

**Memorandum of Agreement for School Nursing Services  
Between the  
Madison County Health Department and Madison County Public Schools**

**August 1, 2023 through May 31, 2024**

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Now comes the Madison County Health Department hereinafter referred to as the "Department" and the Madison County Board of Education, hereinafter referred to as the "School" is entered into this contract for the purpose of providing school nursing services to the students of the Madison County School System.

Whereas both the Department and the School mutually agree that the purpose of providing school nursing services is to promote the optimal health and well-being of all students in Madison County Schools, **AND**

Whereas both the Department and the School mutually agree that the long-term purpose of these funds is to provide full-time nursing services to each school in the system, **AND**

Whereas both the Department and the School mutually agree that the School Nurse Funding Initiative (SNFI) enacted by the General Assembly is a useful step toward the goal of having a nurse to student ratio that meets the nation and state recommendation of 1:418, **AND**

Whereas both the Department and School mutually agree to continue providing school nursing services as specified in the annually developed "Memorandum of Agreement between Madison County Health Department and Madison County Schools",

**NOW, THEREFORE**, in consideration of the premises and the following mutual covenants and conditions and any sums to be paid, the Department and School agree as follows:

**THE DEPARTMENT AGREES:**

1. To employ and provide 5 ten-month nurse positions to provide school nursing services to the schools for the 2023-2024 fiscal school year. Three of the positions to be funded with funds provided through the School Nurse Funding Initiative (SNFI) and two positions to be funded by the school as set forth herein below. In no event shall the funds provided by the Department for the three SNFI positions exceed those funds that the Department receives through the State of North Carolina through the SNFI program.
2. To provide malpractice insurance and assume responsibility for the nursing practice of five (5) personnel hired as county employees by the agreement.
3. To develop a detailed budget for the use of the funds required to fund the five nurse positions, a copy of the initial budget being attached hereto as Attachment III, and to cooperate with the school in the event of any modifications required for the budget consistent with the terms and provisions of Attachment III and any modifications thereof.
4. To comply with assurances in Attachment I.

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5. The nurse(s) will provide direct nursing services to students within one or more schools following the scope of service in Attachment II. The Department shall comply fully with Attachment II and shall be the "Contractor" for purposes of that attachment.
6. To submit an invoice to the school monthly for expenses, salary and all costs related to the two school nurses employed and additional funding to cover fringe benefits of the other three nurses (in excess of \$150,000) to be paid by School funds.
7. The School shall pay the Department within thirty (30) days of receipt of the invoice. Any adjustments to the invoice shall be taken into account in the next succeeding invoice or as soon thereafter as reasonably practical.
8. To inform the School of the employment of the nurses, and in the event of termination, whether voluntary or involuntary, and the date of termination within 4 working days of such action.
9. Take every step to ensure continuity during times when positions are vacated.
10. To maintain documentation that each school nurse employed under this Contract is and remains current in his/her licensure as a Registered Nurse in good standing with the North Carolina Board of Nursing.
11. The Public Health Lead School nurse is responsible for direct supervision of the remaining four (4) school nurses, coordination of activities, and for a significant amount of planning for system-wide school health activities.
12. The Department Director of Nursing (D.O.N.)/Designee will serve as supervisor for the Public Health Lead School nurse. Additionally, the Department provides the services of the Communicable Disease Program for services related to immunizations and communicable disease control in the school setting and the Environmental Health Program for state-mandated environmental health monitoring.
13. The services provided by the school nurses are in accordance with the guidelines in the N.C. School Health Program Manual, current edition and N.C. General Statutes related to school health.

### **THE SCHOOL AGREES:**

1. To provide adequate space, computer equipment and supplies for the school health program nurse positions.
2. To provide a secure space at each school site to maintain confidentiality of student medical records as required under the Family Educational Rights and Privacy Act of 1974 as outlined in the North Carolina School Health Program Manual.
3. To comply with assurances in Attachment I.
4. To maintain documentation that each nurse employed under this contract is adhering to the scope of services outlined in Attachment II and shall also, upon request of the Department, provide to the

Department all plans, reviews, reports and other documents that the School is required by Attachment II to submit and to fully cooperate with the Department regarding the Department's obligations under Attachment II.

5. To pay to the Department within thirty (30) days the amount invoiced by the Department for the School funded nursing position and fringe benefits of the other three nurses (in excess of \$150,000) as set forth herein above and consistent with the terms and provisions of Attachment III and any modifications thereto.
6. To provide supervision within the School consistent with the annual contract. To provide administrative direction. This direction will be the responsibility of the office of the Superintendent Designee and applied by the principals in schools to which nursing personnel are assigned.
7. Share in the responsibility of coaching, mentoring, and counseling all school nurses.
8. **EPINEPHRINE AUTO-INJECTORS ON SCHOOL PROPERTY: § 115C-375.2A.**
  - a. Provide for a supply of a minimum of **two (2)** emergency epinephrine auto-injectors in each school to be used by trained school personnel to provide emergency medical aid to persons suffering from an anaphylactic reaction during the school day and at school-sponsored events on school property;
  - b. Designate one or more school personnel at each school to receive initial training and annual retraining from the school nurse regarding the storage and emergency use of an epinephrine auto-injector;
  - c. The school nurse who is trained in use of Epinephrine Auto-Injectors shall obtain a non-patient specific prescription for epinephrine auto-injectors from a physician or nurse practitioner of the Madison County Health Department. The school nurse will also provide training to designated personnel regarding management of anaphylaxis and the emergency use of an epinephrine auto-injector;
  - d. The principal shall collaborate with appropriate school personnel to develop an emergency action plan for the use of epinephrine auto-injectors in an emergency.

The parties hereto agree that any nurses hired using the funds as provided herein above **shall be** employees of the Department only and shall not be employees of the School. The parties agree and acknowledge under this Contract, the School is not responsible for employing, directing, controlling, or supervising any nurses except as set forth in this Contract.

This Contract is not intended to grant any rights to any third parties and it shall not be deemed to create any partnership or joint venture between the Department and School.

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This contract shall be in effect for the period August 1, 2023 through May 31, 2024 and is renewable annually thereafter. Either party may terminate this contract with or without cause upon 60 days written notice.

|                                          |                       |                                               |               |
|------------------------------------------|-----------------------|-----------------------------------------------|---------------|
| <u>Tammy Cody MHS</u><br>HEALTH DIRECTOR | <u>7-5-23</u><br>DATE | _____<br>SUPERINTENDENT OR SUB-CONTRACTOR CEO | _____<br>DATE |
| _____<br>COUNTY FINANCE                  | _____<br>DATE         | _____<br>SCHOOL FINANCE OFFICER               | _____<br>DATE |
| _____<br>CHAIR COUNTY COMMISSIONERS      |                       | Date: _____                                   |               |

(This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act)

**ATTACHMENT I**

**ASSURANCES**

**(To be initialed by Health Director)**

Assure that these contracted funds will not be used to supplant existing federal, INITIALS  
TDC  
State, or local funds supporting school nurse positions. Communities will maintain current level of effort and funding for school nurses.

Assure that school nurses will be allowed to participate in required trainings. INITIALS  
TDC

## ATTACHMENT II

### SCOPE of WORK

#### I. PURPOSE:

The purpose of the contract is to improve the school nurse to student ratio in the school district in order to have a positive impact on improving children's health and their readiness to learn. Funds will be used to employ national certified school nurses(s) or registered nurse (s) working toward national certification to work full time in schools and enhance the local capacity to provide basic health services to students.

**The long-term program outcome supported by the Division of Public Health Agreement Addendum, School Nurse Funding Initiative FY 2023-2024 is:**

For Madison County Health Department to decrease the nurse to student ratio from 1:1,045 (at most) in Madison County Schools to 1:418 in order to have a positive impact on improving children's health and their readiness to learn.

**The short-term and/or interim outcomes of the Division of Public Health Agreement Addendum, School Nurse Funding Initiative FY 2023-2024 are:**

1. Reduce the nurse to student ratio in Madison County Schools from 1:1,045 to 1:418.
2. Improve access to basic health services for 100% of students served.

#### II. SCOPE OF WORK AND DELIVERABLES:

**The Madison County Health Department shall, for approximately 1,254 students:**

1. Employ, three **(3)** nationally certified school nurses or Public Health Nurse(s) working toward national certification, to work full time:

|                      |             |
|----------------------|-------------|
| Tiffany Jamerson, RN | #SNFI Nurse |
| Kristy Waldroup, RN  | #SNFI Nurse |
| Samanta Biggs, RN    | #SNFI Nurse |

2. Employ two **(2)** nationally certified school nurses or Public Health Nurse(s) working toward national certification, **funded by Madison County Public Schools.**

|                       |                     |
|-----------------------|---------------------|
| vacant                | Schoon Funded Nurse |
| Morgan Huntsinger, RN | School Funded Nurse |

3. **WORK PLAN:** Submit annually, a written work plan from each school nurse, no later than one month from hire. The work plan shall address the delivery of basic health services, including activities, strategies and goals within, but not limited to, the following areas:

- a. Preventing and responding to communicable disease outbreaks both within the school and in the community at large;

- b. Developing and implementing plans for emergency medical assistance for students and staff;
- c. Supervising specialized clinical services and associated health teaching for students with chronic conditions and other special health needs;
- d. Administering, delegating where appropriate, and providing oversight and evaluation of medication administration and associated health teaching for other school staff who provide this service;
- e. Providing or arranging for routine health assessments, such as vision, hearing, or dental screening, and follow-up of referrals, and;
- f. Assuring that federal and state mandated health related activities are completed, which includes but is not limited to: (i.e. Health Assessments; Immunization Status Report; Blood-borne Pathogen Control Plan (OSHA) requirements, services under Section 504, Individuals with Disabilities Education Act, Healthy Active Children (GCS-S-000) requirements for School Health Advisory Councils, and other mandated laws, rules and regulations pertaining to school health).
- g. Serve as coordinator of health services program in their assigned schools and provide nursing care.
- h. Provide health education to students, staff, and parents.
- i. Identify health and safety concerns in the school environment and promote a nurturing school environment.
- j. Support healthy food services programs.
- k. Promote healthy physical education, sport policies, and practices.
- l. Provide health counseling, assess mental health needs, provide interventions, and refer students to appropriate school staff or community agencies.
- m. Promote community involvement in assuring a healthy school and serve as school liaison to a health advisory committee.
- n. Provide health education and counseling and promote healthy activities and a healthy environment for school staff.
- o. Be available to assist the county health department during a public health emergency.
- p. Assure CPR/First Aid training for staff.

The work plan shall also outline the steps the nurse(s) will take toward completing degree and certification requirements, if not already certified, **no later than three** years from the date of employment as a school nurse in North Carolina.

- 4. **AND**, as required by House Bill 200 SL 2011-145 Section 10.22 (b) –School nurses funded by SNFI does not assist in any instructional or administrative duties associated with a school’s curriculum and do perform all of the enumerated items, as listed therein, with respect to school health program.
- 5. Submit a mid-year review of progress toward achieving goals in the annual plan, scheduled by January 31 (if hired at start of school year) or by a date to be determined with Division Public Health (DPH) regional school nurse consultant, if hired at a date different from start of school year.
- 6. **ANNUAL REPORT:**
  - a. Submit an annual report that addresses the overall progress toward meeting the work plan outcomes, related, but not limited to, the health service areas listed above.

- b. Any information regarding strengths, challenges and the accomplishments of the position shall also be reviewed.
- c. The report form for the annual report of data will be provided to the Department and each SNFI nurse in the fall of each school year for planning purposes.
- d. The report is due no later than a week after the end of the school year; prior to resignation if not working the full school; or upon a date to be determined with the DPH regional school nurse consultant.

7. As a result of this contract, the following outputs shall be attained:

- Employ Five **(5)** public health registered nurses(s) to work full time to serve 2,580 students.
- Prepare and submit to the RSHNC an annual Work Plan to assure the provision of basic health services.

**9. PERFORMANT MEASURES/REPORTING REQUIREMENT:**

- a. Submit to the Division of Public Health Program contact within 30 days a recruitment plan for any position that is vacant at the time this contract is executed.
- b. Notify the Regional School Nurse Consultant in the Division of Public Health within four **(4)** working days after initial hire or replacement hire for this position, on a form that is supplied by the DPH Program contact upon execution of the contract. This notification must include all items listed on the form, including information about nursing education and certification.
- c. Notify the Regional School Nurse Consultant within **(4)** working days in the event that the position becomes vacant, on a form supplied by the Division. The plan must include the procedure to recruit for this position.
- d. Upon hiring, assure that the registered nurse(s) hired into this position is duly registered by the North Carolina Board of Nursing and fully permitted to practice in the State of North Carolina.
- e. Submit a Mid-year and annual report as outlined above in Section II by the due dates defined in paragraphs 5-6, on a form supplied by the Division, by the specified date.
- f. Provide data to the Local Education Agency (LEA) for inclusion in the North Carolina Annual Survey of Public School Health Services. The data must be provided to LEA in time for its submission of the report to the Regional School Nurse Consultant prior to the conclusion of the academic year.
- g. Assure that newly hired School Nurse Funding Initiative (SNFI) School nurse(s) will be provided with paid time and reimbursement of costs associated with attendance or participation in continuing education, at the same level of cost reimbursement provided to other professional school employees.
- h. Up to **\$750** of SNFI may be budgeted for participation in professional development workshop(s) or conferences(s).

**i. TRAINING:**

The school nurse(s) **must** participate in the School Nursing: Roles and Responsibilities Workshop series. This includes both the on-line orientation course at the start of employment and the didactic completion course later in the school year, unless previously attended within five years. If the nurse(s) has (have) previously attended that workshop, **assure** that the school nurse will be allowed to participate in: School Nurse Certification review course, a Pediatric Physical Assessment for School Nurses workshop, or the Annual School Nurse Conference.

- j. Collaborate with the School Nurse Consultant on DPH Initiatives in an effort to help implement these at the local level (e.g., School Nurse Case Management project, Immunization initiatives, etc.).
- k. Assure that school nurses(s) employed through this contract will be supported at the same level as other school nurses(s) in the LEA, providing adequate space, computer equipment, supplies, in-district travel expenses, etc.
- l. For any school nurse who is not certified at the time of hire, submit a plan that would result in certification, including timelines for achieving education and certification goals. The plan should be submitted to the Regional School Health Nurse Consultant within 30 days of hire. This plan must be updated at least twice annually until the nurse is certified.
- m. Be available to assist the Department during a public health emergency. All School nurses, upon hire, will complete an orientation with the Department that includes Emergency and Disaster Response, Incident Command System (ICS) training 100b, 700.a, 800.b in addition to ICS 200.b, 300, 400, if a supervisor, Hazard Communication, and Employee Respiratory Protection.
  - a. Emergency and disaster service by SNFI nurses is an allowable use of their time.
  - b. SNFI nurses are made available to assist the local health department by the health director and/or their designee contacting the superintendent for the nurses' assistance.
  - c. The Department is responsible for the school nurses and their oversight during regular employment and disaster/preparedness response.
- n. Assure that the priority of the allocation during a full year will support salary a fringe for the school Nurse (s). However, where the allocation exceeds the amount needed to fully fund the school nurse(s) salary and fringe, lapsed salary and fringe may be used to support training as described above in letter k above.

**Note: No other expenditures are allowable using this allocation.**

- o. Assure that if salaries and fringe exceed the state allocation, local funds will be used. If more than one position is allocated; state funds provided for the positions can be combined. This will allow use of more than \$50,000 (annual allocation per position) for a position if education and experience qualifies one nurse for more than \$50,000 and another for less than \$50,000.
- p. Provide accurate contact information and timely notification of changes in contact information of key contacts, including school nurse supervisor, SNFI school nurse, contract program administrator, and contract fiscal officer.

- q. Provide immediate notification to the regional school nurse consultant should a change in local school nurse full time equivalencies or assignment be expected to reduce access by students to basic health services provided by the SNFI nurse.
- r. If SNFI funds are sub-contracted, provide a copy of the sub-contract and attachments to the NC Division of Public Health Program Contact upon execution.

#### **10. PERFORMANCE MONITORING AND QUALITY ASSURANCE:**

The Department shall adhere to the following service quality measures for this contract:

- a. Service is provided by nationally certified school nurse(s).
- b. If the nurse hired with these funds is not nationally certified, service **shall** be provided by a registered nurse working towards certification. This requirement **shall** be completed no later than the date of completion of **three (3)** years of employment as a school nurse in North Carolina.
- c. Services are provided in accordance with standards established by the NC Nurse Practice Act and the NC Board of Nursing.
- d. **Resources that shall be consulted are:**
  - The NC School Health Program Manual, latest edition;
  - Scope and Standards of School Nursing developed by American Nurses Association and National Association of School Nurses.
- e. Services are provided in a culturally sensitive manner.
- f. School nurse services **shall** be provided with adherence to federal law in relation to privacy of student records, following both HIPAA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act), as applicable.
- g. Where HIPAA and FERPA may appear to be in conflict, FERPA shall be followed in regards to records that become part of the student's educational record. US Department of Education and NC department of Public Instruction guidelines are a resource.
- h. **This contract will be monitored according to the following plan:**
  - a. MCHD finance staff will review budgets and expenditures to assure that funds are spent according to agree upon budgets on a monthly basis.
  - b. Program staff and DPH Program Contact, with Regional School Health Nurse assistance, will monitor vacancies, recruitment and hiring, and certification status or progress towards certification.

- c. Program staff will maintain regular contact (e-mail, phone, on-site) with the MCHD to review progress on contract deliverables.
- d. Upon completion of the annual work plan regional school nurse consultants will review assurance of deliverables as outlined in Agreement Addendum.
- e. At midyear, and more often if necessary, regional school nurse consultants will review progress on Agreement Addendum deliverables and provide a sub-recipient monitoring report to the DPH Program Contact. The report will demonstrate assurance that program goals are being addressed and that all deliverables are on target to be met. If the report indicates failure to adhere to deliverables in the Agreement Addendum, the Department will work with the Regional Consultant and the DPH Program Contact to develop a corrective action plan. If the corrective action plan does not meet contract requirements, the Division may take action resulting in cessation of funding.
- f. Results of monitoring activities will be provided to the DHHS Program Monitoring System.

#### **11. FUNDING GUIDELINES OR RESTRICTIONS:**

- a. The department shall use funds only for salary, fringe benefits and to support continuing education and required school nurse training.
- b. The department shall assure that these funds will not supplant existing funds supporting school nurse positions. Communities will maintain current level of effort and funding for school nurses.
- c. If the SNFI nurse(s) is hired by the local Health Department for 12 months, funds in the amount of 1/12 of the annual allocation shall be drawn down each month to support the SNFI nurse(s) salary, fringe benefits, and continuing education.

#### **Program Goals and Objectives:**

The goals and objectives of the Madison County School Health Program have been developed by representatives of the school system and the health department at meeting of the School Health Advisory Committee and agreed upon by the Madison County Program Manager and Health Director. The school health plan's overriding objective is to create a joint collaboration and deliberation of representatives of the Madison County Health Department and Madison County Schools. Goals and objectives focus on developing health programs to meet present day needs of students and to participate in staff wellness as needed.

- I. Services will be provided in accordance with standards set by NC Department of Health and Human Services, NC Department of Public Instruction, and the NC School Health Program Manual.
- II. School nurses shall be considered agents of Madison County Schools while on school grounds.
- III. Medical direction for school nurses providing services in the schools of Madison County will be provided by the Medical Director or medical provider(s) of Madison County Health Department.
- IV. The school system and health department will appoint administrative liaison personnel who shall be responsible for reviewing School Board approved policies and procedures and for drafting recommended new policies or procedures that may be necessary to ensure continued operation of the program. The school health nurses shall follow all policies and procedures governing the school system.
- V. The school system and health department will conduct on-going evaluation of their cooperative efforts through monthly meetings of the School Health Advisory Committee.

### **Roles/Responsibilities for Each Agency:**

#### **Administration, Supervision, Joint Program Planning and Evaluation:**

1. Madison County Health Department and the school system have specific responsibilities which are clearly defined as the result of joint planning and evaluation.
2. The school system's Curriculum Director serves as the key contact person for planning and facilitating the health services in the schools and serves as the key contact person for health education curriculum matters.
3. The health department's program manager and supervisors of the School Health Nursing Program provide the hiring, terminating, and supervision of school health nurses.
4. The school nurse (hereafter referred to as "nurse") establishes contact with the principal at the beginning of each school year. The principal serves as the person with whom the nurse works closely in delivering services in schools.
5. Selected Madison County Health Department Health Education staff provides educational sessions and consultations upon request and availability, in addition to nurses.
6. Nurses coordinate dental screenings each year to be provided by a contracted agency.
7. Madison County Health Department, with input from Madison County Schools, provides program planning and evaluation of School Nursing Services in Madison County Schools.
8. School health records created and maintained by the nurse will be kept separately and stored in a locked cabinet provided by the school. Records will be kept at the school in compliance with FERPA and Madison County Schools student records policy. The school health record becomes a part of the cumulative record and thereby property of Madison County Schools. The school principal shall have access to the locked cabinet as needed.
9. Madison County Schools will provide email accounts, renewable each year, for each school nurse and access to PowerSchool, the web-based tool for student information and electronic documentation and will provide technology support. Madison County Schools will provide nurses access to the internet network in all sites.

#### **Identification and Monitoring of Children with Health Care Needs:**

To identify health problems, which may interfere with the student's performance in school.

#### **Health Assessment- Record Review and Referral (GS 130A-440)**

##### **School Responsibilities**

1. Distribute Health Assessment forms to parents at kindergarten registration and to all students new to North Carolina public schools.
2. Designated school staff member will review each Health Assessment form and assure completeness.
3. Distribute pupil data sheet at the beginning of the school year to all students.
4. Review health assessment and pupil data sheets and initiate appropriate follow-up for identified health problems by referring to the nurse.

##### **Nurse Responsibilities**

1. Follow-up on identified health problems as referred by school staff.
2. Review all health assessments with school staff.
3. Nurse with consult with school staff, who review the records of students entering school.

## Conferences with Teachers and Parents

### Nurse Responsibilities

1. Meet with teachers to evaluate health status and plan for referral and/or follow-up.
2. Review health records with teachers and others as appropriate or requested.
3. Assist parents and school personnel with referral to appropriate resources for further evaluation of potential health problems.
4. Assist school staff with increasing the percentage of documented completed health assessments.

**Medication Administration**-to ensure that children who require medication during the school day receive it in a safe and prudent manner according to state laws, local written policies and procedures, and professional standards.

### School Responsibilities:

1. Develop a written policy and procedure for medication administration and medication destruction that is to be implemented in all schools within the system.
2. Provide proper storage space in each school to ensure that medications are secure, yet readily accessible to staff and students involved.
3. Principals designate one or more persons and back-up person in their school to be responsible for the security and administration of the medication.
4. Principals should ensure that designated school personnel are adequately trained to administer medication in a safe, prudent, and confidential manner.
5. Provide written medication procedures and necessary forms to parents and health care clinicians and communicate with them as needed.
6. Notify the parent/guardian if an error is made in administering medications. Document all errors and report them to the school nurse. If an error results in any concern about the safety of the student, immediately contact the student's healthcare clinician or the school nurse.
7. Notify parents to remove medication that is no longer prescribed.
8. Notify nurse of medication needing destruction and assist with destruction.
9. Notify nurse in advance of all students requiring medication administration during field trips out of the state of NC.
10. Principals should ensure that all emergency medications are removed from the building in an event of an evacuation.

### Nurse Responsibilities:

1. The lead school nurse will serve on a school system committee for the development and annual evaluation of written school policy and procedures for medication administration and medication destruction.
2. Serve as consultant to principals, school staff, parents, and students regarding medication safety and concerns at school.
3. Provide training for school staff who are assigned the responsibility for administering and safely securing medications at school.
4. Ensure that all written parent and doctor authorizations and medication logs of all medications administered by school personnel are properly maintained.
5. Conduct reviews twice a year of medication storage and administration for compliance with procedures. Recommend changes to principals.

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6. Serve as liaison with parents, healthcare clinicians, and the appropriate individuals regarding status and effectiveness of student's medication treatment plan.
7. Administer medications as an agent of the school.
8. Monitor the safe destruction of medication that has not been removed by the parent after appropriate notification by the school.

**Management of Chronic Health Problems**-to address chronic health problems, which may interfere with a student's school performance.

Procedure Development, Training, and Health Care Plan Development:

### School Responsibilities:

1. Review information for registration forms, health assessments, PowerSchool medical alerts and health cards to identify health related conditions of students.
2. Communicate above information to the school nurse.
3. Maintain completed care plans in designated place of the school. Care plans to be shared with school personnel as needed.

### Nurse Responsibilities:

1. Send parent letter and appropriate care plan to parent of students with health-related conditions by mail or by the student.
2. May also collect care plan information from parents of doctor.
3. Upon return of care plan using parent's information, review the health care plan.
4. Give copy of completed care plan to appropriate teachers.
5. Formal nursing case management services will be provided on a selective basis as time allows.

Emergency administration of medication to students known to have prescribed medications, such as EpiPen, Glucagon, Diastat, etc. at school:

### School Responsibilities:

1. Inform the school nurse immediately of any student known to have an emergency medication.
2. Designate staff persons responsible for receiving training in and the responsibility for administering these medications.
3. Have a copy of "Authorization of Medication for a Student at School" within easy access to those designated personnel.

### Nurse Responsibilities:

1. Develop and Emergency Care Plan/Individual Health Plan for those students requiring these medications in an emergency.
2. Train school staff in use of same.

Medical and Dental Emergencies

### School Responsibilities:

1. Designated school personnel will have current certification in First Aid and CPR.
2. Medical and dental emergencies will be handled by trained school personnel and referred to parent/guardian/emergency facility.

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3. The school will maintain emergency information on each student.
4. Inform the nurse of those students with known life threatening or chronic medical conditions.

### **Nurse Responsibilities:**

1. Develop and Emergency Care Plan/Individual Health Plan for those students with known life-threatening or chronic medical conditions who have been referred to the nurse.
2. Provide in-service training for school staff on need-to-know basis.
3. Act as a liaison between school staff, parent/guardian and health care clinician.

**Consultation**-to advise school personnel and students about school and child health.

### **School Responsibilities:**

1. Notify nurse of students with acute or chronic health problems and students with medications.
2. Report students with suspicion of communicable illness.

### **Nurse/Public Health Responsibilities:**

1. Nurse will provide consultation and assistance related to health to school personnel regarding the following areas:
  - a. Control of communicable disease
  - b. Life endangering conditions
  - c. Potentially handicapping conditions (including physical, psychological, and socioeconomic)
  - d. Handling medical emergencies
  - e. Environmental hazards
  - f. Accident prevention
  - g. Medication information
2. Staff may participate in faculty meetings to provide health and medical information on health department services.
3. Staff may participate in parent education sessions.
4. Staff will respond to referrals or questions and follow through, providing information or answers as appropriate.
5. Staff will consult with school personnel in regard to their individual health concerns as needed.
6. Nurse will assist school personnel in planning health rooms and emergency kits.

Concussion Awareness and Safety-Gfeller-Waller Concussion Awareness Act of 2011 GS 115C-12 (23)  
Return-to-Learn After Concussion NC State Board of Education Policy HRS-E-001 GS 115C-12 (12)

### **School Responsibilities:**

1. Principal or designee shall ensure that the school nurse is provided annually with head injury information provided by the state board of education.
2. Appointed school staff/designee will develop a specific emergency action plan in writing to be distributed to appropriate personnel to be reviewed and rehearsed annually.

### **Nurse Responsibilities:**

1. Review and sign the concussion/head injury information sheet, as provided.
2. Return a copy to the appointed school staff/designee.
3. Serves on concussion management team to obtain information from the health care provider to guide the need for accommodations.

**Access to Health Care**-to facilitate correction of health problems, which may interfere with the student's school performance.

**Infestation/Communicable Infection Management:**

**School Responsibility:**

1. Manage screening, referral and criteria for school re-entry in regard to infestation.

**Nurse Responsibility:**

1. Instruct school personnel on the epidemiology and detection of infestation and communicable infections by school request.

**Vision Screening:**

**School Responsibilities:**

1. Record test results on all screened students.
2. Refer students in any grade with suspected visual problems to the nurse.
3. Provide a suitable location for screening to take place.

**Nurse Responsibilities:**

1. Screen students in 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> & 7<sup>th</sup> grades and students new to the school system with an approved eye chart, or other appropriate screening test during the school year.
2. Refer students with 20/40 or less visual acuity or those falling into any questionable category to a provider.
3. Rescreen, refer for appropriate care, and follow-up.

**Hearing Screening:**

**School Responsibility:**

1. Provide a suitable location for screening to take place.

**Nurse Responsibilities:**

1. Complete hearing screenings and coordinate with audiologists.
2. Refer for a medical intervention or audiological exam by an audiologist.
3. Assist school personnel to find a source of care for those students with continuing unmet needs after evaluations and several contact with parents by school.

**Dental Screening:**

**School Responsibilities:**

1. Notify teachers and designate space for screening.
2. Complete class rosters and screening forms.
3. Send dental screening forms to parents.

**Nurse responsibilities:**

1. Schedule screening time.

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2. Have health cards and forms available prior to screening.
3. Determine grade level for screening.
4. Provide student roster and dental screening forms.
5. Nurse will assist contracted company with follow-up as needed.

### Referral and Follow-up of Medical Conditions:

#### School Responsibility:

1. Notify parent/guardian of any suspected health problems by telephone, letter or home visit, or refer suspected health problems to the nurse.

#### Nurse Responsibilities:

1. Notify parent/guardian of any student screened, who has been determined to need a referral. At least two (2) different attempts to contact parent/guardian will be made. These attempts and outcomes will be recorded in nurse's school notes.
2. Assist parent/guardian in obtaining health care for the student. Students having no personal physician will be assessed for eligibility for care through appropriate community resources.

### **Children with Special Health Care Needs**-to identify health problems that may interfere with learning.

### Counseling and Consultation:

#### School Responsibilities:

1. Include the nurse as a consulting member of intervention committees where students may be identified and referred for nursing and other health care interventions.
2. Provide access to records of exceptional children.
3. Each LEA shall make available a registered nurse for assessment, care planning, and ongoing evaluation of students with special health care service needs in the school setting.
4. Annual training of school personnel per state law on Diabetes Care for Students in Schools (GS 115C-47).
5. Notify nurse in advance of all students requiring health care during field trips out of the state of NC.

#### Nurse Responsibilities:

1. Serve as a consulting member of special services committees. Provide counseling and consultation to parents and school personnel.
2. Review the health records of exceptional children referred to nurse, assist in obtaining the appropriate screening and further evaluation as needed. Review and interpret findings with school personnel and discuss planned follow-up.
3. Assist parents of students needing special health care in securing services.
4. Develop and Emergency Medical Information Plan for students with a chronic disease and/or significant health problem that are referred to the nurse.
5. Assist first responders in following emergency care plan including special procedures.
6. Determine whether delegation of nursing care is needed by assessing the individual student's requirements to participate during the instructional day.
7. May require completion of Referral Request Form to provide supplemental nursing services through the EC Department.

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8. Serve as consultant to parents/guardians, teachers, and cafeteria managers regarding special dietary needs resulting from allergies or other medical conditions.
9. Assess health care needs of students participating in out of state field trips and make recommendations on services needed to principal.
10. Provide case management for students with complex health conditions to determine interventions to improve their disease management and academic achievement.

### **Communicable Disease Control and Prevention Activities**

Immunization Compliance: assist schools in complying with North Carolina GS 130A-152 through 157.

Record Review and Exclusion-students entering school initially, pre-school classes, grade K or 1, or students transferring grade K-12 must present a record of completed mandated immunizations within 30 calendar days of the first day of attendance.

#### School Responsibilities:

1. Inform parents of requirements and request immunization records.
2. Copy and record immunizations on permanent health record and return original immunization record to parent/guardian.
3. Give incomplete or questionable immunization records to nurse to review.
4. Inform parent/guardian of consequences of incomplete or no immunization record.
5. Exclude any student from school who does not present a complete immunization record in accordance with GS 130A-155 specifications.
6. Notify nurse prior to student being excluded from school for nurse to follow-up.

#### Nurse Responsibilities:

1. Assist in review of incomplete or questionable immunization records.
2. Train and consult with school staff whom review all immunization records of students entering the school.
3. Advise principal of students not in compliance.
4. Assist parent/guardian in obtaining required immunization records.
5. Keep principal informed of any special problems.
6. Develop immunization review procedure with the cooperation of school personnel and assist school staff in implementation of procedure.

Health Education-serve as a resource to the school's health education program

#### School Responsibility:

1. Implement the NC Healthful Living Education Standard Course of Study.

#### Nurse/Health Educator Responsibilities:

1. Serve as resource for school personnel in health education fields.
2. Provide, as time allows, by school request, classroom instruction, small group leadership, and individual student health education as part of the NC Healthful Living Education Standard Course of Study.
3. Serve on the Madison County Schools School Health Advisory Council.

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Environmental Health-to assure that the physical facilities and food handling practices do not endanger the health of students, teachers, other school staff or others using the premises.

### School Responsibility:

1. Adhere to health and safety regulations pertaining to food handling and physical environment.

### Nurse Responsibility:

1. Report to school principal any environmental hazard so that school maintenance can be alerted.

### Health Department Responsibility:

1. Environmental health specialist will inspect lunchrooms in each school as required by state, and wells and septic systems according to state criteria. School buildings are inspected once a year.

## **Safe Environment**

### School Responsibilities:

1. Maintain adequate first aid and sickroom supplies and facilities.
2. Provide First Aid/CPR training to appropriate school personnel.
3. Develop, recommend, and implement procedures for illness and accident care.
4. Maintain a system of accident reports.

### Nurse Responsibilities:

1. Inform principal if unsafe areas or equipment is observed.
2. Serve as consultant in terms of facilities and equipment for students with special needs.

Emergency and Disaster Preparedness (including Pandemic Response)- to provide the principal and school crisis team with a set of quick reference guides to follow in the event of a school crisis.

### School Responsibility:

1. Refer to the Emergency Operations Plan (including the Pandemic Response Plan). Must ensure that school nurse's role is defined in crisis plan.

### Nurse/Health Department Responsibilities:

1. Assist schools in the event of an emergency, and to adhere to the response measures as indicated and directed by school board policy or procedure.
2. Refer to the Emergency Operations Plan (including the Pandemic Response Plan).
3. In the event of a public health emergency, nurses will be deployed where needed within Madison County in accordance with MCHD guidelines and Madison County School policy and procedure.

**Records and Reports-** to document health services as required y federal, state, and local guidelines, to provide a mechanism for auditing and maintaining appropriate health information.

### School & Nurse Responsibilities:

1. A health record will be maintained and may be kept separate from a cumulative folder. Recording and maintenance of these records shall not violate FERPA. The record shall include the following: the student's health status at the time of school enrollment or transfer, including immunizations, results of screenings and evaluations, results of services rendered by referral source, and a plan for continuity of care, if indicated.

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2. A health record will be created or transfer health record filed and reviewed by school staff for immunization compliance and chronic medical conditions. Problems with immunization compliance or health conditions will be reported to the nurse.
3. School Board approved policies will be followed for records management.

### **School Health Advisory Committee:**

1. Provide a mechanism to develop specific policies and procedures and to maintain an avenue of communication between the health department and school system.
2. Review policies and procedures related to school health and make recommendations to the health director and school superintendent as needed.