

**ORANGE COUNTY
BOARD OF EDUCATION**

AGENDA ITEM ABSTRACT

Meeting Date: September 9, 2013

AGENDA ITEM No. 13-09-07

ACTION: (Y/N) Y

SUBJECT: Orange County Health Department – School Nursing Service Agreements

INFO. CONTACT: Dr. Denise Morton/ Mike Gilbert **PHONE:** 919-732-8126

ATTACHMENTS: 1. Agreement for School Nursing Services between the County Of Orange and the Orange County Schools July 1, 2013-June 30, 2014
2. Memorandum of Agreement Between Orange County Health Department and Orange County Schools 2013-2014 School Year

PURPOSE: To request the Board of Education review and approve the Agreement for School Nursing Services between the County of Orange and Orange County Schools for July 1, 2013-June 30, 2014 and the Memorandum of Agreement Between Orange County Health Department and Orange County Schools 2013-2014 School Year.

BACKGROUND: There are two annual agreements that are developed between the Orange County Schools and the Orange County Health Department.

- **The Agreement for School Nursing Services between the County of Orange and the Orange County Schools** is an agreement where Orange County, Orange County Health Department and Orange County Schools agree to provide full-time nursing services to each school in the system. This agreement is effective from July 1, 2013 until June 30, 2014. The County agrees to provide funds to the district to support three full time registered nurse positions. The total amount of funding is \$232,055.00.
- **The Memorandum of Agreement Between the Orange County Health Department and Orange County Schools** provides understanding, direction and establishes specific responsibilities between the two entities. No costs are associated with this agreement.

FINANCIAL IMPACT: Orange County provides \$232,055.00 in funding for three of our twelve nursing positions.

RECOMMENDATION: The Superintendent recommends the Board of Education approve the Agreement for School Nursing Services between the County Of Orange and Orange County Schools - July 1, 2013-June 30, 2014 and the Memorandum of Agreement Between Orange County Health Department and the Orange County Schools for the 2013-2014 School Year.

**Agreement for School Nursing Services
between the
County of Orange and the Orange County Schools
July 1, 2013– June 30, 2014**

This Agreement between Orange County ("County") through the Orange County Health Department ("Department") and the Orange County Schools ("School") is entered into for the purpose of providing school nursing services to the students in the Orange County School system ("Agreement").

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

Whereas, both the county 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 County and the School mutually agree to continue providing school nursing services as specified in this Agreement and the "Memorandum of Agreement between Orange County Health Department and Orange County Schools," its' amendments and attachments, which are hereby incorporated by reference.

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

1. Term. This Agreement shall be in effect for the period July 1, 2013 through June 30, 2014.
2. The County agrees:
 - a. To provide funds to the School, to not exceed \$ 232,055, to support to the extent practicable three (3) full time equivalent (FTE) registered nurses for the purpose of providing school nursing services during the 2013-2014 academic school year.
 - b. That the funds shall be paid quarterly upon submission of an invoice from the School specifying personnel costs. The County shall pay the School within thirty (30) days of receipt of the School's invoice; any adjustments to the invoice shall be taken into account in the next succeeding invoice or as soon thereafter as reasonably practicable.
 - c. That the funds may be used in their entirety only for school nurse personnel costs.
 - d. To assign a nursing supervisor to coordinate the implementation of this Agreement and to initiate the annual development of the Memorandum of Agreement that specifies operating procedures.
 - e. To arrange for and provide at least two continuing education offerings for all nurses in the School during the school year at a mutually agreed upon time, whenever possible, arranging for the sessions so as to minimize time away from the individual school assignments.
3. The School agrees:

- a. To use the County funds provided as part of this Agreement to provide direct nursing services within individual schools to the extent practicable for three (3) registered nurses during the 2013-2014 academic school year.
 - b. That the funds will be used in their entirety for personnel costs for school nurses only; no portion of the funds will be used to support a nurse with a supervisory role.
 - c. To submit an invoice to the Department quarterly specifying school nurse personnel costs for the submission period.
 - d. That it has or will secure, at its own expense, all nursing personnel required for the performance of this service under this Agreement. Such nursing personnel shall not be employees of or have any contractual relationship with the Department. All personnel engaged in work under this Agreement shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.
 - e. To inform the Department of the employment of the nurses; and in the event of termination, whether voluntary or involuntary, of the date of termination.
 - f. To maintain documentation that each of the nurses employed under this Agreement is and remains current in his/her licensure as a Registered Nurse in good standing with the North Carolina Board of Nursing; and provide that documentation to the Department upon requested.
 - g. To release all school nurses to attend at least three continuing education events scheduled during the school year at mutually agreed upon times.
 - h. That it shall obey all state and federal statutes, rules and regulations which are applicable to provisions of the services called for herein.
 - i. To provide adequate space, computer equipment and supplies for the designated positions through other funds at a level comparable to the support provided to all school nurses supported by the School.
 - j. To provide nursing supervision within the School consistent with the annual Memorandum of Agreement.
4. Indemnity. The School shall defend, indemnify, and hold harmless the County, for all loss, liability, claims or expense (including reasonable attorney's fees) arising from bodily injury, including death or property damage, to any person or persons caused in whole or in part by the school nurses employed by the School but functioning under the direction of the annual Memorandum of Agreement. It is the intent of this Section that the School indemnifies the County to the fullest extent permitted by law.
 5. Insurance. That School shall provide, or cause to be provided, insurance covering professional liability of nursing personnel of at least \$1 million. Proof of insurance shall be submitted to the County annually.

6. Amendments or Modification. This Agreement shall not be altered, amended or modified, except by an agreement in writing executed by the duly authorized officials of both parties.
7. Subcontract or Assignment. The School shall not sub-contract out any of the services provided for in this Agreement or make any assignment of this Agreement (including rights to payments) without the prior written consent of the County.
8. Relationship of the Parties. The School is an independent contractor of the County. Neither the School nor any employee of the School shall be deemed to be an officer, employee or agent of the Department or Orange County Government. School's personnel shall not be employees of, or have any contractual relationship with the County.
9. Termination. Either party may terminate this Agreement with or without cause upon 90 days written notice.
 - a. Either Party may terminate this Agreement based upon a material breach of this Agreement; provided, the party breaching the Agreement has not taken all reasonable actions to remedy the breach. The party terminating the Agreement shall provide seven (7) days' prior written notice of its intent to terminate this Agreement for cause.
 - b. In the event of termination, the School shall be paid that portion of the fees and expenses that it has earned to the date of termination, less any costs or expenses incurred or anticipated to be incurred by the County due to errors or omissions of the School.
 - c. The County's waiver of any default or breach in compliance with the terms of this Agreement by the School shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this Agreement unless stated to be such in writing, signed by an authorized representative of the County and the School.
10. Intent to be Bound. The parties have read this Agreement, including the Memorandum of Agreement attached and any amendments hereto, and agree to be bound by all of its terms, and further agree that the documents constitute the complete and exclusive statement of the Agreement between the parties.
11. Governing Law. The laws of North Carolina shall govern the validity and interpretation of the provisions, terms and conditions of this Agreement.
12. Non-Appropriation. School acknowledges that County is a governmental entity, and the validity of this Agreement is based upon the availability of public funding under the authority of its statutory mandate. In the event that public funds are unavailable and not appropriated for the performance of County's obligations under this Agreement, then this Agreement shall automatically expire without penalty to County immediately upon written notice to School of the unavailability and non-appropriation of public funds. It is expressly agreed that County shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this Agreement, but only as an emergency fiscal measure during a substantial fiscal crisis. In the event of a change in the County's statutory authority, mandate and/or mandated functions, by state and/or federal legislative or regulatory action, which adversely affects County's authority to continue its obligations under this Agreement, then this Agreement shall

automatically terminate without penalty to County upon written notice to School of such limitation or change in County's legal authority.

13. Notices. Any notice required by this Agreement shall be in writing and delivered by certified or registered mail, return receipt requested to the following:

Orange County Health Department
Attention: Health Director
P.O. Box 8181
Hillsborough, NC 27278

Orange County Schools
Attention: Superintendent
200 East King St
Hillsborough, NC 27278

14. Entire Agreement. This Agreement represents the entire and integrated agreement between the County and the Consultant and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both parties. Modifications may be evidenced by facsimile signatures.

IN WITNESS WHEREOF, the parties have hereunto signed this Agreement in their official capacities of the day and year listed on the signature page affixed to this Agreement.

For and on behalf of Orange County Government

Bernadette Pelissier, Chair
Orange County Board of Commissioners

Date

For and on behalf of the Orange County Schools

Donna Coffey, Chair
Orange County Schools Board of
Education

Date

Dr. Del Burns, Interim Superintendent
Orange County Schools

Date

***For and on behalf of Orange County Health Department
Approved as to technical content***

Colleen Bridger
Health Director

Date

Approved as to form and legal sufficiency

Annette M. Moore, Staff Attorney

Date

***This instrument has been preaudited in the manner required by the Local Government Budget
and Fiscal Control Act***

Clarence Grier, Director
Financial Services

Date

**MEMORANDUM OF AGREEMENT
BETWEEN
ORANGE COUNTY HEALTH DEPARTMENT
AND
ORANGE COUNTY SCHOOLS
2013-2014 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 Services. The OCHD Nursing Administrative Liaison designee will serve as the 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. This will be approximately 35% of their total work time. 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 upon employment and annually at 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 responsibility that apply to the age of students served by their school(s) as outlined in this agreement. Annual/semi-annual trainings in Health and Safety must be maintained and include

- Bloodborne Pathogens
- Restraint Training
- Prevent Blindness Vision Screening

Current professional and instructor certification in First Aid/CPR/AED must also be maintained.

SCHOOL HEALTH PROGRAM COMPONENTS/RESPONSIBILITIES

| ORANGE COUNTY SCHOOLS (OCS) PERSONNEL | ORANGE COUNTY HEALTH DEPARTMENT (OCHD) PERSONNEL |
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| 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. | |
| Objective: To implement a comprehensive school health program in the Orange County Schools (OCS) | |
| OCS Administrative Liaison Personnel <ul style="list-style-type: none"> • Serves as the administrator responsible for the school health program | OCHD Medical Director <ul style="list-style-type: none"> • Serves as medical director for the school nursing program |
| Lead Nurse/Designee <ul style="list-style-type: none"> • Supervises the nursing practice of school nurses • Provides coordination of services and quality assurance monitoring of school health nursing program • Oversees coordinative assignments to school nurses • Serves as coordinator and primary contact to the OCHD during communicable disease events • Develops, reviews and approves school health-related policies and protocols • Completes inventory tasks and requests purchase of health-related supplies • Assists the OCS Administrative Liaison Personnel as indicated (i.e., new nurse interviews, annual MOA review/revision, etc.) • Coordinates services provided to the Pre-K and Head Start Programs • Coordinates scheduling/assignments of UNC School of Nursing students | OCHD Nursing Administrative Liaison designee <ul style="list-style-type: none"> • Serves as OCHD liaison for the School Health Nursing Program • Supervises the nursing practice of the lead nurse(s) responsible for supervision of the school nurses • Participates or designates an OCHD representative to participate in interviews for school nurses |
| School Nurse (additional coordinative assignments) <ul style="list-style-type: none"> • Assists with the development of school health-related policies and protocols for the district • Coordinates Red Cross CPR/AED/First Aid training for faculty and staff (system-wide) • Coordinates student & staff vaccine clinics • Completes Immunization, K assessment and Prevent Blindness (vision screening) state reports • Serves as liaison with the Head Start and Title I Pre K Programs | |
| School Nurse <ul style="list-style-type: none"> • Establishes contact with the principal at each respective school • Works with the principal and other administrators to identify and work toward health-related goals • Functions within guidelines outlined by the school nurse job description | |
| Principal <ul style="list-style-type: none"> • Serves as on-site administrator or each school nurse • Completes annual performance evaluation for on-site non-nursing duties | |
| II. Service Delivery | |
| A. Health Screenings | |
| Objective: To identify specific health problems which may be a deterrent to the child's performance in school | |
| i. General Screening and Observation | |
| Teacher <ul style="list-style-type: none"> • 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 | |

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| <p>student daily and knows how he/she looks and acts, will readily recognize when he/she is not well.)</p> <ul style="list-style-type: none"> Refers student with suspected health problems directly to the nurse for evaluation and follow-up | |
| <p>School Nurse</p> <ul style="list-style-type: none"> Screens referrals, makes assessments, develops appropriate plans of care and provides necessary follow-up | |
| <p>ii. Vision Screening</p> | |
| <p>Principal/Designee</p> <ul style="list-style-type: none"> Assures a suitable location for screening to take place Assures cumulative folders health records are made available for screening and are re-filed once screening and documentation is complete | |
| <p>Teacher</p> <ul style="list-style-type: none"> Provides a list of students <ul style="list-style-type: none"> -requiring a screening prior to an evaluation for special education eligibility or as part of the student support team -new to the school system -scheduled grade levels -identified referrals Coordinate with nurse to make students available for screening Verifies parent notification through written screening forms. Provides a copy to school nurse. | |
| <p>School Nurse</p> <ul style="list-style-type: none"> Coordinates with the school administration and teachers to implement screening activities 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 Screen students in the evaluation process for special education for far and near acuity with an appropriate test as listed. Screening will occur in accordance with state recommendations. Screen male kindergarten students for color perception Rescreen students having positive results Notify teacher/EC Facilitator/SST Chair/504 Chair of screening results Notify parents of positive screening results Record test results on cumulative folder health record Refer all students with a positive screen for appropriate care and follow-up as needed Follow-up with parents to promote compliance with care recommendations Submits data to lead nurse(s)/designee for compilation of state mandated report | |
| <p>iii. Dental Screening (optional)</p> | |
| <p>Principal</p> <ul style="list-style-type: none"> Provides access to appropriate screening location Assures accessibility of health records for documentation of screening results and follow-up activities Assures accessibility of student/family contact data for follow-up purposes | <p>OCHD Dental Staff</p> <ul style="list-style-type: none"> Screens selected students for dental needs or problems Completes follow-up for students with dental needs Documents screening results and follow-up activities on student health record in cum folder Provides a list of students referred to |

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| | <ul style="list-style-type: none"> nurse Provides screening data (including # screened, # referred, # obtained care) to nurse |
| <p>School nurse</p> <ul style="list-style-type: none"> Facilitates organization of screening at each school site Receives screening data Submits data to lead nurse(s)/designee for state-mandates report completion Collaborates with school social worker as needed for students in need of dental work | |
| B. Health Assessment | |
| Objective: To identify health problems that may interfere with the child's performance in school. | |
| i. Record Review and Referral | |
| <p>Principal/Designee/Teacher</p> <ul style="list-style-type: none"> 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 Ensures return of student health and emergency forms/cards from all students. | |
| <p>School Nurse</p> <ul style="list-style-type: none"> Reviews student health and emergency forms/cards Initiates appropriate follow-up for identified health problems Develops IHPs (Individualized Healthcare Plans)/EAPs (Emergency Action Plans) as necessary. Provides information about students with chronic diseases and/or significant health problems to appropriate school personnel in consultation with parent Works with teachers to appropriately manage health concerns of students Conducts staff development activities on health concerns as needed Reviews Kindergarten Health Assessment forms on all kindergarteners and initiates appropriate follow-up for identified health concerns | |
| ii. Kindergarten Registration | |
| <p>Administrative Staff</p> <ul style="list-style-type: none"> Organizes and implements a kindergarten registration process | |
| <p>School Office Staff</p> <ul style="list-style-type: none"> Gives Kindergarten Health Assessment and other pertinent forms to parents/guardians prior to and at kindergarten registration | |
| <p>School Nurse</p> <ul style="list-style-type: none"> Participates in kindergarten registration assessing the health and immunization status of incoming kindergarteners and initiate appropriate follow-up as needed | |
| iii. Conferences With Teachers/Staff and Parents | |
| <p>Teacher/Teacher's Assistant</p> <ul style="list-style-type: none"> Meets with school nurse to assure identification of health problems Provides information to parents/guardians on school health policies and protocols | |
| <p>School Nurse</p> <ul style="list-style-type: none"> Provides information to appropriate staff on incoming | |

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| <p>students with health problems and the appropriate management of the problem</p> <ul style="list-style-type: none"> • Provides information to parents/guardians on health-related policies and protocols • Communicates with other school nurses in the system when students transfer between schools to assure continuity of care | |
| <p>C. Immunizations</p> | |
| <p>Objective: To assist schools in complying with North Carolina G.S. 130A-152 through 157</p> | |
| <p>i. Record Review and Exclusion</p> | |
| <p>School District/Principal</p> <ul style="list-style-type: none"> • Informs parent/guardian of current immunization requirements • Has parent/guardian read and sign immunization notice form at the time of registration • Informs parents of consequences of having an incomplete immunization record after the 30th day following enrollment • Maintains a list of incoming immunization records and gives to nurse to review | <p>OCHD Staff</p> <ul style="list-style-type: none"> • Makes available immunization appointments within 1-3 business days of request • Facilitates school nurses' access to North Carolina Immunization Registry (NCIR) |
| <p>School Nurse</p> <ul style="list-style-type: none"> • Uses North Carolina Immunization Registry to access immunization records of newly enrolled students and staff • Requests immunization records as needed from parent/guardian or school previously attended • Reviews immunization records of all newly enrolled children and rising 6th graders • Attaches/encloses immunizations to permanent health record/folder in the cum folder and in the nurse's office • Informs parent/guardian when the record is incomplete and the necessary requirements needed to meet N.C. Immunization Law • 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 • Keeps principal advised of students not in compliance and of any special problems • Prepares Kindergarten/1st Grade Immunization Report for submission to NC Immunization Branch | |
| <p>Principal/Designee</p> <ul style="list-style-type: none"> • Excludes any student from school who does not present a complete immunization record in accord with G.S. 130A-155 specifications • 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. | |
| <p>D. Kindergarten Health Assessment Report (KHA)</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>i. Record Review and Exclusion</p> | |
| <p>School District/Principal</p> <ul style="list-style-type: none"> • Informs parent/guardian of requirements and have parent/guardian read and sign registration form acknowledging having been advised of requirement | <p>OCHD Staff</p> <ul style="list-style-type: none"> • Schedules appointments for Kindergarten Health Assessments • Advises clinic manager if |

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| <ul style="list-style-type: none"> Informs parent/guardian of consequences of not completing KHA form | <p>appointments slots are not available within the timeframe needed by the parent</p> |
| <p>Principal/Designee</p> <ul style="list-style-type: none"> Excludes any student from school who does not present a completed form in accord with G.S. 130A-440 specifications | <p>OCHD Clinical Staff</p> <ul style="list-style-type: none"> Completes KHA form accurately and completely |
| <p>School Nurse</p> <ul style="list-style-type: none"> Reviews each cumulative folder/health folder for the presence of a completed KHA form 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 Keeps principal informed of students not in compliance Assists parents in obtaining kindergarten physicals as needed | |
| <p>E. Children with Special Health Care Needs</p> | |
| <p>Objective: To identify and coordinate management of health problems that may interfere with learning</p> | |
| <p>i. Counseling and Consultation</p> | |
| <p>School</p> <ul style="list-style-type: none"> 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 Provides the nurse access to records of exceptional children in accordance with NC policies governing students with disabilities | |
| <p>School Nurse</p> <ul style="list-style-type: none"> Serves as a member of either the 504, SAT/SST, or Exceptional Children's committee(s) as appropriate. Provides counseling and consultation to parent/guardian and school personnel on health-related issues. Reviews the health records of children with disabilities as indicated Assists in appropriate screening and referral for further evaluation as needed. Reviews and interprets findings with school personnel and discusses planned follow-up. Assists parent/guardian of children needing special health care in securing services. Develops an IHP/EAP for children with a potentially life threatening conditions or significant health problems as appropriate. Guides school personnel in the implementation of the school system's medication policy by: <ul style="list-style-type: none"> Providing training Supervising administration of medications Reviewing medication documentation for accuracy Documenting training in medication administration Provides and documents training, supervision and observation sessions for all invasive procedures and other procedures as indicated | |
| <p>ii. Coordination of Care</p> | |
| <p>District</p> <ul style="list-style-type: none"> Provides supplies and appropriately trained staff necessary to meet the health needs of students with special health needs. | |

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| <ul style="list-style-type: none"> Assures the availability of an area with adequate privacy for medical procedures to be performed on students with special health needs Assures agreement/consent among parents, nurse and medical providers for the delegation of specialized health care procedures to any unlicensed employee. | |
| <p>School Nurse</p> <ul style="list-style-type: none"> Serves on the committee specific to her school in which children are identified and referred for nursing and other health care interventions. Develops IHP/EAP in coordination with parents, medical provider, classroom teacher and others involved in the care of the student. Assesses unlicensed staff for potential to perform delegated health procedures. 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. Monitors procedures being performed by unlicensed staff and documents quality of care at least annually. Retrains or assumes responsibility for performing specialized health procedures when unlicensed personnel's performance is in question. Informs lead nurse immediately of problems. | |
| F. Management of Acute Health Problems | |
| Objective: To correct acute health problems that may interfere with a child's performance in school | |
| i. Policy Development, Training and Nursing Care Plan Development | |
| a. Nuisance Diseases (such as lice, scabies, etc.) (Policy Number 4235: Head Lice Treatment/Removal) | |
| <p>Principal</p> <ul style="list-style-type: none"> Supports screening policies, referral and school re-entry criteria | |
| <p>Teacher</p> <ul style="list-style-type: none"> Screens, refers and enforces criteria for re-entry according to school system guidelines Requests in-service on screening if needed | |
| <p>School Nurse</p> <ul style="list-style-type: none"> Instructs school personnel on the epidemiology and detection of nuisance diseases as requested and needed | |
| b. Emergency Administration of Epinephrine and Benadryl by Nurses | |
| <p>Lead Nurse(s)</p> <ul style="list-style-type: none"> Obtains annual medication authorizations for epinephrine and Benadryl from OCHD Medical Director. | <p>OCHD Medical Director</p> <ul style="list-style-type: none"> Provides standing orders for Epinephrine and Benadryl |
| <p>School Nurse</p> <ul style="list-style-type: none"> Administers Epinephrine and/or Benadryl to students/staff without EAPs and in accordance with approved protocols | |
| c. Medical and Dental Emergencies (Policy Number 4205: OCS First Aid and Emergency Care Policy) | |
| <p>Principal</p> <ul style="list-style-type: none"> Designates school staff to receive/maintain certification in First Aid/CPR/AED. Assures maintenance of emergency information on each student as provided by the parent. | |
| <p>School Nurse</p> <ul style="list-style-type: none"> Provides instruction in First Aid/CPR/AED to designated school staff/personnel at assigned school according to Red Cross requirements. Develops an EAP for those students with identified life-threatening medical conditions | |

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| <ul style="list-style-type: none"> • 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 • Provides in-service trainings for school staff as requested and as appropriate • Assists parents/guardians in obtaining health care for students. | |
| <p>School Nurse or Designated School Personnel</p> <ul style="list-style-type: none"> • Manages health-related emergencies • Refers to parent/guardian/family/emergency facility as appropriate | |
| <p>d. Emergency Equipment Proficiency Policy Number 6127 (Automated External Defibrillator)</p> | |
| <p>School System Administration</p> <ul style="list-style-type: none"> • Support maintenance and supply needs associated with AEDs at school sites as indicated | |
| <p>Lead Nurse(s)/Designee</p> <ul style="list-style-type: none"> • Serves as liaison with OCS and Emergency Medical Services (EMS) • Provides oversight to nurses as needed for battery/supply needs identified during monthly checks on units • Coordinates follow-up activities after a use incident | |
| <p>School Nurse</p> <ul style="list-style-type: none"> • Establishes and maintains proficiency with AEDs • Provides training to designated staff annually | |
| <p>G. Consultation</p> | |
| <p>Objective: To advise school personnel and students about school and child health.</p> | |
| <p>School Nurse</p> <ul style="list-style-type: none"> • Provides consultation and assistance in the area of health to school personnel according to the following priorities: <ul style="list-style-type: none"> ▪ Control of communicable disease ▪ Life endangering conditions ▪ Potentially handicapping conditions (including physical, psychological and socio-economic) ▪ Handling medical emergencies ▪ Environmental hazards ▪ Accident prevention • 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) • Participates in faculty meetings to provide appropriate health information. • Participates in health education sessions for parents • Assists school personnel in planning health rooms and emergency supply kits • Consults with OCHD, supplies information and acts as a resource regarding communicable disease management and follow-up • Assists with and supports kindergarten registration • Provides health counseling to students as individuals or groups upon request • Reports to OCHD, occurrences that may pose a health risk (i.e., infectious disease, contamination, etc.). • | |
| <p>H. Referral and Follow-up</p> | |

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| Objective: To facilitate correction of health problems which may interfere with the student's school performance | |
| School Staff <ul style="list-style-type: none"> Refers to nurse any child with a health problem or suspected health problem 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.) | |
| School Nurse <ul style="list-style-type: none"> Advises school personnel of health problems needing referral to the nurse 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. 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. | |
| III. Administration of Medication | |
| Objective: To ensure that medication is administered safely at the school site. | |
| School Staff/Nurse <ul style="list-style-type: none"> Follow medication guidelines as outlined in OCS Medication Policy (Number 6125) | OCHD Medical Director <ul style="list-style-type: none"> Provides authorization to administer vaccines and/or emergency medication to faculty/staff/students (Medications Authorized for Administration to Faculty/Staff/Students, Appendix 1) Approves medication policies and procedures. |
| School Nurse <ul style="list-style-type: none"> Reviews medication order for: <ul style="list-style-type: none"> appropriateness of dosage use for condition safety of administration in the school setting Notifies lead nurse/OCHD Medical Director of medication orders not meeting the above criteria Sets up documentation format to be used by school staff administering the medication Guides school staff in the implementation of the school system's medication policy by: <ul style="list-style-type: none"> Providing training annually Documenting training in medication administration Supervising administration of medications Reviewing medication documentation for accuracy Provides and documents training, supervision and observation sessions of staff. | OCHD Medical Director <ul style="list-style-type: none"> Reviews students' medication orders received for non-traditional or off-label uses and appropriateness of administration at the school site. |
| IV. Health Education | |
| Objective: To provide a comprehensive health education program to the school-aged child | |
| Lead Nurse/School Staff <ul style="list-style-type: none"> Formulates, implements and evaluates a comprehensive | OCHD Staff <ul style="list-style-type: none"> Serves as a resource for school |

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| <p>health curriculum</p> <ul style="list-style-type: none"> • Consults with nurses who are requested to provide classroom instruction and small group leadership on appropriateness of topic | <p>personnel in health education through assisting and advising teachers in preparation of health education activities</p> <ul style="list-style-type: none"> • Provides, by teacher's request, classroom instruction and small group leadership |
| <p>School Nurse</p> <ul style="list-style-type: none"> • Serves as a resource for school personnel in health education through assisting and advising teachers in preparation and presentation of health education activities • Provides classroom instruction at the request of teacher or site administrator Provides small group leadership and individual student health education as part of the comprehensive health curriculum. • Identifies staff in need of CPR; teaches Red Cross First Aid/CPR curriculum and evaluates attendees' knowledge • Notifies school staff of education activity to set-up class availability in system-wide data system | |
| <p>V. Communicable Disease</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>i. Investigation and Control</p> | |
| <p>OCS Administrative Personnel</p> <ul style="list-style-type: none"> • Reports any unusual signs, symptoms or unusually high absentee rates of students and/or staff to the Health Department immediately • Makes available attendance records or other information needed for the investigation and/or follow-up of reportable communicable diseases or conditions to the OCHD • Jointly plans with OCHD for possible communicable disease occurrences • Provides information to the media in conjunction with OCHD regarding communicable conditions or events | <p>OCHD Nursing Administrative Liaison designee/OCHD Staff</p> <ul style="list-style-type: none"> • Provides investigation and/or follow-up of reportable communicable diseases or events • Provides consultation for procedure development for communicable diseases in the schools • Provides information to the media in conjunction with school administration regarding communicable conditions or events |
| <p>Lead Nurse(s)/Designee</p> <ul style="list-style-type: none"> • Assists OCHD staff in the investigation and follow-up of reportable communicable diseases or events • Provides on-going coordination and follow-up to school administration and staff during communicable disease investigations and outbreaks • Provides consultation to nurses, school staff, students and parents as indicated • Assists in the development and implementation of procedures recommended or required by the OCHD | <p>OCHD Nursing Administrative Liaison designee/OCHD Staff</p> <ul style="list-style-type: none"> • Communicates with Lead Nurse(s)/Designee and directs school nurses' follow-up activities during communicable disease investigations and outbreaks |
| <p>School Nurse</p> <ul style="list-style-type: none"> • 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 • Assists Lead Nurse(s)/Designee and OCHD staff in the investigation and follow-up of reportable communicable diseases or events • Provides appropriate follow-up to school administration and staff during communicable disease investigations and outbreaks • Provides consultation to nurses, school staff, students and | |

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| parents as indicated | |
| Principal <ul style="list-style-type: none"> • Makes available student information (i.e. class lists, bus lists, etc.) as indicated • Provides a confidential location with telephone access to OCHD/other OCS staff to use as needed | |
| ii. School Site Vaccine Administration (optional) | |
| Principal or Designee <ul style="list-style-type: none"> • Assures a suitable location and necessary furniture/equipment for the provision of vaccinations. • Assures distribution of immunization information and permission forms to parents/school personnel and assures collection of returned forms | OCHD Nursing/Administrative Liaison designee/OCHD Staff <ul style="list-style-type: none"> • Provides Vaccine Information Statements (VIS) to schools. • Provides vaccine, medical supplies and documentation supplies as needed. • Assures data entry into NCIR |
| School Nurse <ul style="list-style-type: none"> • Provides education, confirms parental consent and administers vaccines according to OCHD procedures and protocols and manufacturers' guidelines. • Completes and returns appropriate documentation to OCHD for NCIR data entry | OCHD Nurse(s) <ul style="list-style-type: none"> • Assists with immunization administration as needed |
| iii. Faculty/staff OSHA Compliance Program | |
| Lead Nurse(s)/Designee 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 <ul style="list-style-type: none"> • Facilitates referral to OCHD for new employees needing vaccine vouchers • Consults with Medical Director as indicated | OCHD Medical Director <ul style="list-style-type: none"> • Provides direction to lead nurse(s)/designee for vaccine-related employee issues |
| VI. Environmental Health | |
| 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. | |
| | OCHD Environmental Health Specialist <ul style="list-style-type: none"> • Inspects the lunchroom and food handling practices in each school according to State criteria (quarterly) • 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) |
| VII. Substance Abuse Prevention/Intervention | |
| Objective: To promote the reduction of substance use. | |
| School Staff <ul style="list-style-type: none"> • Provides prevention /intervention education and counseling services to students as indicated | OCHD Staff <ul style="list-style-type: none"> • facilitates the implementation of prevention/intervention education activities at the middle and/or high school levels |
| School Nurse <ul style="list-style-type: none"> • Provides prevention /intervention education and counseling services to students as indicated | |
| VIII. Adolescent Sexuality | |
| Objectives: -to promote abstinence as the best birth control method for teens; -to increase compliance with a chosen birth control method; | |

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| <p>-to provide information on adolescent sexuality issues; -to enhance prevention, treatment and compliance for sexually transmitted infections (STIs) in the adolescent population, -to implement the Peer Health Advocate Group (grant-funded through OCHD) which includes these objectives: >promotion of the HPV vaccine for teens >servng as a resource for information to aid in promotion of healthy, responsible decisions for sexual health</p> | |
| <p>i. Family Planning</p> | |
| <p>N.C.G.S. 115C-81 and OCS Board Policy 1310 require written parental consent before the provision of information to students regarding where to obtain abortion services or contraceptives</p> | |
| <p>School Staff</p> <ul style="list-style-type: none"> Refers students who may be in need of family planning counseling to the school nurse Peer Health Advocate group designee responsibilities: <ul style="list-style-type: none"> -serves as advisor to Peer Health Advocate group -obtains parental permission for group participation jointly with OCHD staff | <p>OCHD Staff (Peer Health Advocate group)</p> <ul style="list-style-type: none"> Works with Peer Health Advocate group advisor and principal to identify students to be offered Peer Health Advocate opportunity Obtains parental permission or Peer Health advocate participation jointly with school Develops and assures provision of training to Peer Health Advocates Coordinates with school and Peer Health Advocates to provide HPV vaccine to teens (with parent permission) |
| <p>School Nurse</p> <ul style="list-style-type: none"> Provides family planning counseling and education to those students referred by school staff or others, only consistent with state law and local board policy regarding parental consent. 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 and state law and board policy regarding parental consent. Assists in obtaining health care services by referring to appropriate health care providers. Consults and interacts with Peer Health advocate group as indicated | |
| <p>ii. Sexually Transmitted Infections (STIs)</p> | |
| <p>School Staff</p> <ul style="list-style-type: none"> Refers students to the nurse who may be in need of STI counseling. | |
| <p>School Nurse</p> <ul style="list-style-type: none"> Provides follow-up to all students referred from health department clinics for STIs. Counsels and refers for evaluation those students with a suspected STI. Provides assistance in obtaining medical appointments and follow-up for students as necessary. | |
| <p>IX. Maternal Health</p> | |
| <p>Objective: To provide support services to the pregnant teen and parenting education to the teen mother and father.</p> | |
| <p>School Staff</p> <ul style="list-style-type: none"> Refers to the nurse those teens identified in need of pregnancy/parenting counseling, only consistent with state law and local board policy regarding parental consent.. | |
| <p>School Nurse</p> <ul style="list-style-type: none"> Provides one-on-one counseling and education to pregnant teens. | |

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| <ul style="list-style-type: none"> • Provides counseling and child health education to the teen parent. • Works collaboratively to establish and conduct support group experiences for the pregnant teen and teen parent as needed. | |
| <p>X. Pre-K and Head Start Programs (for 3 and 4 year olds) 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.</p> | |
| <p>Lead Nurse(s)/Designee</p> <ul style="list-style-type: none"> • Provides coordination for nursing services to students/staff in the above daycare-regulated programs. | |
| <p>School Nurse</p> <ul style="list-style-type: none"> • Reviews immunizations for completion according to North Carolina GS 130A-152, 155, 156, 157 and NCAC GS 10A NCAC 41A.0401 • Facilitates vision screenings to all students using age-appropriate tests/screening tools and refers according to protocol • Reviews health information and consults with staff/parents as necessary • Develops EAPs/IHPs as indicated • Assesses health conditions upon teacher's request and refers as indicated • Reviews doctor's orders received for medications and sets up documentation format to be used by school staff administering the medication • Attends staff/parent meetings as needed • Provides CPR/AED/First Aid(required), Medication Administration (as indicated)and other trainings to staff per program requirements | |
| <p>XI. Extended Day Programs (After School, intercessions, summer camps) 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>Extended Day School Nurse</p> <ul style="list-style-type: none"> • Provides coordination for nursing consultation to students/staff in the above extended day programs • Assures phone consultation/availability during hours of operation • Distributes PPE and first aid supplies as needed • Attends staff meetings as needed | |
| <p>School Nurse</p> <ul style="list-style-type: none"> • Reviews health information and consults with staff/parents as necessary. • Informs extended day staff of students with significant health concerns • Provides phone consultation to extended day staff while on-site during the regular workday • Makes available/develops EAPs/IHPs as indicated • Assesses health conditions per teacher's referral or as needed prior to the end of the regular school day and refer as indicated • Processes doctor's orders for medication needed during the extended day program. • Provides CPR/AED, First Aid, Medication Administration and other trainings to staff per program requirements | |
| <p>XII. UNC Nursing Students Objective: To provide on-site Community Health experience for a bachelor's or master's-level nursing student.</p> | |

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| <ul style="list-style-type: none"> • OCS Administrative Personnel <ul style="list-style-type: none"> • Receives and maintains criminal background check, OSHA training and immunization records from UNC School of Nursing for all students | OCHD designated staff |
| <p>Lead Nurse</p> <ul style="list-style-type: none"> • Receives request for school nurse preceptor from UNC nursing instructor • Determines willingness, readiness and availability of nurses interested in serving as preceptors to UNC students and notifies accordingly • Approves placement of nursing students | |
| <p>School Nurse</p> <ul style="list-style-type: none"> • Orients UNC student to facility-specific OCS Bloodborne Pathogen Control Plan within the first 2 weeks of assignment • Orients UNC student to OCS nurse's roles and responsibilities • Instructs UNC student on appropriate nursing duties and monitors all nursing activities with students | |
| <p>XIII. Emergency Response</p> | |
| <p>Objective: 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> | |
| <p style="text-align: center;">i. Staffing</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> | |
| <p>Lead Nurse(s)</p> <ul style="list-style-type: none"> • Maintains a current roster of school nurses including contact phone numbers, pagers and/or cell phone numbers of nurses. • Implements a call-in system among school nurses during potential emergencies. • Arranges for the provision of school nurses to relieve OCHD nursing staff in shelters during disasters. • Coordinates with OCS Administrative Personnel to provide for compensatory time for time worked • Arranges for the provision of school nurses to assist in a crisis or disaster response. • Maintains a current list of available nurses on file with OCHD with current licensure and CPR certification. • Notifies the OCHD Clinical Nursing Supervisor of any changes in availability of staff due to long-term illness, termination, etc. • Assures school nurses attend shelter training and crisis/disaster training as arranged by OCHD, including ICS 100, ICS 200 and NIMS 700. | <p>OCHD Staff</p> <ul style="list-style-type: none"> • Assigns nursing staff to shelters when they are declared open to the public. • Assigns OCHD nurses as the primary shelter staff • 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. <ul style="list-style-type: none"> ▪ 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. • Assigns nurses to respond to a widespread crisis or disaster utilizing OCHD nurses first. • Arranges for training of staff regarding disaster shelter responsibilities and crisis/disaster response, including ICS |

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| | 100, ICS 200 and NIMS 700. |
| ii. Equipment | |
| School Nurse <ul style="list-style-type: none"> • Attends N95 mask training at OCHD and completes fit testing • Wears N95 mask as indicated | OCHD Staff <ul style="list-style-type: none"> • Provides N95 mask training and fit testing to nurses on an annual basis • Provides 2 N95 masks to each nurse upon the completion of fit testing |
| XIV. Records and Reports | |
| Objective: To document health services as required by federal, state and local guidelines, and to maintain appropriate health information. | |
| School Nurse <ul style="list-style-type: none"> • Maintains the 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] • Maintains in the Permanent Health Record folder (salmon-colored) [stored in nurse's office] documentation of <ul style="list-style-type: none"> ▪ The child's health status at the time of school enrollment or transfer, including immunizations ▪ Kindergarten Health Assessment Report ▪ Results of medical evaluations/nursing assessments. ▪ Teacher/nurse referrals for health care, as appropriate ▪ Referrals to providers of health care, as appropriate, ▪ Results of services rendered by referral source, and a plan for continuity of care, if indicated ▪ authorization form(s) for the administration of medications, signed by the physician and parent/guardian ▪ Documentation of parent/guardian health-related conferences or contacts, as appropriate ▪ Evidence of mutual planning for health care needs • 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] • 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"> • Immunizations • Screenings/referral results • Emergency/urgent health conditions • Other health information(non-sensitive), as necessary | |
| Principal <ul style="list-style-type: none"> • 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. • Assures confidentiality of health information by maintaining records in a confidential location and by limiting access to records in accordance with FERPA and board policy. | |
| XV. Professional Development | |
| Objective: To assume responsibility for continuing education and professional development and to contribute to the professional growth of others. | |
| Principal | OCHD Nursing Administrative Liaison |

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| <ul style="list-style-type: none"> Supports the School Nurse in obtaining continuing education credits required for re-licensure and national board certification renewal | designee/OCHD Staff <ul style="list-style-type: none"> Coordinates and/or notifies school nurses of educational/workshop opportunities as they present |
| School Nurse <ul style="list-style-type: none"> Participates in continuing education programs to increase understanding and update skills Considers recommendations for change resulting from evaluation and review | |
| Lead Nurse(s) <ul style="list-style-type: none"> Evaluate the practice of the each school nurse annually | |
| XVI. Confidentiality | |
| Objective: To maintain the confidentiality of health and medical information for individual students | |
| Lead Nurse(s) <ul style="list-style-type: none"> Provides signed copies of "General Conditions of Assignment Statement" to OCHD Nursing Administrative Liaison Personnel for each OCS-employed school nurse | OCHD Nursing Administrative Liaison designee <ul style="list-style-type: none"> Maintains original "General Conditions of Assignment Statement" signed by school nurses |
| School Nurse <ul style="list-style-type: none"> Reviews and signs the OCHD "General Conditions of Assignment Statement" upon employment and annually(Appendix 2) Takes appropriate measures to protect confidential information shared for the purpose of providing care to students | |
| School Staff <ul style="list-style-type: none"> Takes appropriate measures to protect confidential information shared for the purpose of providing care to students | |

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 family use – adult and children ages 18 & up) 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, Calagel, Calamine, etc.) [for staff/student use]
14. Antibiotic ointment/cream (i.e., Polysporin, generic triple antibiotic ointment/cream) [for staff/student use]

Appendix II

(See attached.)

This document has been reviewed and approved.

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| _____ Colleen Bridger, MPH, PhD Orange County Health Department Health Director | _____ Date |
| _____ Donna Coffey, Chair Orange County Schools Board of Education | _____ Date |
| _____ Dr. Del Burns Orange County Schools Interim Superintendent | _____ Date |
| _____ Julie Monaco, MD, MPH Orange County Health Department Medical Director | _____ Date |