

GLASSBORO PUBLIC SCHOOL DISTRICT
SCHOOL NURSING SERVICES PLAN
QSAC 2024-2025

Goal: District wide assessment of current nursing needs
Grade Levels Serviced: Pre-K 3 through 12

A. Grade Level General Enrollment (24-25)

- a. J.H. Rodgers Pre-K 3yr: 49
- b. J.H. Rodgers Pre-K 4yr: 76
- c. J.H. Rodgers K: 143
- d. D.L. Bullock- grades 1-5: 709
- e. Thomas E. Bowe- grades 6-8: 407
- f. High School – grades 9-12: 555

B. Students Enrollment in Special Education (24-25)

- a. J.H. Rodgers – Pre-K 3/4/K: 40
- b. D.L. Bullock – grades 1-5: 99
- c. T.E. Bowe – grades 6-8: 60
- d. High School – grades 9-12: 109

C. Number of students in additional district programs

- a. J.H. Rodgers - Rascals
- b. D.L. Bullock – grades 1-5: Jurassic Program (not district sponsored program)
- c. T.E. Bowe – grades 6-8: Jurassic Program (not district sponsored program)
- d. High School – grades 9-12:
 - i. AEHS --- 13 students
 - ii. Little Bulldogs – 10 to 15 Pre-School (Oct 2024-June 2025)
 - iii. 18 to 21 yr old program: 3

D. Number of students transferring in/out of your building (annually for 23-24)

- a. J.H. Rodgers – Pre-K and K - - - IN- 136 OUT - 22
- b. D.L. Bullock – grades 1-5 - - - IN- 105 OUT-62
- c. T.E. Bowe – grades 6-8 - - -IN -59 OUT-70
- d. High School – grades 9-12 - - - IN- 82 - OUT- 49

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

- a. J.H. Rodgers – Pre-K 3- K: 14
- b. D.L. Bullock – grades 1-5: 29
- c. T.E. Bowe – grades 6-8: 30
- d. High School – grades 9-12: 16

F. Number of students requiring your input for 504 plans (23-24)

- a. J.H. Rodgers – Pre-K 3- K: 1
- b. D.L. Bullock – grades 1-5: 13
- c. T.E. Bowe – grades 6-8: 1
- d. High School – grades 9-12: 7

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- G. **Number of students requiring your input at CST meetings** (23-24)
- a. J.H. Rodgers – Pre-K 3 - K: 1
 - b. D.L. Bullock – grades 1-5: 28
 - c. T.E. Bowe – grades 6-8: 10
 - d. High School – grades 9-12: 10
- H. **Number of students requiring your input at student assistance meetings** (23-24)
- a. J.H. Rodgers – Pre-K 3- K:
 - b. D.L. Bullock – grades 1-5: 1
 - c. T.E. Bowe – grades 6-8: 2
 - d. High School – grades 9-12: 4
- I. **Number of students with severe medical involvement.** Chronic illness, special health needs, procedures, medications are rated as to severity of need from # 4 most severe to # 1 least severe.
- a. **Level 4 Nursing Dependent:** i.e., Vent dependent, req. skilled nurse for survival, freq. 1:1
 - b. **Level 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 (bus driver needs training); Any Student that requires an Individual Health Care Plan or a 504 Plan.
 - c. **Level 2 Medically Complex:** Complex or unstable physical, social, or emotional condition that requires daily treatments and close monitoring; life threatening events that are unpredictable i.e., Asthma with inhaler/nebulizer at school, immune disorders, ADHD with meds, cancer, meds with major side effects
 - d. **Level 1 Health Concerns:** Physical, social or 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.
 - i. **J.H. Rodgers – Pre-K 3 through K:**
 - 1. Level 4: 0
 - 2. Level 3: 4
 - 3. Level 2: 10
 - 4. Level 1:
 - ii. **D.L. Bullock – grades 1-5**
 - 1. Level 4:
 - 2. Level 3: 23
 - 3. Level 2: 55
 - 4. Level 1: 207

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- iii. **T.E. Bowe – grades 6-8**
 - 1. Level 4: 0
 - 2. Level 3: 17
 - 3. Level 2: 23
 - 4. Level 1:73

- iv. **High School – grades 9-12:**
 - 1. Level 4: 0
 - 2. Level 3: 23
 - 3. Level 2: 16
 - 4. Level 1: 145

J. Health Care Screenings:

a. Dental

- i. J.H. Rodgers: all preK 3 and preK 4
- ii. D.L. Bullock: N/A
- iii. T.E. Bowe: N/A
- iv. High School: N/A

b. Vision and hearing screening (as directed by code)

- i. J.H. Rodgers: All students PK-K
- ii. D.L. Bullock: Grade 1-4 vision; Grade 1-3 hearing.
- iii. T.E. Bowe: Grades 6 and 8 vision and hearing
- iv. High School: Grade 10 vision-142 students; Grade 11 hearing-136 students.

c. Scoliosis Screening (as directed by code)

- i. J.H. Rodgers: Pre-K and K - - - No Screening
- ii. D.L. Bullock: Grade 4
- iii. T.E. Bowe: Grades 6 and 8
- iv. High School: Grades 10 & 12-total of 266 students

d. Blood pressure all students at all grade levels

e. Height and Weight: All students at all grade levels

- i. recording on A45, graphing growth, and referring for further assessment if falling outside norms

K. Teaching responsibilities:

a. Student

- i. J.H. Rodgers – Pre-K and K:
 - 1. Annual dental lesson in Feb.
 - 2. Other topics at request of teacher or administrator

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- ii. **D.L. Bullock:**
 - 1. Topics at request of teacher or administrator
 - 2. Classroom lessons on food allergies as needed.
 - 3. Grade 5- one lesson on personal growth and development and changes in adolescence.
 - 4. Individual staff diabetes training as needed

- iii. **T.E. Bowe:**
 - 1. As needed at the request of teachers or administration.
 - 2. Arrange presentations/wellness fairs from outside agencies, as appropriate.

- iv. **High School:**
 - 1. Guest speaker for health classes on request covering multiple topics as needed including: STI, birth control methods, CPR, Pregnancy.

- b. **Staff**
 - i. **J.H. Rodgers:**
 - 1. Blood borne Pathogen Training
 - 2. Annual Mandatory Health Training
 - 3. COVID-19 multi-faceted training- various topics- ONGOING
 - 4. Food allergy review :Anaphylaxis, EpiPen training as needed
 - 5. Asthma Review
 - 6. Review of individual health issues with teachers, special area staff, cafeteria personnel, office staff, bus drivers as needed
 - 7. Diabetes Training as needed
 - 8. Seizure review
 - 9. Instructor of CPR/AED Certification
 - 10. MERT education and review
 - 11. Choking & CPR info.
 - 12. Flu & COVID vaccination information to staff

 - ii. **D.L. Bullock:**
 - 1. Mandatory Health Topic training- Blood borne Pathogens/ Diabetes/ Asthma/ Seizures/Food Allergies & Anaphylaxis (District Staff).
 - 2. Respiratory Illness including COVID-19- multi-faceted training- various topics- ONGOING
 - 3. EpiPen training to volunteer staff delegates.
 - 4. Glucagon training to volunteer staff delegates
 - 5. CPR/ AED annual certification training (coordinate)

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6. Review of individual health issues with teachers and special area staff, cafeteria personnel, office staff, and bus drivers, as needed.
7. Food allergy review and information with cafeteria and lunch room staff.
8. Review of individual health care plans, medical 504 plans, and medical conditions that require accommodations as needed with teachers & support staff.
9. Coordinate drills/ organize district training annually.

iii. T.E. Bowe:

1. Bloodborne Pathogen annual review.
2. EpiPen Training for EpiPen designees
3. Review of individual health issues with teachers and special area staff, cafeteria personnel, office staff, and bus drivers, as needed.
4. Coordinate CPR training for selected staff.
5. Coordinate Medical Emergency Response team, including drills & review of EpiPen, Narcan, & tourniquet procedures.

iv. High School:

1. Bloodborne Pathogens
2. EpiPen Training to delegates, athletic trainers, & coaches (annually & as needed)
3. Anaphylaxis & Food Allergy – kitchen staff & teachers
4. Glucagon emergency administration training with delegates, athletic trainer and coaches (annually and as needed)
5. Asthma, diabetes, seizures, and medical conditions
6. Review of individual health care plans, medical 504 plans, and medical conditions that require accommodations as needed with teachers & support staff.
7. Medical Emergency Response Team planning & training
8. Instructor for CPR classes required for medical response team
9. Opioid overdose and Narcan administration training

I. Multiple Buildings Distance between schools: Generally not applicable and only utilized when substitute nurses are not readily available.

J. Other - All District Nurse Responsibilities

- a. Providing information for Hepatitis B Injections in conjunction with School Physician for specified school personnel.
- b. Educate staff on the importance/benefits of the flu vaccine.
- c. Make appropriate referrals and follow-up, providing community resource information.
- d. Notification of need for Physical Examination, TB testing, and Immunizations (as per code)

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- e. Medical Homebound instruction applications as needed
- f. Medication forms & administration
- g. Behavioral Threat Assessment Team
- h. Updating Codes and Procedures.
- i. Review of Protocols and Directives related to handling COVID-19 cases & communicable diseases.
- j. Ongoing collaboration with GCHD re: COVID-19 cases/other communicable diseases
- k. Ongoing monitoring of communicable diseases including COVID-Positive cases, flu, respiratory, GI illness
- l. Weekly surveillance reporting to mandated Communicable Disease Reporting and Surveillance System (CDRSS).
- m. Submitting State and County reports re: TB Testing, Immunization
- n. Maintain health records. (i.e., A-45, health folders)
- o. Developing Health Issues List and communicating info to appropriate staff.
- p. Communicating with parents re: health issues.
- q. Complete Workman's Comp. Forms and Student accident forms with appropriate referrals
- r. Administer medications and treatments to students.
- s. Maintenance and review of immunizations especially for out of country, out of state and out of county transfers.
- t. Surveillance of communicable diseases such as flu, strep, MRSA, Hand/Foot/Mouth, enterovirus, & COVID-19.
- u. Ongoing communication with parents related to current communicable diseases, i.e., influenza, norovirus, varicella, hand foot and mouth disease, flu, GI virus, etc.
- v. Maintaining electronic health records
- w. Developing/updating medical care plans and/or medical 504 plans for individual students with significant health issues.
- x. Mentoring nursing students from higher education schools upon request.
- y. Implementation of new vaccine requirements from the State as needed.
- z. Daily care of ill and injured students & staff.
- aa. Coordinate Medical Homebound Referrals.
- bb. Participate in Annual Immunization Audit with County Health Department Officials.
- cc. Student screenings for Child Study Team Evaluations.
- dd. Participate in Child Study Team and Intervention & Referral Services Team as needed.
- ee. Participate in 504 meetings & develop accommodation plans as needed
- ff. Update emergency telephone numbers & demographics into PowerSchool.
- gg. Monitor nutritional & food ingredient information re: food allergies, with new menu options in the cafeteria
- hh. Coordinate Medical Emergency Response Team
- ii. Ensure proper functioning of AED through monthly checks.

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- jj. Annual education review for CPR/AED delegates.
- kk. School Nurse Training/ Review on Opioid Antidote Administration.
- ll. Updated Opioid Antidote Standing Order for approval by School Physician, now part of Medical Standing Orders.
- mm. Review all sport physicals and medical update forms for completion, for accurate medical information and for appropriate medical clearances.
- nn. Ensure all sport physicals are reviewed by School Physician for grades 6-12.
- oo. Ongoing communication to teachers to advise of field trips promptly in an attempt to acquire nurse coverage.
- pp. COVID-19 documentation & collaboration with state and county for up-to-date guidelines.
- qq. Completion of Random Moment in Time Surveys for Medicaid surveillance

K. Other non-nursing tasks

a. Attendance responsibilities

i. J.H. Rodgers: Time involved 8.5-9 hours per week

1. Incoming calls to attendance and nurse lines.
2. Return calls as needed.
3. Denote “parent confirmed” or “excused” for secretary
4. Monitor for excess absence/ illness.
5. Generate letters to parents regarding above (as needed).
6. Attend Attendance team monthly meetings

ii. D.L. Bullock:

1. Track absences related to chronic health problems as needed.
2. Collaborate with the main office related to some excused absences.
3. Contact parents related to absences as needed.
4. Follow up on absences reported related to COVID or respiratory illness- compatible symptoms.

iii. T.E. Bowe:

1. Monitor attendance for excessive absenteeism. Contact parents as needed.
2. Record keeping for absences with documented physician notes.
3. Attendance committee member, monthly meeting.

iv. High School:

1. Take in-coming attendance phone calls, average of 100 calls per month, time needed 30-60 minutes daily.
2. Make outgoing calls as needed: 20 min daily.
3. Attend Attendance team monthly meetings

b. Free and reduced lunch program: assisting families with access.

c. Additional committees and district responsibilities

i. J.H. Rodgers:

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1. Preparing for and conducting Kindergarten and Pre-Kindergarten registration for general and walk-in Registrations.
2. Immunization Monitoring and enforcement – Involves numerous letters, phone communications, and NJIIS computer checks. Much work throughout the year, very intense at the start of year.
3. Coordinator Medical Emergency Response team
4. District nurse committee
5. Assist with counseling and behavioral issues (as needed).
6. I&RS/CST as needed
7. Faculty meetings
8. CPR recertification every 2 yrs
9. CPR teaching staff
10. Seminars & conferences for annual CEU requirements.

ii. D.L. Bullock:

1. District Nurse Committee (Facilitator).
2. Coordinate/ Facilitate for AED/ CPR Training.
3. Coordinate District Nurse Committee meetings and complete minutes for the same
4. Bullock Attendance Committee
5. Crisis Team (member).
6. Participant in I & RS as needed.
7. CPR Recertification every 2 years.
8. Assist with behavioral issues as needed.
9. Team Leader- Medical Emergency Response Team (MERT).
10. On-going communication with district school physician.
 - a. 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. Requires multiple collaboration sessions with School Physician.

iii. T.E. Bowe:

1. Assist with counseling & behavioral issues as needed
2. CST & I&RS consultant
3. CPR recertification every 2 years
4. Medical Emergency Response Team Coordinator
5. Bowe Attendance Committee member
6. Bowe Behavioral Threat Assessment team member
7. Process and transport middle school sports physicals to school physician for medical clearance.
8. AM and PM assigned duty

iv. High School:

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1. Development and updating the Medical Annual District in-service presentation for opening day presentation.
2. Blood Drive (2 per year)
3. District Crisis Team
4. District Threat assessment Team member
5. Building Threat assessment Team member
6. Work in conjunction with Admin/Guidance/SRO and SAC for emotional and suicidal students
7. CPR Recertification every 2 years
8. Nurse District Departmental meetings
9. Faculty Meetings
10. I&RS meetings
11. Assist with counseling, behavioral, and medical issues, as needed.
12. Friends of Rachel Club member
13. HIB Committee member
14. Review & record all Sport Physicals on A-45
15. Process all sports physicals, transport sports physicals to School Physician for review and clearance as needed for fall, winter, and spring sports. For 23-24 school yr processed 254 sport physicals and 280 updated questionnaires
16. Immunization monitoring and enforcement for Little Bulldog Daycare program.
17. Suspected Under the Influence Assessments and coordination of medical follow-up.
18. Collect district nurse information for Nursing Services Plan & submit to the school physician's office for approval. Submit final copy to Board Office.
19. Collect district nurse information & submit Annual Tuberculosis & Immunization Reports to state & county.

L. Nursing Staff serving Glassboro Public School District:

- a. Glassboro Public Schools provides 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.

M. Request for additional assistance in nursing services:

- a. 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

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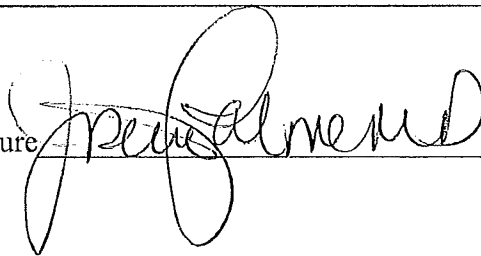
Plan/QSAC will be open to public discussion. The Plan and results will then be presented to the County Superintendent of Schools.

- N. The Glassboro Certified School Nurses request assistance from Unlicensed Assistive Personnel (UAP) for 2-3 hours per week to assist with:
- a. Collection and verification of Student Emergency Cards and Medical Alert Information.
 - b. Update of Medical Alert Lists for present year
 - c. Send out requests for additional information regarding food allergies, bee sting allergies, medication needs, etc.
 - d. Entering medical alerts and medical information into PowerSchool.
 - e. Provide information for teachers & Transportation Dept.
 - f. Collection and filing of information for new entrants & preparation of records for transferred students.
 - g. Shredding confidential information.
 - h. Inventory & unpacking of Health Office Supplies.
 - i. Attendance calls and related /paperwork.
 - j. 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



Date

10/18/24