is unacceptable.

Important Resources

- [NYS Department of Health School Guidance](#)
- [NYS Education Department Health and Safety Guide for 2021-22 School Year](#)
- [CDC Guidance for COVID-19 Prevention in K-12](#)