

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Chief Academic Officer

Date: October 12, 2023

Re: Action Memo
October 18, 2023 Board Meeting

Recommend the Board approve the School Nursing Services Plan for QSAC for the 2023-2024 school year.

**GLASSBORO PUBLIC SCHOOLS
SCHOOL NURSING SERVICES PLAN
FOR QSAC 2023-2024**

I. Identify nursing needs within each school in district

A. Grade levels

1. Pre-K through 12

B. General education enrollment (23-24)

1. **Pre-K**- Pre-K 3yr-40/ Pre-K 4yr-84
2. **J.H. Rodgers** – K - -100,
3. **D.L. Bullock**- grades 1-5---718
4. **Thomas E. Bowe**- grades 6-8---348
5. **High School** – grades 9-12 - - -545

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 – 15
2 – 14
1 – 24
 - b. **D.L. Bullock** – grades 1-5 - - -
4 – 0
3 – 26
2 – 123
1 – 135
 - c. **T.E. Bowe** – grades 6-8 - - -
4 – 0
3 – 17
2 – 23
1 – 73

- d. **High School** – grades 9-12 - - -
 - 4 – 0
 - 3 – 14
 - 2 – 51
 - 1 – 105

2. Number of Individual Health Care Plans (IHCP) requiring nursing input (23-24)

- a. **J.H. Rodgers** – Pre-K and K - - - 12
- b. **D.L. Bullock** – grades 1-5 - - -26
- c. **T.E. Bowe** – grades 6-8 - - - 30
- d. **High School** – grades 9-12 - - - 25

3. Number of 504's requiring your input (23-24)

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

D. Number of students enrolled in special education (23-24)

- a. **J.H. Rodgers** – Pre-K and K - - - 29
- b. **D.L. Bullock** – grades 1-5 - - - 125
- c. **T.E. Bowe** – grades 6-8 - - - 59
- d. **High School** – grades 9-12 - - - 103

1. Number of students requiring your input at CST meetings (22-23)

- a. **J.H. Rodgers** – Pre-K and K - - -2
- b. **D.L. Bullock** – grades 1-5 - - - 10
- c. **T.E. Bowe** – grades 6-8 - - -10
- d. **High School** – grades 9-12----- 8

2. Number of students requiring your input at student assistance team meetings (22-23)

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

E. Number of preschool students (23-24)

- 1. **PreK- 3 yr.** -40
- 2. **J.H. Rodgers- 4 yr.**- 84
- 3. **Little Bulldogs Preschool (Oct.-May)** ---10-15

F. Additional district programs housed in your building

- a. **J.H. Rodgers**—Pre-K, K, & Rascals
- b. **D.L. Bullock** – grades 1-5 - - - Jurassic Program
- c. **T.E. Bowe** – grades 6-8 - - - Jurassic Program
- d. **High School** – grades 9-12 - - -
 - AEHS --- 20 students
 - Little Bulldogs – 10 to 15 Pre-School (starts 10/25/23)
 - 18 to 21 yr old program: 3

G. Number of students transferring in/out of your building (annually) 9/22-6/23 #'s

- a. **J.H. Rodgers** – Pre-K and K - - - IN- 25 OUT - 22
- b. **D.L. Bullock** – grades 1-5 - - - IN- 110 OUT-43
- c. **T.E. Bowe** – grades 6-8 - - -IN -59 OUT-70
- d. **High School** – grades 9-12 - - - IN- 87 - OUT- 66

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/wellness fairs 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, Annual Mandatory Health 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., CPR Certification
 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.
 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 & review of EpiPen, Narcan, & tourniquet procedures.

- 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 required for medical response team
 - Opioid overdose and Narcan administration training

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 the importance/benefits of the 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 - - - Grade 1-4 (vision) GRAde 1-3 (Hearing)
 - c. **T.E. Bowe** – grades 6-8 - - - Grades 6 and 8
 - 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 per 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/other communicable diseases
11. Ongoing tracking of COVID-Positive cases, flu, respiratory, GI illness
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, hand foot and mouth disease, flu, GI virus, etc.
21. Maintaining electronic health records.
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 PowerSchool.
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. Ongoing communication to teachers to advise of field trips promptly in an attempt to acquire nurse coverage.
40. COVID-19 documentation & collaboration with state and county for up-to-date guidelines.

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, Attendance Team - monthly meetings

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 parents 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 notes.

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 NJIIS computer checks. Much work throughout the year, intense at start of year..

Coordinator 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., CPR teaching staff

Seminars & conferences for annual CEU requirements.

Medical Homebound instruction applications as needed.

Medication forms & administration, Behavioral Threat Assessment Team

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 Recertification every 2 years.

Assist with behavioral issues as needed.

On-going communication with school physician. Annual review and approval of medical protocols from the school physician. Updated & re-developed Medical

Standing Orders & had them approved by School Physician & Board of Education

Multiple collaboration sessions with School Physician re: annual medical standing orders

Team Leader- Medical Emergency Response Team (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

Bowe Behavioral Threat Assessment team member

Collect district nurse information for Nursing Services Plan & submit to the 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 Recertification every 2 years
 Departmental meeting as needed – Health and PE
 Nurse District meetings
 Faculty Meetings
 I&RS meetings
 Medical Homebound Instruction Applications
 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
 Process all sports physicals, transport sports physicals to School Physician for review and clearance as needed for fall, winter, and spring sports. **For 22-23 processed 268 sport physicals and 243 updated questionnaires**
 Immunization monitoring and enforcement for Little Bulldog Daycare program.
 Suspected Under the Influence Assessments and coordination of medical follow-up.
 Scanning and uploading all graduating student health files into cloud storage

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.

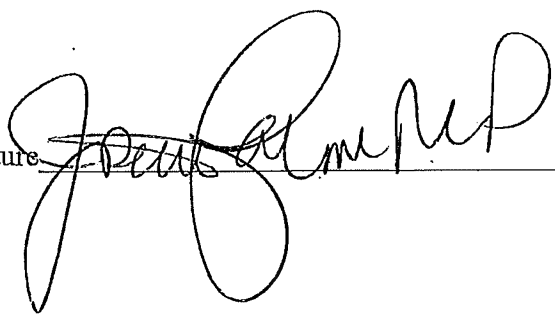
The Glassboro Certified School Nurses request assistance from Unlicensed Assistive Personnel (UAP) for 2-3 hours per week to assist with:

1. Collection and verification of Student Emergency Cards and Medical Alert information.
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.
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 Campbell", written over a horizontal line.

Date 10/11/23