

10/2014

KEARNEY PUBLIC SCHOOLS

HEALTH SERVICES

INFECTION CONTROL PLAN

Level I (Normal infectious disease protocol and health services)

Determined by: Normal student/staff absentee rates with no known exposure concerns reported by KPS Health Services designee (see Addendum*)

Requirements:

- 1) Daily routine services and procedures as outlined by American Academy of Pediatrics, National Association of School Nurses and KPS Health Manual.
- 2) Daily observation and monitoring of building populations for symptoms of communicable disease or report of impending communicable disease concern which could move infection control plan to Level II services.
- 3) Routine, scheduled student/staff education/communication regarding infectious disease prevention.

Specific Interventions for numbered requirements:

- 1)
 - Use current staffing assignments. KPS Special Education office maintains current list of School Nurses, their school assignments and schedule.
 - School Nurses will be oriented to and follow "Role and Responsibilities of the School Nurse" by AAP and NASN, the Nebraska Guidelines for School Health and KPS Health Policies and Procedures.
 - NASN Issue Brief "Role of the School Nurse" (2002) Seven Core Roles of the School Nurse are:
 - The school nurse provides direct health care to students and staff.
 - The school nurse provides leadership for the provision of health services.
 - The school nurse provides screening and referral for health conditions.
 - The school nurse promotes a healthy school environment.
 - The school nurse promotes health.
 - The school nurse serves in a leadership role for health policies and programs.
 - The school nurse serves as a liaison between school personnel, family, community, and health care providers.

The school nurse may take responsibility for additional roles to meet needs of the school community. Healthy children are successful learners. The school nurse has a multi-faceted role within the school setting, one that supports the physical, mental, emotional, and social health of students and their success in the learning process.

- 2)
 - School Nurses will work with their building secretaries to communicate when to call School Nurse to report specific illness symptoms/illness absences:
 - Classroom- If 15 percent of a classroom of 25 students (approx. 4 students) is absent due to illness, report this immediately to the school nurse. The nurse will further investigate the exact cause of the illness absences and to look for an infection pattern to the illness absences.
 - School Building- If 10 percent of the entire student body (example: 30 out of building of 300 or 3 out of a building of 30) is absent due to illness, report this immediately to the school nurse. The nurse will further investigate the exact cause of the illness absences and look for an infection pattern to the illness absences.
 - Staff Absences- Any concern for student safety/learning due to increased staff illness absences should be reported to the principal, school nurse and district administration if that increase in staff absences causes supervisory concerns. The nurse will investigate the exact cause of the illness absences and look for an infection pattern to the absences.
 - School Nurse will report specific illness symptoms/absences to KPS Health Services designee (or Supervisor) and identify who will confer with local health department, if necessary.
 - KPS individual schools will comply with normal illness surveillance as outlined by local health department, including school answering machine messages that ask parents to leave main symptom(s) of illness when parents are reporting their child absent due to illness.

- KPS Health Services designee will establish contact with local health department and monitor CDC website to identify when seasonal influenza, pandemic influenza or other infectious disease could become a heightened concern for our school community, discuss these concerns with Health Services Supervisor and work with KPS district administration in any decision to move to Level II services.
- School Nurses will maintain immunization compliance data on all students.
- School Nurses will maintain record of students with pre-existing health conditions that place them at risk for complications of illness.

3)

- School Nurses or health teachers (if covered in health curriculum/FCS), will provide annual student education (classroom presentation, posters, etc.) on disease transmission prevention as well as other relevant/ appropriate infections disease education.
- School Nurses to use monthly school newsletter articles, as warranted, for parent education.
- School Nurses to incorporate disease transmission prevention, as well as other relevant/age appropriate infectious disease education, into school staff inservice (s) or staff e-mails.

Level II (Heightened exposure concern)

Determined by: Infectious disease or other possible exposure concerns reported by KPS Health Services designee

Requirements:

Continue Level I services and procedures plus...

- 1) Heighten daily observation and monitoring.
- 2) Communication of exposure concerns.
- 3) Specific, appropriate student/staff/parent education relevant to exposure concerns.

Specific Interventions for numbered requirements:

1)

- School Nurses and health room staff will increase to daily, the monitoring/surveillance of students and staff for signs/symptoms of illness including temperatures, use of fever reducing medications and reports of family members/close contact illness.
- All schools will comply with local health department changes in illness/absence surveillance.
- Health room staff will use careful data collection, documentation and prompt reporting of illnesses and their symptoms to the School Nurse.
- The Health Service designee will initiate report and discussion of building, district and community health concerns with the Health Services Supervisor, Infection Control Committee (if formed) and local health department and will work with Supervisor/Superintendent to determine the need to move to Level III services or return to Level I services.

2)

- Health Services designee or Health Service Supervisor will use e-mail, automated phone messages, or telephone for communication to all KPS School Nurses (RNs).
- School Nurse is responsible to communicate with any LPN under her supervision, as appropriate, regarding exposure concerns.
- Each School Nurse is responsible to communicate to health room attendants as appropriate, any change(s) to health protocols/procedures.
- The Health Service designee is responsible for general monitoring of health data from building, district, community, and health department to determine when return to previous level of services and will work with Health Service supervisor and other district administration, as necessary, in this decision.

3)

- Health Services designee, Health Services Supervisor and School Nurses with consultation as needed with KPS Medical Advisor will work together to plan best methods to educate/remind students/parents/staff of ways to prevent disease transmission relevant to specific exposure concerns.

Level III (Known exposure(s) with increased absences)

Determined by: Increased student/staff absentee rates or other known exposure concerns reported by KPS Health Services designee

Requirements:

Continue Levels I & II procedures plus...

- 1) Participate in heightened illness surveillance and reporting of information.
- 2) Research to determine best practice in management of specific known communicable disease.
- 3) Work with health department on if/when specific student/staff exclusion is necessary.

Specific Interventions for numbered requirements:

- 1)
 - School secretary will collect and report student/staff absence information each morning to the School Nurse by phone.
 - School Nurse will report significant changes in student/staff attendance to Health Services designee.
 - Health Services designee will report to Health Services Supervisor and Building Support Services Supervisor.
 - Health Services Supervisor will report to District Superintendent in consultation with Health Services designee and health department consultant.
 - Health Services designee will work with supervisor to communicate known exposure concerns to KPS Finance Office for notification of Business Support Services (Transportation, Food Services and Facilities) as appropriate.
- 2)
 - Health Services designee will research and collaborate with local and district administration and recommend specific education needed for dissemination to students/parents/staff regarding specific exposure concerns (and who will provide the education) and will determine when it is necessary to increase to Level IV or return to Level I services is necessary and notify appropriate KPS supervisors and staff.
 - Avenues of education may include classroom presentations, staff inservices, school newsletters, KPS website, automated phone messages, and/or notes home with students.
 - Health Services designee will advise need/procurement/storage and use of personal protective equipment by licensed and unlicensed school staff.
 - School Nurses will be actively involved in carrying out best practices in their schools.
- 3)
 - School Nurses will assist if needed, to identify students for possible school exclusion by state health department due to non-compliance or waiver of immunizations or pre-existing health conditions.

Level IV (One or more KPS schools closed due to exposure/absences)

Determined by: Closure of one or more student attendance centers due to student/staff illnesses or other infection control concerns. The KPS School Superintendent makes the final decision to close any KPS school building.

Requirements:

- 1) Reassignment of RNs to provide services to student attendance centers which remain open.
- 2) Communication to Health Services staff via e-mail, automated phone messages or telephone.
- 3) School Nurse (RN) will remain on duty to coordinate/prepare for reopening of school building.
- 4) Identify further education needed to disseminate to students' families and staff of closed school as well as schools that remain open.
- 5) Identify when to reopen closed school(s) and move infection control plan to Level III.

Specific Interventions for numbered requirements:

- 1)
 - Health Services supervisor will determine necessary staffing changes.
- 2)
 - Supervisor will inform staff of scheduling changes via e-mail, automated phone messages, or telephone.
 - Staff will verify Supervisor has reliable means of communication with them.

- 3)
 - Health Services staff will comply with recommendations/requirements by local or state health department for reopening of schools.
 - Health Services staff will assist in data collection, observation and monitoring of staff/students as they return to school setting.
- 4)
 - Health Services designee and Health Services Supervisor will collaborate on additional education needed and provide to students' families and staff using appropriate means: automated phone messages, notes home, KPS website, social media.
- 5)
 - Health Services designee, Health Services Supervisor and KPS Superintendent will work with Health Dept. and KPS Medical Advisor to identify when infectious disease concerns and illness numbers allow reopening of schools and will communicate the information to staff/student families.

Level V (All KPS schools closed due to exposure/absences)

Determined by: Closure of all student attendance centers due to student/staff illnesses or other infection control concerns. KPS School Superintendent makes final decision to close KPS school buildings.

Requirements:

- 1) Communication to Health Services staff via e-mail, automated phone messages or telephone.
- 2) Identify further education needed for parents and staff of closed schools.
- 3) Identify when to reopen schools and move back to Level IV or Level III
- 4) Coordinate/prepare for re-opening of school buildings.

Specific Interventions for numbered requirements:

- 1)
 - Health Services Supervisor will inform staff of scheduling changes via e-mail, automated phone messages or telephone. Communication to employees shall include, in a timely manner, information regarding wage compensation during closure and planned method for recall to duty.
 - Health Services Supervisor will determine necessary staffing changes.
 - Health Services staff will comply with recommendations/requirements by local or state health department for reopening of schools.
 - Health Services staff will assist in data collection, observation and monitoring of staff/students as they return to school setting.
- 2)
 - Health Services designee and Health Services Supervisor will collaborate on additional education needed to students' families and staff using appropriate means: automated phone messages, KPS website, media announcements, social media.
- 3)
 - Health Services designee, Health Services Supervisor and Superintendent will work with Local and State Health Departments and KPS Medical Advisor to determine when infectious disease concerns and illness numbers allow reopening of schools.
- 4)
 - Health Services Supervisor will collaborate with other district administration, Health Services designee and State and Local Health Departments to determine if health services staff are needed to remain on duty or when to recall them to duty to coordinate/prepare for re-opening of schools buildings
 - Health Services staff will comply with recommendations/requirements by Local or State Health Department for reopening of schools.
 - Health Services staff will assist in data collection, observation and monitoring of staff/students as they return to school setting.

Health Services representative or infection control chairperson will attend the KPS debriefing at end of outbreak.

Addendum

*Health Services Designee will be replaced with Infection Control Committee Chairperson if a KPS Infection Control Committee is formed and active.