

# *Glassboro Public Schools*



## **MEMO**

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Date: October 19, 2015

To: Dr. Mark Silverstein, Superintendent

From: Danielle Sochor, Chief Academic Officer

Re: School Nursing Services Plan 2015-2016  
October 21, 2015 Board Meeting

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Recommend the Board approve the School Nursing Services Plan for the 2015-2016 school year.

DMS/bg

**GLASSBORO PUBLIC SCHOOLS  
SCHOOL NURSING SERVICES PLAN  
FOR QSAC 2015-2016**

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

**A. Grade levels**

1. Pre-K through 12

**B. General education enrollment (15-16)**

1. **J.H. Rodgers**- 3 years – 39
2. **J.H. Rodgers** – Pre-K and K - - 100/168
3. **D.L. Bullock**- grades 1-3---492
4. **Thomas E. Bowe**- grades 4-6---426
5. **Intermediate School** – grades 7 & 8 - - - 224
6. **High School** – grades 9-12 - - - 537

**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 – 2
      - 2 – 9
      - 1 – 5
    - b. **J.H. Rodgers** – Pre-K and K - - -
      - 4 – 0
      - 3 – 17
      - 2 – 26
      - 1 – 14

- c. **D.L. Bullock** – grades 1-3 ---
  - 4 – 0
  - 3 – 18
  - 2 – 43
  - 1 – 154
- d. **T.E. Bowe** – grades 4-6 ---
  - 4 – 0
  - 3 – 19
  - 2 – 150
  - 1 – 123
- e. **Intermediate School** – grades 7 & 8 ---
  - 4 – 0
  - 3 – 21
  - 2 – 42
  - 1 – 219
- f. **High School** – grades 9-12 ---
  - 4 – 0
  - 3 – 14
  - 2 – 35
  - 1 – 114

**2. Number of Individual Health Care Plans (IHCP) requiring nursing input (15-16)**

- a. **J.H. Rodgers** – 3 yrs. --- 0
- b. **J.H. Rodgers** – Pre-K and K --- 10
- c. **D.L. Bullock** – grades 1-3 --- 23
- d. **T.E. Bowe** – grades 4-6 --- 16
- e. **Intermediate School** – grades 7 & 8 --- 18
- f. **High School** – grades 9-12 --- 25

**3. Number of 504's requiring your input (15-16)**

- a. **J.H. Rodgers** – 3 years. --- 0
- b. **J.H. Rodgers** – Pre-K and K --- 10
- c. **D.L. Bullock** – grades 1-3 --- 2
- d. **T.E. Bowe** – grades 4-6 --- 4
- e. **Intermediate School** – grades 7 & 8 --- 3
- f. **High School** – grades 9-12 --- 12

**D. Number of students enrolled in special education (15-16)**

- a. **J.H. Rodgers** – 3 yrs. --- 5
- b. **J.H. Rodgers** – Pre-K and K --- 5
- c. **D.L. Bullock** – grades 1-3 --- 36
- d. **T.E. Bowe** – grades 4-6 --- 31
- e. **Intermediate School** – grades 7 & 8 --- 58
- f. **High School** – grades 9-12 --- 117

**1. Number of students requiring your input at CST meetings (14-15)**

- a. **J.H. Rodgers** – 3 yrs. --- 0
- b. **J.H. Rodgers** – Pre-K and K - - - 12
- c. **D.L. Bullock** – grades 1-3 - - - 49
- d. **T.E. Bowe** – grades 4-6 - - - 14
- 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 (14-15)**

- a. **J.H. Rodgers** – 3 yrs. --- 0
- b. **J.H. Rodgers** – Pre-K and K - - -12
- c. **D.L. Bullock** – grades 1-3 - - - 11 (consult)
- d. **T.E. Bowe** – grades 4-6 - - - 3
- e. **Intermediate School** – grades 7 & 8 - - - 13
- f. **High School** – grades 9-12 - - - 15

**E. Number of pre-school students (15-16)**

- a. **J.H. Rodgers**- 3 years -- 39
- b. **J.H. Rodgers**- 4 years – 100

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

- a. **J.H. Rodgers** – Pre-K & K----- none
- b. **D.L. Bullock** – grades 1-3 - - - Hollybush Stars
- c. **T.E. Bowe** – grades 4-6 - - - none
- d. **Intermediate School** – grades 7 & 8 - - - none
- e. **High School** – grades 9-12 - - -  
    AEHS ---13 students  
    Little Bulldogs – Day care program 6- 18 children ages 3-4, October to May

**G. Number of students transferring in/out of your building (annually) 9/14-6/15 #'s**

- a. **J.H. Rodgers**- 3 years--- IN 43   OUT 5
- b. **J.H. Rodgers** – Pre-K and K - - - IN- 102   OUT 12
- c. **D.L. Bullock** – grades 1-3 - - - IN 80   OUT 78
- d. **T.E. Bowe** – grades 4-6 - - -IN 57 - OUT 51
- f. **Intermediate School** – grades 7 & 8 - - - IN 37 – OUT 28
- g. **High School** – grades 9-12 - - - IN 77 - OUT 66

## 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 - - -  
Arrange 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  
Dental lessons by area providers for grades 1 and 2.  
Collaborative lesson for all classes on 5 senses and taking care of our senses with gym teacher.
- 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 for STI, birth control methods, drug and alcohol substance abuse, and nursing careers (10 hours)

### 2. Staff Training

- a. **J.H. Rodgers** – Pre K 3, Pre K 4 and K  
Annual training for Blood borne Pathogens, Asthma, food allergy/ anaphylaxis, seizure.  
EpiPen training as needed  
Review of individual health issues with teachers, special area staff, cafeteria personnel, office staff, bus drivers as needed  
Diabetes Training as needed  
Seizure review
- 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 Blood borne 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.  
MERT team review of CPR and training for emergency response.

- c. **T.E. Bowe** – grades 4-6 - - -
  - Blood borne 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 Blood borne Pathogen, Asthma, Diabetes, & Seizure Review for staff.
  - 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 & bus drivers)
  - Diabetes In-service
  - Food Allergy/Asthma Training
  - Workplace Harassment
  - Emergency Guidelines
  - Review of health issues with teachers & staff.
- 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 twice yearly (fall and spring semester)
  - Medical Emergency Response Team planning & training

I. **Multiple buildings**

- 1. Distance between schools: Not applicable. There is a nurse in every 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. **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
  - 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. **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 (vision) and 11 (hearing)
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. (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, and enterovirus 68.
  17. Ongoing communication with parents related to current communicable diseases, i.e. 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.
  30. Coordinate Medical Emergency Response Team.
  31. Ensure proper functioning of AED through monthly checks.
  32. Annual education review for CPR/AED delegates.

**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, 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.
- 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 all attendance calls – Time required daily – 30 to 60 minutes
- 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 - - Yes      Collect all lunch forms &
- b. **D.L. Bullock** – grades 1-3 - - - Yes      forward to Board Office
- c. **T.E. Bowe** – grades 4-6 - - - Yes
- d. **Intermediate School** – grades 7 & 8 - - - Yes
- e. **High School** – grades 9-12 - - -Yes    Nurse assisting when student has failed to return form c  
family needs assistance in completing form.

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 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.
- b. **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.  
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  
Ongoing work with development of Danielson Rubric

**c. 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 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  
Wellness/Nutrition Committee coordinator  
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

**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  
Case manager for Medical 504 plans  
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 & work in conjunction with the School Physician during the school year; 333 sport physicals completed for 14-15 school year.  
Complete any missing required screenings & health info for sport physicals (estimate of 120 students per year).  
Immunization monitoring and enforcement for the 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 21<sup>st</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 of emergency numbers, demographics, & insurance information in Power School.

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

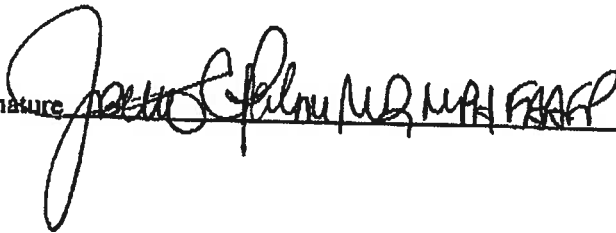
1. Attendance Calls / paperwork
2. Clerical Assistance for filing, data entry, shredding and ensuring that health forms and Immunization records are completed, and lunch forms.



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

10/13/14