

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Chief Academic Officer

Date: October 19, 2022

Re: Action Memo
October 19, 2022 Board Meeting

Recommend the Board approve the School Nursing Services Plan for QSAC for the 2022-2023 school year.

**GLASSBORO PUBLIC SCHOOLS
SCHOOL NURSING SERVICES PLAN
FOR QSAC 2022-2023**

I. Identify nursing needs within each school in district

A. Grade levels

1. Pre-K through 12

B. General education enrollment (21-22)

1. **Pre-K-** Pre-K 3yr-37 / Pre-K 4yr-65
2. **J.H. Rodgers** – K - -160
3. **D.L. Bullock-** grades 1-5---650
4. **Thomas E. Bowe-** grades 6-8---410
5. **High School** – grades 9-12 - - -523

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

4 – 0

3 – 10

2 – 10

1 – 14

b. **D.L. Bullock** – grades 1-5 - - -

4 – 0

3 – 28

2 – 113

1 – 158

c. **T.E. Bowe** – grades 6-8 - - -

4 – 0

3 – 17

2 – 22

1 – 76

- d. **High School** – grades 9-12 - - -
- 4 – 0
- 3 – 8
- 2 – 73
- 1 – 126

2. **Number of Individual Health Care Plans (IHCP) requiring nursing input (22-23)**

- a. **J.H. Rodgers** – Pre-K and K - - - 9
- b. **D.L. Bullock** – grades 1-5 - - -29
- c. **T.E. Bowe** – grades 6-8 - - - 27
- d. **High School** – grades 9-12 - - - 25

3. **Number of 504's requiring your input (22-23)**

- a. **J.H. Rodgers** – Pre-K and K - - - 0
- b. **D.L. Bullock** – grades 1-5 - - - 3
- c. **T.E. Bowe** – grades 6-8 - - -2
- d. **High School** – grades 9-12 - - - 14

D. **Number of students enrolled in special education (22-23)**

- a. **J.H. Rodgers** – Pre-K and K - - - 28
- b. **D.L. Bullock** – grades 1-5 - - - 133
- c. **T.E. Bowe** – grades 6-8 - - - 24
- d. **High School** – grades 9-12 - - - 113

1. **Number of students requiring your input at CST meetings (21-22)**

- a. **J.H. Rodgers** – Pre-K and K - - -0
- b. **D.L. Bullock** – grades 1-5 - - - 10
- c. **T.E. Bowe** – grades 6-8 - - - 17
- d. **High School** – grades 9-12----- 8

2. **Number of students requiring your input at student assistance team meetings (21-22)**

- a. **J.H. Rodgers** – Pre-K and K - - -0
- b. **D.L. Bullock** – grades 1-5 - - - 3
- c. **T.E. Bowe** – grades 6-8 - - - 3
- d. **High School** – grades 9-12 - - - 10

E. **Number of pre-school students (22-23)**

- a. **PreK-** 3 yr. -37
- b. **J.H. Rodgers-** 4 yr.- 65
- c. **Little Bulldogs Preschool** (Oct.-May) ---

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

- a. **J.H. Rodgers**—Pre-K, K, & Rascals
- b. **D.L. Bullock** – grades 1-5 - - - GAPA
- c. **T.E. Bowe** – grades 6-8 - - - Jurassic Program
- d. **High School** – grades 9-12 - - -
- AEHS --- 15 students
- Little Bulldogs – 10 Pre-School

G. **Number of students transferring in/out of your building (annually) 9/21-6/22 #'s**

- a. **J.H. Rodgers** – Pre-K and K - - - IN- 8 OUT - 8
- b. **D.L. Bullock** – grades 1-5 - - - IN- 80 OUT- 67
- c. **T.E. Bowe** – grades 6-8 - - -IN -65 OUT- 51
- d. **High School** – grades 9-12 - - - IN- 85 - OUT- 96

H. **Teaching responsibilities**

1. **Student health classes**

- a. **J.H. Rodgers** – Pre-K and K - - -dental
- Yes – Annual dental lesson in Feb.
- Other topics at request of teacher or administrator

- b. **D.L. Bullock** – grades 1-5 - - -
Topics at request of teacher or administrator
Classroom lessons on food allergies as needed.
Health, handwashing, and hygiene education for students.
- c. **T.E. Bowe** – grades 6-8 - - -
As needed at request of teacher or administrator. Arrange presentations from outside agencies, as appropriate.
- d. **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
COVID-19 multi-faceted training- various topics- ONGOING
Food allergy review
Anaphylaxis
EpiPen training as needed
Asthma 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
Flu & COVID vaccination information to staff
- b. **D.L. Bullock** – grades 1-5 - - -
Mandatory Health Topic training- Blood borne Pathogens/ Diabetes/ Asthma/ Seizures/Food Allergies & Anaphylaxis (Staff & Child Study Team).
COVID-19 multi-faceted training- various topics- ONGOING
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 (when available)
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 6-8 - - -
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. **High School** – grades 9-12 - - -
Bloodborne Pathogens
EpiPen Training to delegates, athletic trainers, & coaches (annually & as needed)

Anaphylaxis & Food Allergy – kitchen staff & teachers
 Glucagon emergency administration training with delegates, athletic trainer and coaches (annually and as needed)
 Asthma, diabetes, seizures, and medical conditions
 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
 Instructor for CPR classes
 Coordination of Narcan administration training and planning

I. **Multiple buildings**

Distance between schools: Not applicable.

J. **Other - All Nurses**

1. Providing information for Hepatitis B Injections in conjunction with School Physician for specified school personnel.
2. Educate staff on importance/ benefits of flu vaccine.
3. Vision and hearing screening (as directed by code)
 - a. **J.H. Rodgers** – Pre-K and K - - - All students
 - b. **D.L. Bullock** – grades 1-5 - - - All Students
 - c. **T.E. Bowe** – grades 6-8 - - - Grades 6 and 8 (vision) Grade 7 (Hearing)
 - d. **High School** – grades 9-12 -- Grade 10 (vision) & 11 (hearing)
4. Scoliosis Screening (as directed by code)
 - a. **J.H. Rodgers** – Pre-K and K - - - No Screening
 - b. **D.L. Bullock** – grades 1-5 - - - Grade 4
 - c. **T.E. Bowe** – grades 6-8 - - - Grades 6 and 8
 - d. **High School** – grades 9-12 - - - Grades 10 & 12
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. Review of Protocols and Directives related to handling COVID-19 cases & communicable diseases.
10. Ongoing collaboration with GCHD re: COVID-19 cases
11. Ongoing tracking of COVID-Positive cases.
12. Submitting State and County reports re: TB Testing, Immunization, and CDRSS.
13. Maintain health records. (i.e., A-45, health folders)
14. Developing Health Issues List and communicating info to appropriate staff.
15. Communicating with parents re: health issues.
16. Complete Workman's Comp. Forms and Student accident forms
17. Administer medications and treatments to students.
18. Maintenance and review of immunizations (esp. out of country transfers).
19. Surveillance of communicable diseases such as flu, strep, MRSA, Hand/Foot/Mouth, enterovirus, & COVID-19.
20. Ongoing communication with parents related to current communicable diseases, i.e., influenza, norovirus, varicella, head lice, hand foot and mouth disease, etc.
21. Maintaining electronic health records. Increasing knowledge and use of power school applications.
22. Developing/ updating medical care plans and/or medical 504 plans for individual students with significant health issues.
23. Mentoring nursing students from higher education schools upon request.
24. Implementation of new vaccine requirements from the State as needed.
25. Daily care of ill/ injured students & staff.

26. Coordinate Medical Homebound Referrals.
27. Participate in Annual Immunization Audit with County Health Department Officials.
28. Student screenings for Child Study Team Evaluations.
29. Participate in Child Study Team and Intervention & Referral Services Team as needed.
30. Participate in 504 meetings & develop accommodation plans as needed
31. Update emergency telephone numbers & demographics into Power School.
32. Monitor nutritional & food ingredient information re: food allergies, with new menu options in cafeteria.
33. Coordinate Medical Emergency Response Team.
34. Ensure proper functioning of AED through monthly checks.
35. Annual education review for CPR/AED delegates.
36. School Nurse Training/ Review on Opioid Antidote Administration.
37. Updated Opioid Antidote Standing Order for approval by School Physician, now part of Medical Standing Orders.
38. 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.
39. 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 teachers to advise of field trips promptly in attempt to acquire nurse coverage.
40. COVID-19 surveillance, tracking, documenting, communicating, follow-up, & collaboration with state and county.

J. Other non-nursing tasks

1. Attendance responsibilities

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

Incoming calls to attendance and nurse lines. Return calls as needed. Denote “parent confirmed” or “excused” for secretary.

Monitor for excess absence/ illness.

Generate letters to parents regarding above (as needed).

Time involved 8.5-9 hours per week

b. **D.L. Bullock** – grades 1-5 - - -

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.

Follow up on absences reported related to COVID- compatible symptoms.

c. **T.E. Bowe** – grades 6-8 - - -

Monitor attendance for excessive absenteeism. Contact parents as needed.

Record keeping for absences with documented physician note.

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

Take in-coming attendance phone calls, average of 147 calls per month, time needed 30-60 minutes daily.

Make outgoing calls as needed: 20 min daily.

2. Free and reduced lunch program

a. **J.H. Rodgers** – Pre-K 3, 4, and K - - No

b. **D.L. Bullock** – grades 1-5 - - - No

c. **T.E. Bowe** – grades 6-8 - - - No

d. **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 - - -

Preparing for and conducting Kindergarten and Pre-Kindergarten registration for general and walk-in Registrations.
Immunization Monitoring and enforcement – Involves numerous letters, phone communications, and NJIS 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 1-5 - - -

District Nurse Committee (Facilitator).
Education re: Flu vaccination for staff.
COVID-19 related activities, protocol development, training, collaboration
Coordinate/ Facilitate for AED/ CPR Training.
Coordinated & hosted AED/ CPR Training
Bullock School Leadership Team
Bullock Attendance Committee
Crisis Team (member).
Participant in I & RS 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
Multiple collaboration sessions with School Physician re: COVID-19 management
Team Leader- Medical Emergency Response Team (MERT).
Ongoing work with development of Danielson Rubric
Outreach for “Stop the Bleed” training for district nurses and Bullock MERT

c. **T.E. Bowe** – grades 6-8 - - -

Assist with counseling & behavioral issues as needed
CST & I&RS consultant
CPR recertification every 2 years
Medical Emergency Response Team Coordinator
Bowe Attendance Committee member
Collect district nurse information for Nursing Services Plan & submit to school physician’s office for approval. Submit final copy to Board Office.
Collect district nurse information & submit Annual Tuberculosis & Immunization Reports to state & county.
Process and transport middle school sports physicals to school physician for medical clearance.

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

Development of Medical Annual District in-service presentation opening day
Blood Drive (2 per year)
District Crisis Team

Threat assessment/ suicide team member w/SAC
 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
 Assist with counseling, behavioral, and medical issues, as needed.
 Friends of Rachel Club member
 IIIB Committee member
 Review & record all Sport Physicals on A-45
 Process all sports physicals, transport sports physicals to School Physician for review and clearance as needed for fall, winter, and spring sports.
 Immunization monitoring and enforcement for Little Bulldog Daycare program.
 Suspected Under the Influence Assessments and coordination of medical follow-up.

5. Nursing Staff serving Glassboro Public School District

Glassboro Public Schools provide one Certified School Nurse per building

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 Board Meeting 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.

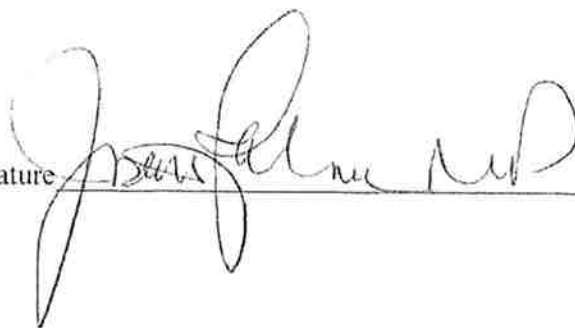
The Glassboro Certified School Nurses request assistance from Unlicensed Assistive Personnel (UAP) for 2-3 hours per week to assist with:

1. Collection and verification of Student Emergency Cards and Medical Alert information for students.
2. Update of Medical Alert Lists 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. Shredding confidential information.
5. Inventory & unpacking of Health Office Supplies.
6. Updating emergency medical information in Power School.
7. Attendance calls/ paperwork/ possible contact tracing
8. Clerical Assistance for filing, data entry, shredding and health record completion.

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 be "John A. ...", written over a horizontal line.

Date 10/10/22