

**GLASSBORO PUBLIC SCHOOLS  
SCHOOL NURSING SERVICES PLAN  
FOR QSAC 2014-2015**

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

**A. Grade levels**

1. Pre-K through 12

**B. General education enrollment (14-15)**

1. **Genesis** – All 3 year olds----- 30
2. **J.H. Rodgers** – Pre-K and K - - - 91/184
3. **D.L. Bullock** – grades 1-3 - - 464
4. **Thomas.E. Bowe** – grades 4-6 - - - 404
5. **Intermediate School** – grades 7 & 8 - - - 197
6. **High School** – grades 9-12 - - - 611

**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:** ie. Vent dependent, req. skilled nurse for survival, freq. 1:1
  3. **Medically Fragile:** Complex health care needs ie. 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 ie. 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, ie. Sensory impairments, dental disease, dietary restrictions, eating disorders, encopresis, BP checks.
    - a. **Genesis** – All 3 year olds
      - 4 – 0
      - 3 – 2
      - 2 – 4
      - 1 – 1
    - b. **J.H. Rodgers** – Pre-K and K - - -
      - 4 – 0
      - 3 – 14
      - 2 – 6
      - 1 – 32

- c. **D.L. Bullock** – grades 1-3 - - -
  - 4 – 0
  - 3 – 20
  - 2 – 106
  - 1 – 119
- d. **T.E. Bowe** – grades 4-6 - - -
  - 4 – 0
  - 3 – 20
  - 2 – 126
  - 1 – 159
- e. **Intermediate School** – grades 7 & 8 - - -
  - 4 – 0
  - 3 – 12
  - 2 – 54
  - 1 – 181
- f. **High School** – grades 9-12 - - -
  - 4 – 0
  - 3 – 51
  - 2 – 105
  - 1 – 23

**2. Number of Individual Health Care Plans (IHCP) requiring nursing input (14-15)**

- a. **Genesis** – 3 yrs. --- 2
- b. **J.H. Rodgers** – Pre-K and K - - - 14
- c. **D.L. Bullock** – grades 1-3 - - - 16
- d. **T.E. Bowe** – grades 4-6 - - - 16
- e. **Intermediate School** – grades 7 & 8 - - - 19
- f. **High School** – grades 9-12 - - - 25

**3. Number of 504's requiring your input (14-15)**

- a. **Genesis** – infant to 4 yrs. --- 0
- b. **J.H. Rodgers** – Pre-K and K - - - 12
- c. **D.L. Bullock** – grades 1-3 - - - 4
- d. **T.E. Bowe** – grades 4-6 - - - 5
- e. **Intermediate School** – grades 7 & 8 - - - 7
- f. **High School** – grades 9-12 - - - 20

**D. Number of students enrolled in special education (14-15)**

- a. **Genesis** – 3 yrs. --- 2
- b. **J.H. Rodgers** – Pre-K and K - - - 16
- c. **D.L. Bullock** – grades 1-3 - - - 40
- d. **T.E. Bowe** – grades 4-6 - - - 42
- e. **Intermediate School** – grades 7 & 8 - - - 50
- f. **High School** – grades 9-12 - - - 136

**1. Number of students requiring your input at CST meetings (13-14)**

- a. **Genesis** – 3 yrs --- 2
- b. **J.H. Rodgers** – Pre-K and K --- 12
- c. **D.L. Bullock** – grades 1-3 --- 38
- d. **T.E. Bowe** – grades 4-6 --- 29
- e. **Intermediate School** – grades 7 & 8 --- 3
- f. **High School** – grades 9-12-----11

**2. Number of students requiring your input at student assistance team meetings (13-14)**

- a. **Genesis** – 3 yrs.--- 2
- b. **J.H. Rodgers** – Pre-K and K --- 12
- c. **D.L. Bullock** – grades 1-3 --- 60
- d. **T.E. Bowe** – grades 4-6 --- 8
- e. **Intermediate School** – grades 7 & 8 --- 34
- f. **High School** – grades 9-12 --- 15

**E. Number of pre-school students (14-15)**

- a. **Genesis** -- 30
- b. **J.H. Rodgers** – 121
- c. **Little Bulldogs Preschool** (Oct.-May)- 12-18

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

- a. **J.H. Rodgers** – Pre-K & K----- Genesis program
- b. **D.L. Bullock** – grades 1-3 --- none
- c. **T.E. Bowe** – grades 4-6 --- none
- d. **Intermediate School** – grades 7 & 8 --- none
- e. **High School** – grades 9-12 ---  
AEHS ---10 students  
Little Bulldogs - pre school 12- 18

**G. Number of students transferring in/out of your building (annually) 9/13-6/14 #'s**

- a. **Genesis** – infant to 4 yrs.--- IN      OUT 1
- b. **J.H. Rodgers** – Pre-K and K --- IN-      OUT 7
- c. **D.L. Bullock** – grades 1-3 --- IN 71      OUT 82
- d. **T.E. Bowe** – grades 4-6 --- IN 52 - OUT 63
- f. **Intermediate School** – grades 7 & 8 --- IN 32 – OUT 60
- g. **High School** – grades 9-12 --- IN 73 - OUT 85

## H. Teaching responsibilities

### 1. Student health classes

- a. **Genesis** – 3 yrs. -- dental
- b. **J.H. Rodgers** – Pre-K and K - - -dental  
Yes – Time Required – 10 hrs. annually  
Other topics at request of teacher or administrator
- c. **D.L. Bullock** – grades 1-3 - - -  
Arranged for in-depth Dental Education Program for 3<sup>rd</sup> grade classes by Dr. Kadar (local orthodontist)- 2 hours over 2 days annually  
Physical Fitness Active program to all classes during height & weight screening week  
Other topics at request of teacher or administrator  
Classroom lessons on diabetes & food allergies as needed.  
Individual classroom lessons on healthy habits, hygiene, & dental health as requested
- d. **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.
- e. **Intermediate school** – grades 7 & 8 - - -  
Yes, 45+ hours
- f. **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. **Genesis** – 3 yrs.  
Annual Bloodborne Pathogens, Asthma, Food allergy/ anaphylaxis, seizure.
- b. **J.H. Rodgers** – Pre-K and K - - -  
Bloodborne Pathogen Training  
Food allergy review  
Anaphylaxis  
EpiPen training as needed  
Asthma review  
Review of indiv . health issues with teachers, special area staff, cafeteria personnel, office staff, bus drivers as needed  
Diabetes Training as needed  
Seizure review
- c. **D.L. Bullock** – grades 1-3 - - -  
Mandatory Health Topic training- Bloodborne 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.  
Review of individual health issues with teachers and special area staff, cafeteria personnel, office staff , and bus drivers, as needed.  
Individualized Diabetes training to appropriate staff.  
Glucagon training to volunteer delegates.

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.

- d. **T.E. Bowe** – grades 4-6 - - -
  - Bloodborne Pathogens Training for all new staff.
  - 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.
  - Diabetes Training to selected staff
  - Coordinate Annual Bloodborne Pathogen, Asthma, Diabetes, & Seizure Review for staff.
  - Coordinate CPR training for selected staff
- e. **Intermediate School** – grades 7 & 8 - - -
  - Bloodborne Pathogens/MRSA Training (staff & bus drivers)
  - Diabetes In-service
  - Food Allergy/Asthma Training
  - Workplace Harassment
  - Emergency Guidelines
  - Review of health issues with teachers & staff.
- f. **High School** – grades 9-12 - - -
  - Bloodborne Pathogens
  - EpiPen Training to delegates, athletic trainers, & coaches (annually & as needed)
  - Anaphylaxis & Food Allergy – kitchen staff & teachers, twice annually (fall & spring semester)
  - Review of individual health care plans & medical conditions & accommodations as needed with teachers & support staff.
  - Medical Emergency Response Team planning & training

I. **Mutiple buildings**

- 1. Distance between schools: Not applicable  
Genesis and J.H. Rodgers now housed in same building

J. **Other - All Nurses**

- 1. Scheduling Hepatitis B Injections in conjunction with School Physician for specified school personnel.
- 2. Scheduling Flu Vaccine in conjunction with School Physician for interested personnel
- 3. Vision and hearing screening (as directed by code)
  - a. **Genesis** – 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
  - h. **Intermediate School** – grades 7 & 8 - - - Grade 8
  - i. **High School** – grades 9-12 - - - Grade 10 &11
- 4. Scoliosis Screening (as directed by code)
  - a. **Genesis** – infant to 4 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
  - j. **Intermediate School** - Grades 7 & 8 - - - Grade 8
  - k. **High School** – grades 9-12 - - - Grades 10 and 12
5. Make appropriate referrals and follow-up
  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. (eg. 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 throat & MRSA.
  17. Ongoing communication with parents related to current communicable diseases, ie. H1N1, norovirus, varicella, head lice, etc.
  18. Maintaining electronic health records.
  19. Developing/ updating medical care plans and/or medical 504 plans for individual students with significant health issues.
  20. Mentoring nursing students from Rowan upon request.
  21. Implementation of new vaccine requirements from the State.
  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. Update emergency telephone numbers, demographics, & insurance information into Power School.
  29. Monitor nutritional & food ingredient information re: food allergies, with new menu options in cafeteria. Sometimes nurse involvement here is required on a daily basis.

**J. Other non-nursing tasks**

**1. Attendance responsibilities**

- a. **Genesis** - 3 yrs. ---attendance calls as needed.
- b. **J.H. Rodgers**—Pre-K and K
  - Attendance calls as needed & take incoming absence calls.
  - Monitor for excess absence/ illness.
  - Generate letters to parents regarding above (as needed).
  - Time involved 2-4 hours per month
- c. **D.L. Bullock** – grades 1-3 - - -
  - Track absences related to chronic health problems, 15 min. daily.
  - 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.

- d. **T.E. Bowe** – grades 4-6 - - -  
Monitor attendance daily for excessive absenteeism. Contact parents as needed.  
Record keeping for absences with documented physician note.
- e. **Intermediate school** – grades 7 & 8 - - -  
Make all attendance calls – Time required daily – 30 to 60 minutes
- f. **High School** – grades 9-12 - - -  
Take in-coming attendance phone calls, average of 155 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. **Genesis** – 3 yrs. – Review applications
- b. **J.H. Rodgers** – Pre-K and K - - Review apps.      Collect/ process lunch forms &  
forward to Board Office
- c. **D.L. Bullock** – grades 1-3 - - - Yes
- d. **T.E. Bowe** – grades 4-6 - - - Yes
- e. **Intermediate School** – grades 7 & 8 - - - Yes
- f. **High School** – grades 9-12 - - -Yes nurse processes all forms; 188 applications 13-14

3. **Additional committees and district responsibilities**

- a. **Genesis** – 3 yrs.
- b. **J.H. Rodgers** – Pre-K and K - - -  
Preparing for and conducting Kindergarten and Pre-Kindergarten registration for  
general and walk-in Registrations.  
Immunization Monitoring and enforcement – Involves numerous letters and phone  
communications. 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.
- c. **D.L. Bullock** – grades 1-3 - - -  
District Nurse Committee (Facilitator).  
Coordination of District Flu Vaccination for staff.  
Planning for AED/ CPR Training.  
Reviewed all AED/CPR training proposals  
Coordinated & hosted AED/ CPR Training  
Crisis Team (member).  
Health Curriculum Committee (Bullock).  
Member I&RS Committee.  
Member Bulldog Buddy Committee  
Assist with mentoring of interim guidance counselor  
CPR Re-certification every 2 years.

Assist with behavioral issues as needed.  
Assisted with outreach and hiring of new School Physician. Coordinated duties & responsibilities & assisted in contract development  
Updated & re-developed Medical Standing Orders & had them approved by School Physician & Board of Education  
Ongoing work with development of Danielson Rubric

**d. T.E. Bowe** – grades 4-6 - - -

Crisis Team member  
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 Newsletter & distribute to all students & staff  
Coordinate medical aspect of 6<sup>th</sup> grade camping trip

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

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

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

Blood Drive (2 per year)  
District Crisis Team  
CPR Re-certification every 2 years  
Departmental meeting monthly – Health and PE  
Faculty Meetings Monthly  
I&RS meetings monthly & maintain assigned case load  
Case manager for Medical 504 plans  
Medical Homebound Instruction Applications, Part A & B  
Assist with counseling, behavioral, and medical issues, as needed.  
10<sup>th</sup> Grade Inter-Disciplinary Team  
Friends of Rachel Club member  
HIB Committee member  
Review & record all Sport Physicals & work in conjunction with the School Physician during the school year; 346 sport physicals completed for 3-14.

Complete any missing required screenings & health info for sport physicals (estimate of 120 students per year).

Transport sports physicals to school physician for review & clearance, as needed.

Immunization monitoring of Little Bulldog program

**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 16th 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 & processing of Free/Reduced lunch forms.
7. Inventory & unpacking of Health Office Supplies.
8. Determination of uninsured students.
9. Updating of emergency numbers, demographics, & insurance 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, and lunch forms.

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 \_\_\_\_\_