

**GLASSBORO PUBLIC SCHOOLS  
SCHOOL NURSING SERVICES PLAN  
FOR QSAC 2019-2020**

**I. Identify nursing needs within each school in district**

**A. Grade levels**

1. Pre-K through 12

**B. General education enrollment (19-20)**

1. **J.H. Rodgers**- 3 years – 35
2. **J.H. Rodgers** – Pre-K and K - -205
3. **D.L. Bullock**- grades 1-3---385
4. **Thomas E. Bowe**- grades 4-6---399
5. **Intermediate School** – grades 7 & 8 - - - 248
6. **High School** – grades 9-12 - - - 524

**C. Number of students with severe medical involvement**

1. Chronic illness, special health needs, procedures, medication  
rated as to severity of need: from # 4 most severe to # 1 least severe.

4. **Nursing Dependent:** i.e. Vent dependent, req. skilled nurse for survival, freq. 1:1
3. **Medically Fragile:** Complex health care needs i.e. severe seizure disorder, unstable or new diabetics, severe asthma, sterile procedures, trach care with frequent suctioning. Life threatening emergencies (Bee Sting or Nut Allergies). Children requiring monitoring and possible care throughout transportation, hence bus driver needs training. Require an Individual Health Care Plan or a 504 Plan.
2. **Medically Complex:** Complex or unstable physical and /or social emotional condition that requires daily treatments and close monitoring. Life threatening events that are unpredictable i.e. Asthma with inhaler or nebulizer at school, immune disorders, ADHD with meds, cancer, meds with major side effects.
1. **Health Concerns:** Physical and/or social-emotional condition that is currently uncomplicated. Occasional monitoring required, sometimes biweekly to annually, i.e. Sensory impairments, dental disease, dietary restrictions, eating disorders, encopresis, BP checks.

a. **Rodgers Pre-K**- 3 years – All 3 year olds

- 4 – 0
- 3 – 1
- 2 – 1
- 1 – 3

b. **J.H. Rodgers** – Pre-K and K - - -

- 4 – 0
- 3 – 7
- 2 – 14
- 1 – 21

- c. **D.L. Bullock** – grades 1-3 ---
  - 4 – 1
  - 3 – 19
  - 2 – 55
  - 1 – 112
- d. **T.E. Bowe** – grades 4-6 ---
  - 4 – 0
  - 3 – 36
  - 2 – 74
  - 1 – 93
- e. **Intermediate School** – grades 7 & 8 ---
  - 4 – 0
  - 3 – 9
  - 2 – 44
  - 1 – 244
- f. **High School** – grades 9-12 ---
  - 4 – 0
  - 3 – 37
  - 2 – 81
  - 1 – 50

**2. Number of Individual Health Care Plans (IHCP) requiring nursing input (19-20)**

- a. **J.H. Rodgers** – 3 yrs. --- 1
- b. **J.H. Rodgers** – Pre-K and K --- 20
- c. **D.L. Bullock** – grades 1-3 --- 18
- d. **T.E. Bowe** – grades 4-6 --- 20
- e. **Intermediate School** – grades 7 & 8 --- 18
- f. **High School** – grades 9-12 --- 37

**3. Number of 504's requiring your input (19-20)**

- a. **J.H. Rodgers** – 3 years. --- 0
- b. **J.H. Rodgers** – Pre-K and K --- 0
- c. **D.L. Bullock** – grades 1-3 --- 1
- d. **T.E. Bowe** – grades 4-6 --- 1
- e. **Intermediate School** – grades 7 & 8 --- 5
- f. **High School** – grades 9-12 --- 5

**D. Number of students enrolled in special education (19-20)**

- a. **J.H. Rodgers** – 3 yrs. --- 6
- b. **J.H. Rodgers** – Pre-K and K --- 24
- c. **D.L. Bullock** – grades 1-3 --- 53/ Speech 33
- d. **T.E. Bowe** – grades 4-6 --- 24
- e. **Intermediate School** – grades 7 & 8 --- 49
- f. **High School** – grades 9-12 --- 109

**1. Number of students requiring your input at CST meetings (18-19)**

- a. **J.H. Rodgers** – 3 yrs. --- 2
- b. **J.H. Rodgers** – Pre-K and K --- 18
- c. **D.L. Bullock** – grades 1-3 --- 50
- d. **T.E. Bowe** – grades 4-6 --- 6
- e. **Intermediate School** – grades 7 & 8 --- 6
- f. **High School** – grades 9-12----22

**2. Number of students requiring your input at student assistance team meetings (18-19)**

- a. **J.H. Rodgers** – 3 yrs. --- 0
- b. **J.H. Rodgers** – Pre-K and K --- 0
- c. **D.L. Bullock** – grades 1-3 --- 8
- d. **T.E. Bowe** – grades 4-6 --- 2
- e. **Intermediate School** – grades 7 & 8 --- 35
- f. **High School** – grades 9-12 --- 58

**E. Number of pre-school students (19-20)**

- a. **J.H. Rodgers**- 3 years --35
- b. **J.H. Rodgers**- 4 years – 81

**F. Additional district programs housed in your building**

- a. **J.H. Rodgers**—3 yrs
- b. **J.H. Rodgers** – Pre-K & K----- none
- c. **D.L. Bullock** – grades 1-3 --- Hollybush Stars/ STEAM
- d. **T.E. Bowe** – grades 4-6 --- none
- e. **Intermediate School** – grades 7 & 8 --- none
- f. **High School** – grades 9-12 ---  
AEHS ---7 students  
Little Bulldogs – Pre School---6-18

**G. Number of students transferring in/out of your building (annually) 9/18-6/19 #'s**

- a. **J.H. Rodgers**- 3 years--- IN 35      OUT 0
- b. **J.H. Rodgers** – Pre-K and K --- IN- 55      OUT 12
- c. **D.L. Bullock** – grades 1-3 --- IN- 87      OUT 66
- d. **T.E. Bowe** – grades 4-6 --- IN 48--- OUT 58
- e. **Intermediate School** – grades 7 & 8 --- IN 26 --- OUT 38
- f. **High School** – grades 9-12 --- IN 54 - OUT 56

**H. Teaching responsibilities**

**1. Student health classes**

- a. **J.H. Rodgers** – Pre-K and K - - -dental  
Yes – Time Required – 10 hrs. annually  
Other topics at request of teacher or administrator
- b. **D.L. Bullock** – grades 1-3 ---  
Physical Fitness Active program to all classes during height & weight screening week  
Other topics at request of teacher or administrator

Classroom lessons on food allergies as needed.

Health Education Lessons- prepared/ provided for Hollybush Stars and STEAM

Individual classroom lessons on healthy habits, hygiene, & dental health as requested

**c. T.E. Bowe** – grades 4-6 - - -

Family Life Education – Time required – 3 weeks – all day

As needed at request of teacher or administrator

Arrange presentations from outside agencies, as appropriate.

**d. Intermediate school** – grades 7 & 8 - - -

Yes, 45+ hours

**e. High School** – grades 9-12 - - -

Guest speaker for health classes on request. Multiple topics as needed including: STI, birth control methods, CPR, Pregnancy.

**2. Staff Training**

**a. J.H. Rodgers** – Pre K 3, Pre K 4 and K

Blood borne Pathogen Training

Food allergy review

Anaphylaxis review

EpiPen training as needed

Asthma Review

Narcan Review

Review of individual health issues with teachers, special area staff, cafeteria personnel, office staff, bus drivers as needed

Diabetes Training as needed

Seizure review

Choking & CPR info.

MERT review & drills

**b. D.L. Bullock** – grades 1-3 - - -

Mandatory Health Topic training- Blood borne Pathogens/ Diabetes/ Asthma/ Seizures/Food Allergies & Anaphylaxis (Staff & Child Study Team).

Mandatory Bloodborne Pathogen Training to Custodial Staff.

Heimlich Maneuver (as needed).

EpiPen training to volunteer staff delegates.

CPR/ AED annual certification training

Stop the Bleed Training for MERT members and SRO

Review of individual health issues with teachers and special area staff, cafeteria personnel, office staff, and bus drivers, as needed.

Individual Student Medical Care Plan review with appropriate teachers/ staff.

Offer of training to transportation personnel on topics of anaphylaxis, diabetes, seizures & asthma as requested.

MERT team review of CPR and training for emergency response. Coordinate drills/ organize district training annually.

**c. T.E. Bowe** – grades 4-6 - - -

Bloodborne Pathogen annual review for custodians.

EpiPen Training for EpiPen designees

Review of individual health issues with teachers and special area staff, cafeteria personnel, office staff, and bus drivers, as needed.

Coordinate CPR training for selected staff  
Coordinate Medical Emergency Response team, including drills.

d. **Intermediate School** – grades 7 & 8 - - -

Blood borne Pathogens/MRSA Training (staff)  
Diabetes In-service  
Food Allergy/Asthma Training  
Workplace Harassment  
Emergency Guidelines  
Review of health issues with teachers & staff.  
Train EpiPen delegates  
MERT drills

e. **High School** – grades 9-12 - - -

Blood borne Pathogens  
EpiPen Training to delegates, athletic trainers, & coaches (annually & as needed)  
Anaphylaxis & Food Allergy – kitchen staff & teachers, twice annually (fall & spring semester)  
Glucagon emergency administration training with delegates, athletic trainer and coaches (annually and as needed)  
Asthma, diabetes, seizures and medical conditions twice yearly (fall and spring semester)  
Review of individual health care plans, medical 504 plans, and medical conditions that require accommodations as needed with teachers & support staff.  
Medical Emergency Response Team planning & training  
CPR classes

I. **Multiple buildings**

1. Distance between schools: Not applicable. There is a nurse in every building.

J. **Other - All Nurses**

1. Providing information for Hepatitis B Injections in conjunction with School Physician for specified school personnel.
2. Coordination of District Employee Flu Vaccine Clinic.
3. Vision and hearing screening (as directed by code)
  - a. **J.H. Rodgers** – 3 yrs. ---PE review & as needed
  - b. **J.H. Rodgers** – Pre-K and K - - - All students
  - c. **D.L. Bullock** – grades 1-3 - - - All Students
  - d. **T.E. Bowe** – grades 4-6 - - - Grades 4 and 6
  - e. **Intermediate School** – grades 7 & 8 - - - Grade 7 & 8
  - f. **High School** – grades 9-12 - - - Grade 10 (vision) & 11 (hearing)
4. Scoliosis Screening (as directed by code)
  - a. **J.H. Rodgers** –3 yrs. --- No Screening
  - b. **J.H. Rodgers** – Pre-K and K - - - No Screening
  - c. **D.L. Bullock** – grades 1-3 - - - No Screening
  - d. **T.E. Bowe** – grades 4-6 - - - Grades 4 and 6
  - e. **Intermediate School** - Grades 7 & 8 - - - Grade 8
  - f. **High School** – grades 9-12 - - - Grades 10 & 11
5. Make appropriate referrals and follow-up & provide community resource information.
6. Blood pressure, Height and Weight, graphing/referrals --- All Students, All Grades

7. Notification of need for Physical Examination, TB testing, and Immunizations (as directed by code)
8. Updating Codes and Procedures.
9. Submitting State and County reports re: TB Testing and Immunization.
10. Maintain health records. (e.g. A-45, health folders)
11. Developing Health Issues List and communicating info to appropriate staff.
12. Communicating with parents re: health issues.
13. Complete Workman's Comp. Forms and Student accident forms
14. Administer medications and treatments to students.
15. Maintenance and review of immunizations (esp. out of country transfers).
16. Surveillance of communicable diseases such as flu, strep, MRSA, Hand/Foot/Mouth, and enterovirus.
17. Ongoing communication with parents related to current communicable diseases, i.e. influenza, norovirus, varicella, head lice, hand foot and mouth disease, etc.
18. Maintaining electronic health records. Increasing knowledge and use of power school applications.
19. Developing/ updating medical care plans and/or medical 504 plans for individual students with significant health issues.
20. Mentoring nursing students from higher education schools upon request.
21. Implementation of new vaccine requirements from the State as needed.
22. Daily care of ill/ injured students & staff.
23. Coordinate Medical Homebound Referrals.
24. Participate in Annual Immunization Audit with County Health Department Officials.
25. Student screenings for Child Study Team Evaluations.
26. Participate in Child Study Team and Intervention & Referral Services Team as needed.
27. Identify uninsured families & offer information on obtaining insurance through New Jersey Family Care.
28. Participate in 504 meetings & develop accommodation plans as needed
29. Update emergency telephone numbers & demographics into Power School.
30. Monitor nutritional & food ingredient information re: food allergies, with new menu options in cafeteria. Sometimes nurse involvement here is required on a daily basis.
31. Coordinate Medical Emergency Response Team.
32. Ensure proper functioning of AED through monthly checks.
33. Annual education review for CPR/AED delegates.
34. School Nurse Training on Opioid Antidote Administration.
35. Review all sport physicals and medical update forms for completion, for accurate medical information and for clearances. Ensure all sport physicals are reviewed by School Physician. GHS & IS nurses.
36. In-depth review of field trip policies and made recommendations for how to handle increased number of field trips when a school nurse or sub school nurse is not available. Ongoing communication to teacher: to advise of field trips promptly in attempt to acquire nurse coverage.

**J. Other non-nursing tasks**

**1. Attendance responsibilities**

**a. J.H. Rodgers—Pre-K 3, Pre- K 4, and K**

Attendance calls as needed & take incoming absence calls.

Recording for excused absence notes & lateness.

Monitor for excess absence/ illness.

Generate letters to parents regarding above (as needed).

Time involved 4-6 hours per month

- b. **D.L. Bullock** – grades 1-3 - - -  
Track absences related to chronic health problems as needed.  
Monitor for increased absences & reasons for absences in classrooms where a student suffers from an immune deficiency related to a medical diagnosis.  
Record keeping for absences with documented physician note or nurse excuse.  
Contact parent related to absences as needed.
- c. **T.E. Bowe** – grades 4-6 - - -  
Monitor attendance daily for excessive absenteeism. Contact parents as needed.  
Record keeping for absences with documented physician note.
- d. **Intermediate school** – grades 7 & 8 - - -  
Make some attendance calls – Time required daily – 15 to 20 minutes  
Lunch Duty-twice per week- 60 minutes  
Morning Duty- 13-18 minutes daily  
Bathroom supervision in nurse's office all day when hall bathrooms are locked
- e. **High School** – grades 9-12 - - -  
Take in-coming attendance phone calls, average of 145 calls per month, time needed 30-60 minutes daily.  
Make outgoing calls as needed: 10-20 min daily.

2. **Free and reduced lunch program**

- a. **J.H. Rodgers** – Pre-K 3, 4, and K - - No      Collect any lunch forms  
b. **D.L. Bullock** – grades 1-3 - - - No      & forward to Board Office
- c. **T.E. Bowe** – grades 4-6 - - - No
- d. **Intermediate School** – grades 7 & 8 - - - No
- e. **High School** – grades 9-12 - - -N/A

3. **Additional committees and district responsibilities**

- a. **J.H. Rodgers** – Pre-K 3, Pre-K 4, and K - - -  
Review of Computer Kindergarten and Pre-Kindergarten registration for general and walk-in Registrations, files, forms, parent calls for medical issues.  
Immunization Monitoring and enforcement – Involves numerous letters, phone communications, and NJIIS computer checks. Much work done over summer and throughout the year.  
Medical Emergency Response team  
District nurse committee  
Assist with counseling and behavioral issues (as needed).  
I&RS/ CST as needed  
Faculty meetings  
CPR recertification every 2 yrs.  
Seminars & conferences for annual CEU requirement.  
Medical Homebound instruction applications as needed.  
Medication forms & administration
- b. **D.L. Bullock** – grades 1-3 - - -  
District Nurse Committee (Facilitator).  
Coordination of District Flu Vaccination for staff.

Coordinate/ Facilitate for AED/ CPR Training with new provider.  
Coordinated & hosted AED/ CPR Training  
Crisis Team (member).  
Health Curriculum Committee (Bullock).  
School Wellness Committee- member  
Participant in CAST as needed.  
CPR Re-certification every 2 years.  
Assist with behavioral issues as needed.  
On-going communication with school physician. Annual review and approval of medical protocols from school physician. Updated & re-developed Medical Standing Orders & had them approved by School Physician & Board of Education  
Team Leader- Medical Emergency Response Team (MERT).  
Ongoing work with development of Danielson Rubric  
Drafted Opioid Antidote Standing Order for approval by school physician, now part of Medical Standing Orders.  
Outreach for "Stop the Bleed" training for district nurses and Bullock MERT

**c. T.E. Bowe – grades 4-6 - - -**

Assist with counseling & behavioral issues as needed  
CST & I&RS consultant  
CPR recertification every 2 years  
Medical Emergency Response Team  
Collect district nurse information for Nursing Services Plan & take to school physician's office for approval. Submit final copy to Board Office.  
Coordinate Wellness Committee for students & staff.  
Coordinate medical aspect of 6<sup>th</sup> grade camping trip

**d. Intermediate School – grades 7 & 8 - - -**

Emergency Planning Committee  
United Way building rep  
District Crisis Team  
CPR Re-certification every 2 years  
I&RS Team  
Bullying Committee  
Faculty Meetings Monthly  
Mentor Program  
Assist with counseling and behavioral issues, as needed  
Treat and screen employee illness/injury complaints  
Mandatory Building Services  
Key Communicator Committee

**e. High School – grades 9-12 - - -**

Blood Drive (2 per year)  
District Crisis Team  
Threat assessment/ suicide team member  
CPR Re-certification every 2 years  
Departmental meeting monthly – Health and PE  
Nurse District meetings  
Faculty Meetings Monthly



I&RS meetings monthly & maintain assigned case load  
Medical Homebound Instruction Applications, Part A & B  
Assist with counseling, behavioral, and medical issues, as needed.  
Friends of Rachel Club member  
HIB Committee member  
Review & record all Sport Physicals on A-45  
Transport sport physicals to School Physician for review and clearance as needed  
Immunization monitoring and enforcement for the Little Bulldog Daycare program.  
Suspected Under the Influence Assessments and coordination of medical follow-up.  
Crisis team member

**5. Nursing Staff serving Glassboro Public School District**

**Glassboro Public Schools provide one Certified School Nurse per building (the Genesis Program shares a nurse with J.H.Rodgers School).**

**These nurses provide all the above noted services without assistance.**

**Non-public schools in the district are provided services through Gloucester County Special Services.**

**K. Request for additional assistance in nursing services**

**The Coordinator of District School Nurses shall present the above overview of responsibilities (NSP) and the following request for services and/or equipment to the Chief School Physician for review and approval. The plan and recommendations will then be announced at a Board of Education meeting prior to October 16<sup>th</sup> at which time the Nursing Services Plan/QSAC will be open to public discussion. The Plan and results will then be presented to the County Superintendent of Schools.**

**The Glassboro Certified School Nurses request assistance from Unlicensed Assistive Personnel (UAP) for 2-5 hours per week in the month of September to assist with:**

1. Collection and verification of Student Emergency Cards and Medical Alert information for each student.
2. Update of Medical Alert List for present year  
Send out requests for additional information regarding food allergies, bee sting allergies, medication needs, etc.  
Entering medical alerts in PowerSchool.  
Provide information for teachers & Transportation Dept.
3. Collection and filing of information for new entrants & preparation of records for transferred students.
4. Attendance Calls, as needed
5. Shredding confidential information.
6. Collection of Free/Reduced lunch forms.
7. Inventory & unpacking of Health Office Supplies.
8. Determination of uninsured students.
9. Updating emergency medical information in Power School.

**After September assistance is requested for 1 hour per week to assist with:**

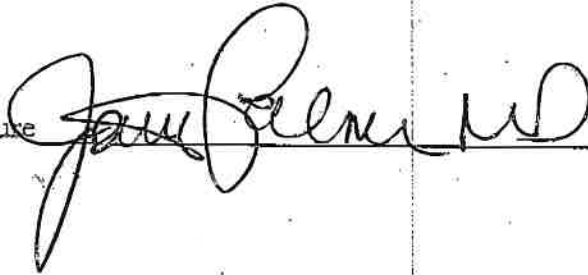
1. Attendance Calls / paperwork
2. Clerical Assistance for filing, data entry, shredding and ensuring that health forms and Immunization records are completed.



I have read and Agree/Disagree with proposed needs of The Certified School Nurses in the Glassboro School District.

Alternate/Additional Recommendations

School Physician's Signature

A handwritten signature in black ink, appearing to read "J. Blum MD", written over a horizontal line.

Date 10/7/19

