

ORANGE COUNTY  
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: October 8, 2012

AGENDA ITEM No. 12-10-12

ACTION ITEM: (Y/N) Y

**SUBJECT:** Orange County Health Department School Nurse Agreement

**INFO. CONTACT:** G. Patrick Rhodes **PHONE:** 919-732-8126

**ATTACHMENTS:** 1. Memorandum of Agreement Between Orange County Health Department and Orange County Schools – 2012-2013 School Year.

---

**PURPOSE:** The purpose of this item is to allow the Board of Education the opportunity to approve a Memorandum of Agreement with the Orange County Health Department related to nursing services.

**BACKGROUND:** The attached agreement has been developed to provide direction and establish responsibilities for the delivery of nursing services for students in Orange County Schools. Orange County Schools has full time nurses in 12 schools. Partnership Academy uses services provided by A.L. Stanback when needed.

This agreement has been reviewed by counsel.

**FINANCIAL IMPACT:** For 2012-2013 we have 8 nurses being paid using state instructional support funds for an estimated total of \$519,366.55. One nurse is paid with local funds for an estimated total of \$65,729.80. Lastly, we are reimbursed by the county for 3 nurses totaling \$232,054.51, which includes base salary, supplement and matching benefits.

**RECOMMENDATION:** The Superintendent recommends the Board of Education approve the Orange County Health Department School Nurse Agreement.

**MEMORANDUM OF AGREEMENT  
BETWEEN  
ORANGE COUNTY HEALTH DEPARTMENT  
AND  
ORANGE COUNTY SCHOOLS  
2012-2013 SCHOOL YEAR**

This Memorandum of Agreement (MOA) between the Orange County Health Department (OCHD) and the Orange County Schools (OCS) has been written to provide understanding, give direction and establish specific responsibilities. It is reviewed by both parties, amended as necessary and renewed on an annual basis.

The OCHD and the OCS system work cooperatively to assure the delivery of high-quality nursing services for the students of the OCS (Policy Number 6120, Student Health Services Policy). The OCHD Medical Director and/or designee will provide medical consultation and direction for policies and procedures used by the OCS nurses. Medication standing orders/vaccination guidelines will be consistent with OCHD policies and procedures. (Appendix 1) The policy and document references in this MOA can be found on the OCS website in the Board of Education; Board Policies section.

In addition to being agents of the school system, school nurses shall also be considered agents of the OCHD in the following areas:

- 1-immunization provision (allowing nurses to administer immunizations per OCHD policies and protocols, consistent with this document)
- 2-emergency operations (allowing school nurses to staff shelters and perform other emergency-related activities in conjunction with OCHD)
- 3-communicable disease control (allowing school nurses to promote and implement guidance established by OCHD)

The OCS and the OCHD will appoint nursing administrative liaison personnel to collaborate on school health efforts. Two OCS nurses are appointed as Lead Nurses to oversee school health nursing activities. The School Health Nursing Program will receive administrative oversight by the OCS Director of Exceptional Children's Program. The Community Health Services Supervisor will serve as the nursing administrative liaison for the OCHD. Both the OCS and the OCHD will conduct an ongoing evaluation of these cooperative efforts.

The services provided by the nurses and other school health staff are in accord with the guidelines included in the most current editions of the following:

- North Carolina School Health Program Manual
- OCHD Immunization Protocols
- OCHD Pediatric Protocols
- OCHD Emergency Protocols
- American Public Health Association Control of Communicable Diseases Manual
- North Carolina General Communicable Disease Control's North Carolina Communicable Disease Manual (available via website at <http://www.epi.state.nc.us/epi/gcdc.html>)
- Epidemiology & Prevention of Vaccine-Preventable Diseases
- North Carolina Tuberculosis Policy Manual (available via website at <http://www.epi.state.nc.us/epi/gcdc/tb/manual.html>)
- Orange County Schools, School Nursing Program: Policies and Procedure Manual
- OCS health-related board policies
- American Red Cross First Aid/CPR/AED Guidelines
- Children & Youth Assisted by Medical Technology in Educational Settings: Guidelines for Care
- School Emergencies Manual produced by Department of School Health Services
- Red Book - Report of the Committee of Infectious Diseases
- Barton and Schmitt, Instructions for Pediatric Patients
- American Academy of Pediatrics Managing Infectious Disease in Child Care and Schools: A Quick Reference Guide

OCS will maintain a current waiver for lab testing procedures performed by the nurses according to federal CLIA (Clinical Laboratory Improvement Amendments of 1988) requirements. The school will provide an appropriately equipped private room (including a desk, telephone, refrigerator, computer with e-mail access and locking file cabinet) with adequate privacy for confidential counseling between students, parents, employees and nurse in compliance with medical confidentiality standards. The room shall also be equipped to ensure compliance with current OSHA standards assuring adjoining restroom facilities and hand washing facilities to minimize the likelihood of transmission of infectious diseases from sick students to others. Storage space for health-services equipment (i.e. vision testers, wheelchairs, etc.) is also required.

The OCS Board of Education employs twelve Registered Nurses and one Licensed Practical Nurse who serve the Orange County Schools.

- The LPN will be assigned to one child with special needs and will serve as the teacher's assistant in this child's classroom when not specifically caring for this child. Orders for the care of this child will come from the child's medical provider in collaboration with the RN assigned to the school. The LPN will be jointly supervised by the on-site registered nurse and the principal.
- Lead responsibilities will be assigned to two nurses who will share in co-lead roles. Other coordinative duties will be assigned to other school nurses as appropriate.
- On-site supervision of each nurse is provided by the respective school principal of her school.

Nursing licenses are verified upon employment and annually via the North Carolina Board of Nursing website by OCS administrative staff to assure current licensure. Confidentiality agreements for all school nurses are maintained with the OCHD to allow access to OCHD client records as needed.

All school nurses must achieve and maintain minimum training standards. Nurses must be trained in all areas of responsibilities that apply to the age of students served by their school(s) as outlined in this agreement. Annual trainings in Health and Safety must be maintained. Current professional and instructor certification in First Aid/CPR/AED must also be maintained. Privacy policies will be reviewed annually.

**SCHOOL HEALTH PROGRAM COMPONENTS/RESPONSIBILITIES**

ORANGE COUNTY SCHOOLS (OCS) PERSONNEL	ORANGE COUNTY HEALTH DEPARTMENT (OCHD) PERSONNEL
<b>I. Administration/Joint Planning for School Health – Both the local health department and the local school system have specific responsibilities that are clearly defined as the result of joint planning and evaluation.</b>	
<b>Objective: To implement a comprehensive school health program in the Orange County Schools (OCS)</b>	
<b>OCS Administrative Liaison Personnel</b> <ul style="list-style-type: none"> <li>• Serves as the administrator responsible for the school health program</li> <li>• Serves as the key contact person for health education curriculum matters</li> <li>• Works closely with secondary school nurses around education-related issues involving pregnant and parenting teens</li> </ul>	<b>OCHD Medical Director</b> <ul style="list-style-type: none"> <li>• Serves as medical director for the school nursing program</li> </ul>
<b>Lead Nurse/Designee</b> <ul style="list-style-type: none"> <li>• Supervises the nursing practice of school nurses</li> <li>• Provides quality assurance monitoring of school health nursing program</li> <li>• Oversees coordinative assignments to school nurses</li> <li>• Serves as coordinator and primary contact to the OCHD during communicable disease events</li> <li>• Oversees the Employee Wellness Program</li> <li>• Oversees the Infection Control Program</li> <li>• Oversees OSHA compliance for the OCS</li> <li>• Develops, reviews and approves school health-related policies and protocols</li> <li>• Participates in budgetary planning</li> <li>• Completes inventory tasks and requests purchase of health-related supplies</li> <li>• Assists the OCS Administrative Liaison Personnel as indicated (i.e., new nurse interviews, annual MOA review/revision, etc.)</li> <li>• Coordinates services provided to the Pre-K and Head Start Programs</li> <li>• Coordinates scheduling/assignments of UNC School of Nursing students</li> </ul>	<b>OCHD Nursing Administrative Liaison Personnel</b> <ul style="list-style-type: none"> <li>• Serves as OCHD liaison for the School Health Program</li> <li>• Supervises the nursing practice of the lead nurse(s) responsible for supervision of the school nurses</li> <li>• Participates or designates an OCHD representative to participate in interviews for school nurses</li> </ul>
<b>School Nurse (additional coordinative assignments)</b> <ul style="list-style-type: none"> <li>• Assists with the development of school health-related policies and protocols</li> <li>• Coordinates Red Cross CPR/AED/First aid training for system-wide faculty and staff</li> <li>• Coordinates the AED Program</li> <li>• Coordinates student &amp; staff vaccine clinics</li> </ul>	
<b>School Nurse</b> <ul style="list-style-type: none"> <li>• Establishes contact with the principal at each respective school</li> <li>• Works with the principal and other administrators to identify and work toward health-related goals</li> <li>• Functions within guidelines outlined by the school nurse job description</li> </ul>	
<b>Principal</b> <ul style="list-style-type: none"> <li>• Serves as on-site administrator for each school nurse</li> </ul>	
<b>II. Service Delivery</b>	
<b>A. Health Screenings</b>	
<b>Objective: To identify specific health problems which may be a deterrent to the child's performance in school</b>	
<b>i. General Screening and Observation</b>	
<b>Teacher</b>	

<ul style="list-style-type: none"> <li>• Observes for signs and symptoms of illness, injury or deviation from normal behavior which might need some type of health intervention (The teacher, who sees the student daily and knows how he/she looks and acts, will readily recognize when he/she is not well.)</li> <li>• Refers student with suspected health problems directly to the nurse for evaluation and follow-up</li> </ul>	
<p><b>School Nurse</b></p> <ul style="list-style-type: none"> <li>• Screens referrals, makes assessments, develops appropriate plans of care and provides necessary follow-up</li> </ul>	
<b>ii. Vision Screening</b>	
<p><b>Principal</b></p> <ul style="list-style-type: none"> <li>• Assures a suitable location for screening to take place</li> <li>• Assures cumulative folders health records are made available for screening and are re-filed once screening and documentation is complete</li> </ul>	
<p><b>Teachers/Teacher's Assistants</b></p> <ul style="list-style-type: none"> <li>• Provide a list of all special education students (including those students who will need screening for re-evaluation prior to the scheduled screening time for next year) new students to the system who need screening, grade levels scheduled for screening and others not included who have been identified as needing screening</li> <li>• Coordinate with nurse to make students available for screening</li> <li>• Assures parents are notified of upcoming screenings</li> </ul>	
<p><b>School Nurse</b></p> <ul style="list-style-type: none"> <li>• Coordinates with the school administration and teachers to implement screening activities</li> <li>• Screens students for acuity in grades 1,3,5,7 and new to the school system with the HOTV, Snellen, Goodlite or other appropriate vision test as scheduled during the school year</li> <li>• Screen special education students for far and near acuity with an appropriate test as listed above (including those students who will need screening for re-evaluations prior to the scheduled screening times for next year). Screening will occur in accordance with state recommendations.</li> <li>• Screen male kindergarten students for color perception</li> <li>• Rescreen students having positive results</li> <li>• Notify parents of positive results</li> <li>• Record test results on cumulative folder health record</li> <li>• Refer all students with a positive screen for appropriate care and follow-up as needed</li> <li>• Follow-up with parents to promote compliance with care recommendations</li> <li>• Submits data to lead nurse(s)/designee for compilation of state- mandated report</li> </ul>	
<b>B. Health Assessment</b>	
Objective: To identify health problems that may interfere with the child's performance in school.	
<b>i. Record Review and Referral</b>	
<p><b>Principal/Designee/Teacher</b></p> <ul style="list-style-type: none"> <li>• Distributes student health and emergency forms/cards at the beginning of the school year to all students, collect completed cards and make available to nurse</li> </ul>	

<ul style="list-style-type: none"> <li>Ensures return of student health and emergency forms/cards from all students.</li> </ul>	
<b>School Nurse</b> <ul style="list-style-type: none"> <li>Reviews student health and emergency forms/cards</li> <li>Initiates appropriate follow-up for identified health problems</li> <li>Provides information about students with chronic diseases and/or significant health problems to appropriate school personnel in consultation with parent</li> <li>Works with teachers to appropriately manage health concerns of students</li> <li>Conducts staff development activities on health concerns as needed</li> <li>Reviews Kindergarten Health Assessment forms on all kindergarteners and initiates appropriate follow-up for identified health concerns</li> </ul>	
<b>ii. Kindergarten Registration</b>	
<b>Administrative Staff</b> <ul style="list-style-type: none"> <li>Organizes and implements a kindergarten registration process</li> </ul>	
<b>School Office Staff</b> <ul style="list-style-type: none"> <li>Gives Kindergarten Health Assessment and other pertinent forms to parents/guardians prior to and at kindergarten registration</li> </ul>	
<b>School Nurse</b> <ul style="list-style-type: none"> <li>Participates in kindergarten registration assessing the health and immunization status of incoming kindergarteners and initiate appropriate follow-up as needed</li> </ul>	
<b>iii. Conferences With Teachers/Staff and Parents</b>	
<b>Kindergarten Teacher/Teacher's Assistant</b> <ul style="list-style-type: none"> <li>Meets with school nurse to assure identification of health problems</li> <li>Provides information to kindergarten parents/guardians on school health policies and protocols</li> </ul>	
<b>School Nurse</b> <ul style="list-style-type: none"> <li>Provides information to appropriate staff on incoming students with health problems and the appropriate management of the problem</li> <li>Provides information to kindergarten parents/guardians on school health-related policies and protocols</li> <li>Communicates with other school nurses in the system when kindergarteners transfer between schools to assure continuity of care of transferred students</li> </ul>	
<b>C. Immunizations</b>	
<b>Objective: To assist schools in complying with North Carolina G.S. 130A-152 through 157</b>	
<b>i. Record Review and Exclusion</b>	
<b>School</b> <ul style="list-style-type: none"> <li>Informs parent/guardian of requirements</li> <li>Has parent/guardian read and sign immunization notice form at the time of registration</li> <li>Informs parents of consequences of having an incomplete immunization record after the 30<sup>th</sup> day following enrollment</li> <li>Maintains a list of incoming immunization records and give it to nurse to review</li> </ul>	<b>OCHD Staff</b> <ul style="list-style-type: none"> <li>Forwards available immunization records to school nurses upon request</li> <li>Makes available immunization appointments within 1-3 business days of request</li> <li>Facilitates school nurses' access to North Carolina Immunization Registry (NCIR)</li> </ul>
<b>School Nurse</b> <ul style="list-style-type: none"> <li>Uses North Carolina Immunization Registry to</li> </ul>	

<p>access/update immunization records of newly enrolled students and staff</p> <ul style="list-style-type: none"> <li>• Requests immunization records as needed from parent/guardian or school previously attended</li> <li>• Reviews immunization records of all newly enrolled children and rising 6<sup>th</sup> graders</li> <li>• Attaches/encloses immunizations to permanent health record/folder in the cum folder and in the nurse's office</li> <li>• Informs parent/guardian when the record is incomplete and the necessary requirements needed to meet N.C. Immunization Law</li> <li>• Maintains a list of students with incomplete immunization records</li> <li>• Maintains a list of all students who are in the process of getting needed immunizations and who have medical or religious exemptions to immunizations and make this list available to Health Department staff in the event of a suspected vaccine-preventable disease case within the school</li> <li>• Keeps principal advised of students not in compliance and of any special problems</li> <li>• Advises OCHD of students out of compliance with immunization laws beyond 30 days after enrollment</li> <li>• Prepares Kindergarten/1<sup>st</sup> Grade Immunization Report for submission to NC Immunization Branch</li> </ul>	
<p>Principal/Designee OCS Administrative Liaison Personnel</p> <ul style="list-style-type: none"> <li>• Excludes any student from school who does not present a complete immunization record in accord with G.S. 130A-155 specifications</li> <li>• Assures that all students receive information on influenza vaccine, meningococcal vaccine and human papilloma virus vaccine (HPV) to satisfy the requirements of Garrett's Law.</li> </ul>	
<p><b>D. Kindergarten Health Assessment Report (KHA)</b></p>	
<p>Objective: To assist schools in complying with North Carolina G.S. 130A-440. (NOTE: Children entering kindergarten for the first time must present an appropriately completed Kindergarten Health Assessment Report form within the first 30 days of enrollment.) (Policy Number 4111, Kindergarten Health Assessment Policy)</p>	
<p><b>i. Record Review and Exclusion</b></p>	
<p>School</p> <ul style="list-style-type: none"> <li>• Informs parent/guardian of requirements and have parent/guardian read and sign registration form acknowledging having been advised of requirement</li> <li>• Informs parent/guardian of consequences of not completing KHA form</li> </ul>	<p>OCHD Staff Management Support</p> <ul style="list-style-type: none"> <li>• Schedules appointments for Kindergarten Health Assessments when parent calls</li> <li>• Advises clinic manager if appointments slots are not available within the timeframe needed by the parent</li> </ul>
<p>Principal</p> <ul style="list-style-type: none"> <li>• Excludes any student from school who does not present a completed form in accord with G.S. 130A-440 specifications</li> </ul>	<p>OCHD Clinical Staff</p> <ul style="list-style-type: none"> <li>• Completes KHA form accurately and completely</li> </ul>
<p>School Nurse</p> <ul style="list-style-type: none"> <li>• Reviews each cumulative folder/health folder for the presence of a completed KHA form</li> <li>• Informs parent/guardian when KHA form is not present in cumulative folder/health folder or when mandatory components of the form are incompletely/incorrectly completed</li> <li>• Keeps principal informed of students not in compliance</li> </ul>	

<ul style="list-style-type: none"> <li>Assists parents in obtaining kindergarten physicals as needed</li> </ul>	
<b>E. Children with Special Health Care Needs</b>	
<b>Objective: To identify and coordinate management of health problems that may interfere with learning</b>	
<b>i. Counseling and Consultation</b>	
<b>School</b> <ul style="list-style-type: none"> <li>Includes the nurse as a member of one or more of the following committees (504, SAT/STT, Exceptional Children) where students may be identified and referred for nursing and other health care interventions</li> <li>Provides the nurse access to records of exceptional children</li> </ul>	
<b>School Nurse</b> <ul style="list-style-type: none"> <li>Serves as a member of either the 504, SAT/SST, or Exceptional Children's committee(s) as appropriate.</li> <li>Provides counseling and consultation to parent/guardian and school personnel on health-related issues.</li> <li>Reviews the health records of exceptional children as indicated</li> <li>Assists in appropriate screening and referral for further evaluation as needed.</li> <li>Reviews and interprets findings with school personnel and discusses planned follow-up.</li> <li>Assists parent/guardian of children needing special health care in securing services.</li> <li>Develops an IHP (Individualized Health Plan)/EAP (Emergency Action Plan) for children with a potentially life threatening conditions or significant health problems as appropriate.</li> <li>Guides school personnel in the implementation of the school system's medication policy by: <ul style="list-style-type: none"> <li>Providing training</li> <li>Supervising administration of medications</li> <li>Reviewing medication documentation for accuracy</li> <li>Documenting training in medication administration</li> </ul> </li> <li>Provides and documents training, supervision and observation sessions for all invasive procedures and other procedures as indicated</li> </ul>	
<b>ii. Coordination of Care</b>	
<b>Principal</b> <ul style="list-style-type: none"> <li>Provides supplies and appropriately trained staff necessary to meet the health needs of students with special health needs.</li> <li>Assures the availability of an area with adequate privacy for medical procedures to be performed on students with special health needs</li> <li>Assures agreement/consent among parents, nurse and medical providers for the delegation of specialized health care procedures to any unlicensed employee.</li> </ul>	
<b>School Nurse</b> <ul style="list-style-type: none"> <li>Serves on the committee specific to her school in which children are identified and referred for nursing and other health care interventions.</li> <li>Develops IHP/EAP in coordination with parents, medical provider, classroom teacher and others involved in the care of the student.</li> <li>Assesses unlicensed staff for potential to perform delegated health procedures.</li> </ul>	



<ul style="list-style-type: none"> <li>• Trains eligible staff in aspects of student's care and in any specialized medical procedures that may need to be performed during the school day.</li> <li>• Monitors procedures being performed by unlicensed staff and documents quality of care at least annually. <del>Submit monitoring verification monthly to supervisor.</del></li> <li>• Retrains or assumes responsibility for performing specialized health procedures when unlicensed personnel's performance is in question. Informs lead nurse immediately of problems.</li> </ul>	
<b>F. Management of Acute Health Problems</b>	
<b>Objective: To correct acute health problems that may interfere with a child's performance in school</b>	
<b>i. Policy Development, Training and Nursing Care Plan Development</b>	
<b>a. Nuisance Diseases (such as lice, scabies, etc.) (Policy Number 4235: Head Lice Treatment/Removal)</b>	
<b>Principal</b>	
<ul style="list-style-type: none"> <li>• Supports screening policies, referral and school re-entry criteria</li> </ul>	
<b>Teacher/Teacher's Assistant</b>	
<ul style="list-style-type: none"> <li>• Screens, refers and enforces criteria for re-entry according to school system guidelines</li> <li>• Requests in-service on screening if needed</li> </ul>	
<b>School Nurse</b>	
<ul style="list-style-type: none"> <li>• Instructs school personnel on the epidemiology and detection of nuisance diseases as requested and needed</li> </ul>	
<b>b. Emergency Administration of Epinephrine and Benadryl by Nurses</b>	
<b>Lead Nurse(s)</b>	<b>OCHD Medical Director</b>
<ul style="list-style-type: none"> <li>• Obtains annual medication authorizations for epinephrine and Benadryl from OCHD Medical Director.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides standing orders for Epinephrine and Benadryl</li> </ul>
<b>School Nurse</b>	
<ul style="list-style-type: none"> <li>• Administers Epinephrine and/or Benadryl to students/staff without EAPs and in accordance with approved protocols</li> </ul>	
<b>c. Medical and Dental Emergencies (Policy Number 4205: OCS First Aid and Emergency Care Policy)</b>	
<b>Principal</b>	
<ul style="list-style-type: none"> <li>• Designates school staff to receive/maintain certification in First Aid/CPR/ AED.</li> <li>• Assures maintenance of emergency information on each student as provided by the parent.</li> </ul>	
<b>School Nurse</b>	
<ul style="list-style-type: none"> <li>• Provides instruction in First Aid/CPR/AED to designated school staff/personnel at assigned school according to Red Cross requirements.</li> <li>• Develops an EAP for those students with identified life-threatening medical conditions</li> <li>• Maintains a current copy of the students EAP in the 1) nurse's health records, 2) student's cumulative folder, and 3) Emergency Action Plan Notebook accessible to school staff</li> <li>• Provides in-service trainings for school staff as requested and as appropriate</li> <li>• Assists parents/guardians in obtaining health care for students.</li> </ul>	
<b>School Nurse or Designated School Personnel</b>	
<ul style="list-style-type: none"> <li>• Manages health-related emergencies</li> <li>• Refers to parent/guardian/family/emergency facility as appropriate</li> </ul>	
<b>d. Emergency Equipment Proficiency</b>	

**Policy Number 6127 (Automated External Defibrillator)**

<p><b>School System Administration</b></p> <ul style="list-style-type: none"> <li>• Support maintenance and supply needs associated with AEDs at school sites as indicated</li> </ul>	
<p><b>Lead Nurse(s)/Designee</b></p> <ul style="list-style-type: none"> <li>• Assist with identification of placement of AEDs at the school sites</li> <li>• Serves as liaison with OCS and Emergency Medical Services (EMS)</li> <li>• Provides oversight to nurses as needed for battery/supply needs identified during monthly checks on units</li> <li>• Coordinates follow-up activities after a use incident</li> </ul>	
<p><b>School Nurse</b></p> <ul style="list-style-type: none"> <li>• Establishes proficiency with AEDs</li> <li>• Provides training to designated staff annually</li> </ul>	
<p><b>G. Consultation</b></p>	
<p><b>Objective: To advise school personnel and students about school and child health.</b></p>	
<p><b>School Nurse</b></p> <ul style="list-style-type: none"> <li>• Provides consultation and assistance in the area of health to school personnel according to the following priorities:             <ul style="list-style-type: none"> <li>▪ Control of communicable disease</li> <li>▪ Life endangering conditions</li> <li>▪ Potentially handicapping conditions (including physical, psychological and socio-economic)</li> <li>▪ Handling medical emergencies</li> <li>▪ Environmental hazards</li> <li>▪ Accident prevention</li> </ul> </li> <li>• Reviews students' health concerns with teachers/staff on a "need-to-know" basis, in order to prevent/treat known medical conditions (including food-related conditions with cafeteria managers)</li> <li>• Participates in faculty meetings to provide appropriate health information.</li> <li>• Participates in health education sessions for parents</li> <li>• Assists school personnel in planning health rooms and emergency supply kits</li> <li>• Consults with OCHD, supplies information and acts as a resource regarding communicable disease management and follow-up</li> <li>• Assists with and supports kindergarten registration</li> <li>• Provides health counseling to students as individuals or groups upon request</li> <li>• Reports to OCHD, occurrences that may pose a health risk (i.e., infectious disease, contamination, etc.).</li> <li>•</li> </ul>	
<p><b>H. Referral and Follow-up</b></p>	
<p><b>Objective: To facilitate correction of health problems which may interfere with the student's school performance</b></p>	
<p><b>School Staff</b></p> <ul style="list-style-type: none"> <li>• Refers to nurse any child with a health problem or suspected health problem</li> <li>• Notifies parent/guardian of suspected health problem by telephone, letter, or mail (NOTE: Exceptions would be allowable for those situations for which notification of the parent is not required, i.e. suspected abuse, suspected neglect, sexually transmitted disease, etc.)</li> </ul>	
<p><b>School Nurse</b></p> <ul style="list-style-type: none"> <li>• Advises school personnel of appropriate health problems</li> </ul>	

<p>to refer to the nurse</p> <ul style="list-style-type: none"> <li>• Notifies parent/guardian of any student identified as needing a referral (NOTE: Exceptions to parent notification same as noted in responsibilities of school staff above.) At least two different attempts to contact parent/guardian will be made. These attempts and outcomes will be recorded on students' permanent health record.</li> <li>• Assists parent/guardian in obtaining health care for the student. This may include assistance in arranging transportation, finances, medical care and the identification of community resources. Nurses will make every effort to have health care provided by the student's primary medical provider. Students having no personal provider will be assessed for referral to health department clinics or other community clinics for care.</li> </ul>	
<p><b>III. Administration of Medication</b></p>	
<p><b>Objective:</b> To ensure that medication is administered safely at the school site.</p>	
<p><b>School Staff</b></p> <ul style="list-style-type: none"> <li>▪ Follow medication guidelines as outlined in OCS Medication Policy (Number 6125)</li> </ul>	<p><b>OCHD Medical Director</b></p> <ul style="list-style-type: none"> <li>• Provides authorization to administer vaccines and/or emergency medication to faculty/staff/students (Medications Authorized for Administration to Faculty/Staff/Students, Appendix 1)</li> <li>• Approves medication policies and procedures.</li> </ul>
<p><b>School Nurse</b></p> <ul style="list-style-type: none"> <li>• Reviews medication order for: <ul style="list-style-type: none"> <li>◦ appropriateness of dosage</li> <li>◦ use for condition</li> <li>◦ safety of administration in the school setting</li> </ul> </li> <li>• Notifies lead nurse/OCHD Medical Director of medication orders not meeting the above criteria</li> <li>• Sets up documentation format to be used by school staff administering the medication</li> <li>• Guides school staff in the implementation of the school system's medication policy by: <ul style="list-style-type: none"> <li>▪ Providing training annually</li> <li>▪ Documenting training in medication administration</li> <li>▪ Supervising administration of medications</li> <li>◦ Reviewing medication documentation for accuracy</li> </ul> </li> <li>• Provides and documents training, supervision and observation sessions of staff all delegatable procedures.</li> </ul>	<p><b>OCHD Medical Director</b></p> <ul style="list-style-type: none"> <li>• Reviews students' medication orders received for non-traditional or off-label uses and appropriateness of administration at the school site.</li> </ul>
<p><b>IV. Health Education</b></p>	
<p><b>Objective:</b> To provide a comprehensive health education program to the school-aged child</p>	
<p><b>Lead Nurse/School Staff</b></p> <ul style="list-style-type: none"> <li>• Formulates, implements and evaluates a comprehensive health curriculum</li> <li>• Consults with nurses who are requested to provide classroom instruction and small group leadership on appropriateness of topic</li> <li>• <del>OCS Administrative Liaison Personnel will receive and approve all pre-planning forms from nurses for established classes (i.e., Red Cross CPR/AED, First Aid, Medication Admin. etc.)</del></li> </ul>	<p><b>OCHD Staff</b></p> <ul style="list-style-type: none"> <li>• Serves as a resource for school personnel in health education through assisting and advising teachers in preparation of health education activities</li> <li>• Provides, by teacher's request, classroom instruction and small group leadership. <del>OCS Administrative Liaison Personnel approves as appropriate.</del></li> </ul>
<p><b>School Nurse</b></p> <ul style="list-style-type: none"> <li>• Serves as a resource for school personnel in health</li> </ul>	

<p>education through assisting and advising teachers in preparation and presentation of health education activities</p> <ul style="list-style-type: none"> <li>• Provides classroom instruction at the request of teacher or site administrator with approval from Director of Student Services</li> <li>• Provides small group leadership and individual student health education as part of the comprehensive health curriculum.</li> <li>• Notifies school staff of education activity to set-up class availability in system-wide data system</li> </ul>	
<p><b>V. Communicable Disease</b></p>	
<p>Objective: To provide for the prevention and control of communicable diseases within the school system. (Policy Number 4230: Communicable Disease – Students and Policy Number 7262: Communicable Disease – Employees)</p>	
<p><b>i. Investigation and Control</b></p>	
<p><b>School Administration</b></p> <ul style="list-style-type: none"> <li>• Reports any unusual signs, symptoms or unusually high absentee rates of students and/or staff to the Health Department immediately</li> <li>• Makes available school daily attendance records or other information needed for the investigation and/or follow-up of reportable communicable diseases or conditions to the OCHD</li> <li>• Jointly plans with OCHD for possible communicable disease occurrences</li> <li>• Provides information to the media in conjunction with OCHD regarding communicable conditions or events</li> </ul>	<p><b>OCHD Nursing Administrative Liaison Personnel/OCHD Staff</b></p> <ul style="list-style-type: none"> <li>• Provides investigation and/or follow-up of reportable communicable diseases or events</li> <li>• Provides consultation for procedure development for communicable diseases in the schools</li> <li>• Jointly plans with school administration for possible pandemic flu</li> <li>• Provides information to the media in conjunction with school administration regarding communicable conditions or events</li> </ul>
<p><b>Lead Nurse(s)/Designee</b></p> <ul style="list-style-type: none"> <li>• Assists OCHD staff in the investigation and follow-up of reportable communicable diseases or events</li> <li>• Provides on-going coordination and follow-up to school administration and staff during communicable disease investigations and outbreaks</li> <li>• Provides consultation to nurses, school staff, students and parents as indicated</li> <li>• Assists in the development and implementation of procedures recommended or required by the OCHD</li> </ul>	<p><b>OCHD Nursing Administrative Liaison Personnel/OCHD Staff</b></p> <ul style="list-style-type: none"> <li>• Communicates with Lead Nurse(s)/Designee and directs school nurses' follow-up activities during communicable disease investigations and outbreaks</li> </ul>
<p><b>School Nurse</b></p> <ul style="list-style-type: none"> <li>• Reports any unusual signs, symptoms or unusually high absentee rates of students and/or staff to the Lead Nurse(s)/Designee, school administration, and/or OCHD as indicated</li> <li>• Assists Lead Nurse(s)/Designee and OCHD staff in the investigation and follow-up of reportable communicable diseases or events</li> <li>• Provides appropriate follow-up to school administration and staff during communicable disease investigations and outbreaks</li> <li>• Provides consultation to nurses, school staff, students and parents as indicated</li> </ul>	
<p><b>Principal</b></p> <ul style="list-style-type: none"> <li>• Makes available student information (i.e. class lists, bus lists, etc.) as indicated</li> <li>• Provides a confidential location with telephone access to OCHD/other OCS staff to use as needed</li> </ul>	

<b>ii. School Site Vaccine Administration (optional)</b>	
<b>Principal or Designee</b> <ul style="list-style-type: none"> <li>Assures a suitable location and necessary furniture/equipment for the provision of vaccinations.</li> <li>Assures distribution of immunization information and permission forms to parents/school personnel and assures collection of returned forms</li> </ul>	<b>OCHD Nursing Administrative Liaison Personnel/OCHD Staff</b> <ul style="list-style-type: none"> <li>Provides Vaccine Information Statements (VIS) to schools.</li> <li>Provides vaccine, medical supplies and documentation supplies as needed.</li> <li>Assures data entry into NCIR</li> </ul>
<b>School Nurse</b> <ul style="list-style-type: none"> <li>Provides education, confirms parental consent and administers vaccines according to OCHD procedures and protocols and manufacturers' guidelines.</li> <li>Completes and returns appropriate documentation to OCHD for NCIR data entry</li> </ul>	<b>OCHD Nurse(s)</b> <ul style="list-style-type: none"> <li>Assists with immunization administration as needed</li> </ul>
<b>iii. Faculty/staff OSHA Compliance Program</b>	
<b>Lead Nurse(s)/Designee</b> <ul style="list-style-type: none"> <li>Works with OCS Director of Environmental Health and Safety to ensure new employees identified in an "at-risk" category for blood-borne pathogens exposure as determined by OCS Exposure Control Plan receive Hepatitis B vaccine/waive vaccine receipt</li> <li>Contacts new employees to: <ul style="list-style-type: none"> <li>review Hepatitis B vaccination status</li> <li>facilitate scheduling an appointment at OCHD for vaccine receipt</li> <li>advise to maintain a written record of vaccines</li> </ul> </li> <li>Facilitates completion of medical waiver signed by the employee if the vaccination is declined</li> <li>Consults with Medical Director as indicated</li> </ul>	<b>OCHD Medical Director</b> <ul style="list-style-type: none"> <li>Provides direction to lead nurse(s)/designee for vaccine-related employee issues</li> </ul>
<b>VI. Environmental Health</b>	
<b>Objective: To assure that the physical facilities and food handling practices do not endanger the health of students, teachers and other school staff, or others using the premises.</b>	
	<b>OCHD Environmental Health Specialist</b> <ul style="list-style-type: none"> <li>Inspects the lunchroom and food handling practices in each school according to State criteria (quarterly)</li> <li>Inspects the school building for appropriate construction of existing structures and general sanitation, with emphasis on restroom facilities and hand-washing supplies, according to State criteria (annually)</li> </ul>
<b>VII. Substance Abuse Prevention/Intervention</b>	
<b>Objective: To promote the reduction of substance use.</b>	
<b>School Staff</b> <ul style="list-style-type: none"> <li>Provides prevention /intervention education and counseling services to students as indicated</li> </ul>	<b>OCHD Health Promotion Staff</b> <ul style="list-style-type: none"> <li>Coordinates with school staff with the implementation of the Tobacco Reality Unfiltered (TRU) program at the high school levels</li> <li>Introduce the TRU curriculum in the middle schools</li> <li>Assist school personnel as appropriate in the provision of resources in tobacco education and awareness</li> </ul>
<b>School Nurse</b> <ul style="list-style-type: none"> <li>Provides prevention /intervention education and</li> </ul>	

counseling services to students as indicated	
<b>VIII. Adolescent Sexuality</b>	
Objective: To promote abstinence as the best birth control method for teens; to increase compliance with a chosen birth control method; to provide information on adolescent sexuality issues; to enhance prevention, treatment and follow-up compliance for sexually transmitted infections (STIs) in the adolescent population	
<b>i. Family Planning</b>	
School Staff	
<ul style="list-style-type: none"> <li>Refers students who may be in need of family planning counseling to the school nurse</li> </ul>	
School Nurse	
<ul style="list-style-type: none"> <li>Provides family planning counseling and education to those students referred by school staff or others</li> <li>Provides comprehensive follow-up counseling to teen family planning clients and teens with abnormal pap referrals from the health department clinics according to health department protocols.</li> <li>Assists in obtaining health care services by referring to appropriate health care providers.</li> </ul>	
<b>ii. Sexually Transmitted Infections (STIs)</b>	
School Staff	
<ul style="list-style-type: none"> <li>Refers students to the nurse who may be in need of STI counseling.</li> </ul>	
School Nurse	
<ul style="list-style-type: none"> <li>Provides follow-up to all students referred from health department clinics for STIs.</li> <li>Counsels and refers for evaluation those students with a suspected STI.</li> <li>Provides assistance in obtaining medical appointments and follow-up for students as necessary.</li> </ul>	
<b>IX. Maternal Health</b>	
Objective: To provide support services to the pregnant teen and parenting education to the teen mother and father.	
School Nurse	
<ul style="list-style-type: none"> <li>Provides one-on-one counseling and education to pregnant teens.</li> </ul>	
School Staff	
<ul style="list-style-type: none"> <li>Identifies and refers to the nurse those teens in need of pregnancy/parenting counseling.</li> </ul>	
School Staff and Nurse	
<ul style="list-style-type: none"> <li>Provides counseling and child health education to the teen parent.</li> <li>Works collaboratively to establish and conduct support group experiences for the pregnant teen and teen parent as needed.</li> </ul>	
<b>X. Pre-K and Head Start Programs (for 3 and 4 year olds)</b>	
Objective: To identify and refer health problems that may interfere with the young child's readiness level for school entry and consult with staff/parents to develop a management plan.	
Lead Nurse(s)/Designee	
<ul style="list-style-type: none"> <li>Provides coordination for nursing services to students/staff in the above daycare-regulated programs.</li> </ul>	
School Nurse	
<ul style="list-style-type: none"> <li>Reviews immunizations for completion according to North Carolina GS 130A-152, 155, 156, 157 and NCAC GS 10A NCAC 41A.0401</li> <li>Facilitates vision screenings to all students using age-appropriate tests/screening tools and refers according to protocol</li> <li>Reviews health information and consults with staff/parents as necessary</li> </ul>	

<ul style="list-style-type: none"> <li>• Develops EAPs/IHPs as indicated</li> <li>• Assesses health conditions upon teacher's request and refers as indicated</li> <li>• Reviews doctor's orders received for medications and sets up documentation format to be used by school staff administering the medication</li> <li>• Attends staff/parent meetings as needed</li> <li>• Provides CPR/AED/First Aid (required), Medication Administration (as indicated) and other trainings to staff per program requirements</li> </ul>	
<p><b>XI. Extended Day Programs (After School, intercessions, summer camps)</b>  Objective: To coordinate management of health problems in OCS programs extending beyond the regular academic day. (Excludes extra-curricular activities including sports, clubs, non-OCS sponsored camps/programs, etc.) [optional per superintendent's discretion]</p>	
<p><b>Extended Day School Nurse</b></p> <ul style="list-style-type: none"> <li>• Provides coordination for nursing consultation to students/staff in the above extended day programs</li> <li>• Assures phone consultation/availability during hours of operation</li> <li>• Distributes PPE and first aid supplies as needed</li> <li>• Attends staff meetings as needed</li> </ul>	
<p><b>School Nurse</b></p> <ul style="list-style-type: none"> <li>• Reviews health information and consults with staff/parents as necessary.</li> <li>• Informs extended day staff of students with significant health concerns</li> <li>• Provides phone consultation to extended day staff while on-site during the regular workday</li> <li>• Makes available/develops EAPs/IHPs as indicated</li> <li>• Assesses health conditions per teacher's referral or as needed prior to the end of the regular school day and refer as indicated</li> <li>• Processes doctor's orders for medication needed during the extended day program.</li> <li>• Provides CPR/AED, First Aid, Medication Administration and other trainings to staff per program requirements</li> </ul>	
<p><b>XII. UNC Nursing Student</b>  Objective: To provide on-site Community Health experience for a bachelor's or master's-level nursing student.</p>	
<p><b>Lead Nurse(s)/Designee</b></p> <ul style="list-style-type: none"> <li>• Receives request for school nurse preceptor from UNC nursing instructor</li> <li>• Obtains criminal background check and OSHA training records from UNC School of Nursing and forwards to OCS Chief Information Officer</li> <li>• Obtains OCHD confidentiality agreement and forwards to OCHD Nursing Administrative Liaison</li> <li>• Determines willingness, readiness and availability of nurses interested in serving as preceptors to UNC students</li> </ul>	<p>OCHD designated staff</p> <ul style="list-style-type: none"> <li>• Maintains OCHD confidentiality agreement for each UNC nursing student</li> </ul>
<p><b>OCS Chief Information Officer</b></p> <ul style="list-style-type: none"> <li>• Maintains background check information on each UNC student</li> </ul>	
<p><b>School Nurse</b></p> <ul style="list-style-type: none"> <li>• Facilitates and documents sOCS-specific Bloodborne Pathogens Training information within the first 2 weeks of assignment</li> <li>• Orients UNC student to OCS nurse's roles and</li> </ul>	



responsibilities <ul style="list-style-type: none"> <li>Instructs UNC student on appropriate nursing duties and monitors all nursing activities with students</li> </ul>	
<b>XIII. Emergency Response</b>	
<b>Objective:</b> To assist the OCHD in response to emergency situation in the community that will impact OCS students and their families by assuring staffing of emergency shelters and other sites designated for emergency services in times of community crisis or disaster.	
<p style="text-align: center;"><b>i. Staffing</b></p>	
<p>In times of community crisis/disaster, the OCHD may be involved in or leading the public health response. During those times, demand for nurses may exceed capabilities of the OCHD staff and volunteer nurses. School nurses may be needed to supplement the roles and functions of the Health Department nursing staff.</p>	
<p>Emergency shelters are established when local emergency management officials have identified a disaster and notify the American Red Cross (ARC) Disaster Services Coordinator. Once the ARC determines there is a need for sheltering displaced citizens, shelter(s) at predetermined locations are opened based on the expected numbers who will need the services.</p>	
<p>Crisis or disaster responses may be indicated for unanticipated reasons. A widespread communicable disease exposure necessitating urgent prophylaxis/treatment of large numbers of citizens or a biological, chemical or nuclear terrorist event are examples of such crises.</p>	
<b>Lead Nurse(s)</b> <ul style="list-style-type: none"> <li>Maintains a current roster of school nurses including contact phone numbers, pagers and/or cell phone numbers of nurses.</li> <li>Implements a call-in system among school nurses during potential emergencies.</li> <li>Arranges for the provision of school nurses to relieve OCHD nursing staff in shelters during disasters.</li> <li>Coordinates with OCS Administrative Personnel to provide for compensatory time for time worked</li> <li>Arranges for the provision of school nurses to assist in a crisis or disaster response.</li> <li>Maintains a current list of available nurses on file with OCHD with current licensure and CPR certification.</li> <li>Notifies the OCHD Clinical Nursing Supervisor of any changes in availability of staff due to long-term illness, termination, etc.</li> <li>Assures school nurses attend shelter training and crisis/disaster training as arranged by OCHD, including ICS 100, ICS 200 and NIMS 700.</li> </ul>	<b>OCHD Staff</b> <ul style="list-style-type: none"> <li>Assigns nursing staff to shelters when they are declared open to the public.</li> <li>Assigns OCHD nurses as the primary shelter staff</li> <li>Assigns two nurses to each shelter. Initial assignment may be up to 24-48 hours depending upon prevailing conditions, with each nurse alternating duty every 12 hours.</li> <li>As circumstances allow, pairs of OCHD nurses will be assigned on a rotating basis for 8-12 hour shifts until all available staff have been exhausted.</li> <li>Assigns nurses to respond to a widespread crisis or disaster utilizing Health Department nurses first.</li> <li>Arranges for training of staff regarding disaster shelter responsibilities and crisis/disaster response, including ICS 100, ICS 200 and NIMS 700.</li> </ul>
<p><b>ii. Equipment</b></p>	
<b>School Nurse</b> <ul style="list-style-type: none"> <li>Attends N95 mask training at OCHD and completes fit testing</li> <li>Wears N95 mask as indicated</li> </ul>	<b>OCHD Staff</b> <ul style="list-style-type: none"> <li>Provides N95 mask training and fit testing to nurses on an annual basis</li> <li>Provides 2 N95 masks to each nurse upon the completion of fit testing</li> </ul>
<b>XIV. Records and Reports</b>	
<b>Objective:</b> To document health services as required by federal, state and local guidelines, and to maintain appropriate health information.	
<b>School Nurse</b> <ul style="list-style-type: none"> <li>Maintains the nursing Permanent Health Record folder (salmon-colored) in a secure location with restricted access in a manner consistent with the Family Educational Rights and Privacy Act (FERPA) [stored in the nurse's office]</li> <li>Maintains in the nursing Permanent Health Record folder (salmon-colored) [stored in nurse's office] documentation</li> </ul>	



<p>of</p> <ul style="list-style-type: none"> <li>▪ The child's health status at the time of school enrollment or transfer, including immunizations</li> <li>▪ Kindergarten Health Assessment Report</li> <li>▪ Results of medical evaluations/nursing assessments.</li> <li>▪ Teacher/nurse referrals for health care, as appropriate</li> <li>▪ Referrals to providers of health care, as appropriate,</li> <li>▪ Results of services rendered by referral source, and a plan for continuity of care, if indicated</li> <li>▪ authorization form(s) for the administration of medications, signed by the physician and parent/guardian</li> <li>▪ Documentation of parent/guardian health-related conferences or contacts, as appropriate</li> <li>▪ Evidence of mutual planning for health care needs</li> </ul> <ul style="list-style-type: none"> <li>• Maintain the school's Permanent Health Record card/folder (blue card or buff folder) in a manner consistent with FERPA [stored in the cumulative folder]</li> <li>• Maintains in the school's Permanent Health Record card/folder (blue card or buff folder) [stored in cumulative folder] documentation of: <ul style="list-style-type: none"> <li>• Immunizations</li> <li>• Screenings</li> <li>• Emergency/urgent health conditions</li> <li>• Other health information (non-sensitive), as necessary</li> </ul> </li> </ul>	
<p>Principal</p> <ul style="list-style-type: none"> <li>• Assures that the health record of all new and transfer students into the school shall be made available to the school nurse during the first week of the child's enrollment or as soon as received, whichever is less.</li> <li>• Assures confidentiality of health information by maintaining records in a confidential location and by limiting access to records.</li> </ul>	
<p><b>XV. Professional Development</b></p>	
<p><b>Objective: To assume responsibility for continuing education and professional development and to contribute to the professional growth of others.</b></p>	
<p>Principal</p> <ul style="list-style-type: none"> <li>• Supports the School Nurse in obtaining continuing education credits required for re-licensure and national board certification</li> </ul>	<p>OCHD Nursing Administrative Liaison/OCHD Staff</p> <ul style="list-style-type: none"> <li>• Coordinates and/or notifies school nurses of educational/workshop opportunities as they present</li> </ul>
<p>School Nurse</p> <ul style="list-style-type: none"> <li>• Participates in continuing education programs to increase understanding and update skills</li> <li>• Considers recommendations for change resulting from evaluation and review</li> </ul>	
<p>Lead Nurse(s)</p> <ul style="list-style-type: none"> <li>• Evaluate the practice of the each school nurse annually</li> </ul>	
<p><b>XVI. Confidentiality</b></p>	
<p><b>Objective: To maintain the confidentiality of health and medical information for individual students</b></p>	
<p>Lead Nurse(s)</p> <ul style="list-style-type: none"> <li>• Provides signed copies of "General Conditions of Assignment Statement" to OCHD Nursing Administrative Liaison Personnel for each OCS-employed school nurse</li> </ul>	

<ul style="list-style-type: none"> <li>• Assures that UNC-CH nursing students working in the OCS also sign the "General Conditions of Assignment Statement" with the original maintained by OCHD</li> </ul>	
<p><b>School Nurse</b></p> <ul style="list-style-type: none"> <li>• Reviews and signs the OCHD "General Conditions of Assignment Statement" (Appendix 2)</li> <li>• Takes appropriate measures to protect confidential information shared for the purpose of providing care to students</li> <li>• Follow HIPAA guidelines for management of any Health Department related student/staff information</li> </ul>	<p><b>OCHD Nursing Administrative Liaison Personnel</b></p> <ul style="list-style-type: none"> <li>• Maintains original "General Conditions of Assignment Statement" signed by school nurses</li> <li>• Maintains original "General Conditions of Assignment Statement" signed by UNC-CH nursing students</li> </ul>
<p><b>School Staff</b></p> <ul style="list-style-type: none"> <li>• Takes appropriate measures to protect confidential information shared for the purpose of providing care to students</li> </ul>	

## **APPENDICES**

- Appendix I** Medications Authorized for Administration to Faculty/Staff/Students
- Appendix II** Confidentiality Statement for Non-Staff

### **Appendix I**

#### **MEDICATIONS AUTHORIZED FOR ADMINISTRATION TO FACULTY/STAFF/STUDENTS/VOLUNTEERS**

The following medications are approved for use as follows:

1. Hepatitis A vaccine (for staff use)  
Administer per OCHD protocol according to manufacturer's guidelines.
2. Hepatitis B vaccine series (for staff/student use)  
Administer per OCHD protocol according to manufacturer's guidelines.
3. Hepatitis A/Hepatitis B Combination Vaccine (for staff use)  
Administer per OCHD protocol and according to manufacturer's guidelines.
4. Influenza virus vaccine – Trivalent (for staff & immediate adult family member use)  
Administer per OCHD protocol according to manufacturer's guidelines.
5. Meningococcal vaccine (for student use)  
Administer per OCHD protocol and according to manufacturer's guidelines.
6. Epinephrine 1:1000 (for staff/student use)  
Administer per OCHD protocol according to manufacturer's guidelines and OCHD's emergency procedures.
7. Diphenhydramine (Benadryl) Elixir (12.5 mg per 5 ml) (for student use)  
Administer per OCHD protocol according to manufacturer's guidelines and OCHD's emergency procedures
8. Diphenhydramine (Benadryl) Capsules (25 mg. per capsule) (for staff/student use)  
Administer per OCHD protocol according to manufacturer's guidelines and OCHD's emergency procedures
9. Human Papillomavirus (HPV) vaccine (for staff/student use)  
Administer per OCHD protocol according to manufacturer's guidelines.
10. Tetanus/Diphtheria/Pertussis vaccine (Tdap) (adolescent/adult formulation) (for staff/ students)
11. Varicella (Chickenpox) Vaccine (for student use)  
Administer per OCHD protocol according to manufacturer's guidelines.
12. Hydrocortisone cream 1% (for staff/student use)
13. Anti-itch lotion/gel (i.e., Calergy, Calagei, Calamine, etc.) [for staff/student use]
14. Antibiotic ointment/cream (i.e., Polysporin, generic triple antibiotic ointment/cream) [for staff/student use]

**ORANGE COUNTY HEALTH DEPARTMENT**

**Annual  
Conditions of Employment Statement**

**Confidentiality**

As an employee of Orange County Health Department, I acknowledge that I may have access to information that is confidential as mandated by state and federal law, HIPAA regulation and/or Orange County policy. I recognize my legal obligation as an Orange County employee to maintain the confidentiality of information about former and current recipients of OCHD services.

I agree to preserve the security of computer access by unauthorized persons by not storing information about my computer access code in any place that might be accessible to such persons.

I understand that release of information determined to be confidential by law to unauthorized persons may result in criminal prosecution. I further understand that the failure to maintain legally required confidentiality of information constitutes "misconduct" within the meaning of the Orange County Personnel Ordinance and may lead to disciplinary action, including dismissal from Orange County employment.

If a question arises regarding whether a release of information may be public record vs. confidential client information, I will seek assistance from my supervisor.

**Title X Information Requirement**

OCHD provides services solely on a voluntary basis. A client's acceptance of service is not a prerequisite to eligibility or receipt of a non-Title X service.

All OCHD employees who perform direct client health services must be informed that they may be subject to prosecution under Federal law if they coerce or endeavor to coerce any person to undergo an abortion or a sterilization procedure.

All OCHD employees are prohibited from using their positions for purposes of private gain (conflict of interest).

**Public Health Activities Outside of Normal Working Hours**

In order to fulfill the responsibilities of the department in emergency situations you may be required to work outside the regular work schedule at emergency shelters or other locations designated by the health director or emergency operations. You also may be required to participate in emergency drills and exercises at times other than your normal work schedule.

I certify that I have read and understand the conditions stated above. I have had an opportunity to discuss the conditions and requirements of my position with my supervisor or designated agency representative.

Print Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OCHD Representative: \_\_\_\_\_

Date: \_\_\_\_\_

## **General Provisions/Miscellaneous.**

1. Health Records. OCHD personnel involved in providing clinical services in the OCS shall have access to the health records in the cumulative folders of individual students, respecting the guidelines of OCS, for the purposes of checking such records, recording screenings, and inserting care plans for chronic health problems. These OCHD personnel may be involved in working with other student records at the request of school officials. OCS shall provide OCHD personnel with file folders for confidential health records that are maintained by school nurses. OCHD and its employees shall at all times maintain the confidentiality of student educational records and other students' information in accordance with applicable state and federal law.

In accordance with N.C.G.S. 115C-402, the official record of each student enrolled in North Carolina public schools shall be permanently maintained in the files of the appropriate school after the student graduates, or should have graduated, from high school unless the local board of education determines that such files may be filed in the central office or other location designated by the local board for that purpose.

2. Non-Discrimination. Both parties hereby agree that, in its respective educational and/or employment practices, neither will discriminate against any person because of race, color, religion, sex, national origin, age, creed or disability. The implementation of this MOA will be carried out in strict compliance with all Federal, State, or local laws regarding discrimination in employment.
3. Conflicts. Nothing in this MOA shall act or be interpreted to supersede any applicable provision of State or Federal law and in the event of conflict with an applicable State or Federal law, the State or Federal law shall prevail. The implementation of this MOA will be carried out in strict compliance with all Federal, State or local laws.
4. Funding. Nothing in this MOA shall be construed to create any right or entitlement on the part of OCHD to any compensation, or request for funding, from OCS.
5. Term. The Term of this Contract for services is from July 1, 2012 through June 30, 2013. This MOA may be terminated, without cause, by either party upon thirty (30) days written notice to the other party. This termination notice period shall begin upon receipt of the notice of termination.
6. Governing Law. This MOA shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this MOA shall be brought in the General Court of Justice in the County of Orange and the State of North Carolina.
7. Criminal Background Checks/Sex Offender Registry Checks. OCHD will conduct criminal background checks on OCHD Personnel who will have contact with students; or, in the alternative, OCHD will provide sufficient information to OCS to conduct such checks. Such checks shall include checks of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the

National Sex Offender Registry. OCHD shall provide the background checks to OCS prior to assigning personnel to a school. OCHD shall not allow any person who has been convicted of (1) a felony, or (2) any crime, whether felony or misdemeanor, that in OCS' reasonable judgment (articulated to OCHD prior to the OCHD personnel being assigned to a school), indicates the person may pose a threat to the safety of OCS staff or students. Under no circumstances shall any individual who is listed on one of the three sex offender registries listed above have any direct interaction with students at the direction of OCHD. OCHD expressly acknowledges that N.C. General Statute 14-208.18 prohibits anyone required to register as a sex offender under Article 27A of Chapter 14 of the General Statutes from knowingly being on the premises of any school. This prohibition applies to persons required to register under Article 27A who have committed any offense in Article 7A of Chapter 14 or any offense where the victim of the offense was under the age of 16 years at the time of the offense.

8. Compliance with Applicable OCS Policies. OCHD acknowledges that the Orange County Board of Education has adopted policies governing conduct on OCS property and agrees to abide by any and all relevant OCS policies while on OCS property.
9. Assignment. Neither party shall assign, subcontract, or otherwise transfer any interest in this MOA without the prior written approval of the other party.
10. Liability. Each party agrees to assume the liability its own acts or omissions, or the acts or omissions of their employees, agents, and contractors, during the term of this MOA.

This document has been reviewed and approved.



Colleen Bridger, MPH, PhD  
Orange County Health Department  
Health Director

8-27-12

Date

Patrick Rhodes  
Orange County Schools  
Superintendent

Date



Julie Monaco, MD, MPH <sup>error</sup>  
Orange County Health Department  
Medical Director

8/28/12

Date