



2026–2027 Procedures & Expectations

This year, the Middle/High School Nurse's Office will operate under a new model designed to better meet the health needs of our students while improving the flow of the health office, protecting student confidentiality, and keeping students in class whenever possible.

Last year, the volume of unnecessary foot traffic through the Nurse's Office became difficult to manage. These procedures are intended to ensure that our nurses are available for students who need nursing care and that the health office remains a safe, confidential space for medical needs.

Nursing Team

Cassidy Brewer, RN BSN – Middle/High School Nurse

- Cassidy will serve as the primary School Nurse for both the Middle School and High School.

District Resource Nurse- TBD

- A second nurse will be based primarily in the Middle/High School Nurse's Office and will serve as the District Resource Nurse.
- The District Resource Nurse is a member of the Health Services Team whose role is designed to adapt to the varying needs of the district throughout the school year to provide additional nursing support throughout the district as needs arise.

Ashley Allard, RN BSN- District Nurse Leader/Elementary School Nurse

- Provides leadership and oversight for district-wide health services, supporting school nurses and promoting consistent nursing practices, assists with health policies and procedures, care coordination, and complex student health needs.

Meetings Requiring Nursing Staff

All team meetings requiring nursing participation should be sent to Cassidy.

Cassidy will coordinate nursing coverage and determine which member of the nursing team will attend based on student needs, schedules, and district nursing responsibilities.

Allergies and Conditions

Powerschool is updated with students' allergies and conditions. It will look like a medical alert

SmartPass Required for Health Office Visits

All students requesting to visit the Nurse's Office must have a SmartPass to the Health Office.

- If SmartPass indicates that the student must wait, the student should remain in class until the pass becomes available.
- If the concern is urgent, please call the Nurse's Office rather than sending the student without a pass.
- For injuries or medical needs occurring during lunch or recess, please contact the nurse by walkie-talkie.
- Paper passes will not be accepted. Students arriving without a SmartPass for a non-emergency concern will be asked to return to class and obtain the appropriate pass.

These expectations allow the nurses to safely manage the number of students in the office at one time and prioritize students based on medical need.

Nurse's Office Hours

Office hours will be enforced this school year, with exceptions for:

- Medical emergencies
- Scheduled nursing visits
- Students with established medical needs requiring care at specific times

Students with routine or non-urgent concerns should access the Nurse's Office during designated office hours.

Our goal is not to prevent students from seeing the nurse when they need medical care. Rather, it is to reduce unnecessary time out of class and ensure that the nurses remain available for students who require nursing assessment and treatment.

 High School Nursing Office Hours

 Middle School Nursing Office Hours

Waiting at the Nurse's Office

Students arriving at the Nurse's Office should wait at the door until called in by a nurse.

This is important for:

- Preventing overcrowding
- Allowing nurses to safely complete assessments and treatments
- Maintaining privacy for students already receiving care

Students should not enter the Nurse's Office without being called in unless there is an emergency.

Bathrooms

If a student is signed out through SmartPass to use the bathroom, they must use a designated student bathroom.

The bathroom located within the Nurse's Office will remain locked and will only be used when there is a medical necessity requiring access to that bathroom.

Feminine Hygiene Products

Feminine hygiene products will continue to be available to students. Products will be located in the hallway cart so students can access them without requiring a nursing visit solely for this purpose.

Student Phone Use

The phones located in the Nurse's Office are for nursing/medical communication.

Students should not use the Nurse's Office phones for personal calls. When a parent or guardian needs to be contacted regarding a student's health concern, the nurse will make the call home and communicate directly with the parent/guardian.

Purpose of the Health Office

The Nurse's Office should be utilized for medical and nursing needs.

One of our primary goals this year is to keep students healthy, safe, and in the classroom whenever medically appropriate. Reducing unnecessary visits and foot traffic allows the nursing staff to devote their attention to students who need assessment, treatment, medication administration, scheduled procedures, emergency care, mandated screenings, and administrative paperwork.

These procedures will be consistently enforced throughout the school year so that we can prioritize the health and safety of all students while maintaining a confidential and appropriately functioning health office.

We understand that implementing a new system may take some adjustment, and we appreciate everyone's support and consistency.

If you have questions, concerns, or are unsure whether a student should be sent to the Nurse's Office, please reach out. We are always here to help! Thank you!

Cassidy Brewer, RN BSN Middle/Highschool Nurse

Ashley Allard, RN BSN Elementary Nurse/ District Nurse Leader