

# *Glassboro Public Schools*



## **MEMO**

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Date: October 18, 2016

To: Dr. Mark Silverstein, Superintendent

From: Danielle Sochor, Chief Academic Officer

Re: School Nursing Services Plan 2016-2017  
October 19, 2016 Board Meeting

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Recommend the Board approve the School Nursing Services Plan for the 2016-2017 school year.

DMS/bg

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**GLASSBORO PUBLIC SCHOOLS  
SCHOOL NURSING SERVICES PLAN  
FOR QSAC 2016-2017**

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

**A. Grade levels**

1. Pre-K through 12

**B. General education enrollment (16-17)**

1. **J.H. Rodgers**- 3 years – 45
2. **J.H. Rodgers** – Pre-K and K - - 82/178
3. **D.L. Bullock**- grades 1-3---497
4. **Thomas E. Bowe**- grades 4-6---428
5. **Intermediate School** – grades 7 & 8 - - - 242
6. **High School** – grades 9-12 - - - 435

**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 – 3
      - 1 – 6
    - b. **J.H. Rodgers** – Pre-K and K - - -
      - 4 – 0
      - 3 – 7
      - 2 – 10
      - 1 – 6

- c. **D.L. Bullock** – grades 1-3 - - -
  - 4 – 0
  - 3 – 24
  - 2 – 37
  - 1 – 140
- d. **T.E. Bowe** – grades 4-6 - - -
  - 4 – 0
  - 3 – 16
  - 2 – 76
  - 1 – 130
- e. **Intermediate School** – grades 7 & 8 - - -
  - 4 – 1
  - 3 – 21
  - 2 – 90
  - 1 – 197
- f. **High School** – grades 9-12 - - -
  - 4 – 0
  - 3 – 16
  - 2 – 81
  - 1 – 81

**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 - - - 9
- c. **D.L. Bullock** – grades 1-3 - - - 26
- d. **T.E. Bowe** – grades 4-6 - - - 20
- e. **Intermediate School** – grades 7 & 8 - - - 13
- f. **High School** – grades 9-12 - - - 27

**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 - - - 2
- c. **D.L. Bullock** – grades 1-3 - - - 3
- d. **T.E. Bowe** – grades 4-6 - - - 3
- e. **Intermediate School** – grades 7 & 8 - - - 6
- f. **High School** – grades 9-12 - - - 18

**D. Number of students enrolled in special education (16-17)**

- a. **J.H. Rodgers** – 3 yrs. --- 3
- b. **J.H. Rodgers** – Pre-K and K - - - 15
- c. **D.L. Bullock** – grades 1-3 - - - 38
- d. **T.E. Bowe** – grades 4-6 - - - 36
- e. **Intermediate School** – grades 7 & 8 - - - 67
- f. **High School** – grades 9-12 - - - 103

**1. Number of students requiring your input at CST meetings (15-16)**

- a. **J.H. Rodgers** – 3 yrs. --- 0
- b. **J.H. Rodgers** – Pre-K and K - - - 12
- c. **D.L. Bullock** – grades 1-3 - - - 45
- d. **T.E. Bowe** – grades 4-6 - - - 8
- e. **Intermediate School** – grades 7 & 8 - - -4
- f. **High School** – grades 9-12-----10

**2. Number of students requiring your input at student assistance team meetings (15-16)**

- a. **J.H. Rodgers** – 3 yrs. --- 0
- b. **J.H. Rodgers** – Pre-K and K - - -12
- c. **D.L. Bullock** – grades 1-3 - - - 12
- d. **T.E. Bowe** – grades 4-6 - - - 6
- e. **Intermediate School** – grades 7 & 8 - - - 9
- f. **High School** – grades 9-12 - - - 17

**E. Number of pre-school students (16-17)**

- a. **J.H. Rodgers**- 3 years --45
- b. **J.H. Rodgers**- 4 years – 82

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

- a. **J.H. Rodgers**—3 yrs
- b. **J.H. Rodgers** – Pre-K & K----- none
- c. **D.L. Bullock** – grades 1-3 - - - Hollybush Stars
- d. **T.E. Bowe** – grades 4-6 - - - none
- e. **Intermediate School** – grades 7 & 8 - - - none
- f. **High School** – grades 9-12 - - -  
AEHS ---12 students  
Little Bulldogs – Pre School---6-18

**G. Number of students transferring in/out of your building (annually) 9/15-6/16 #'s**

- a. **J.H. Rodgers**- 3 years--- IN 45    OUT 8
- b. **J.H. Rodgers** – Pre-K and K - - - IN- 120    OUT 10
- c. **D.L. Bullock** – grades 1-3 - - - IN 133    OUT 78
- d. **T.E. Bowe** – grades 4-6 - - -IN 46 - OUT 55
- e. **Intermediate School** – grades 7 & 8 - - - IN 28 – OUT 36
- f. **High School** – grades 9-12 - - - IN 66 - OUT 41

**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 Heart Health with PE 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. 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  
Food allergy review  
Anaphylaxis review  
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 drills

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 prn.  
Glucagon training to volunteer delegates prn.  
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.

c. **T.E. Bowe** – grades 4-6 - - -

Blood borne Pathogens Training for all new staff.  
Blood borne 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.

Diabetes Training to selected 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 as needed with teachers & support staff.

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. Coordination of District Employee Flu Vaccine Clinic.

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

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

f. **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 & 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. 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, hand foot and mouth disease, etc.
18. Maintaining electronic health records. Increasing knowledge and use of power school applications.
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.
33. Review all sport physicals and medical update forms for completion, accurate medical information and clearances. Ensure all sport physicals are reviewed by School Physician. GHS: total 310 physicals.

## 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  
Lunch Duty- 60 minutes every other day  
Morning Duty- 13-18 minutes daily
  - 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 / Process/ all lunch forms  
& forward to Board Office
- b. **D.L. Bullock** – grades 1-3 - - - Yes
- c. **T.E. Bowe** – grades 4-6 - - - Yes
- d. **Intermediate School** – grades 7 & 8 - - - No
- e. **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 - - -  
Review of Computer Kindergarten and Pre-Kindergarten registration for general and walk-in Registrations, files, forms, parent calls for medical issues.  
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.  
Seminars & conferences for annual CEU requirement.  
Medical Homebound instruction applications as needed.
- b. **D.L. Bullock** – grades 1-3 - - -  
District Nurse Committee (Facilitator).  
Coordination of District Flu Vaccination for staff.  
Coordination for AED/ CPR Training.  
Reviewed all AED/CPR training proposals  
Coordinated & hosted AED/ CPR Training  
Crisis Team (member).  
Health Curriculum Committee (Bullock).  
School Wellness Committee  
Participant 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  
Team Leader- Medical Emergency Response Team (MERT).  
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  
Character Education Committee  
Key Communicator Committee  
Strategic Planning Committee

**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 all 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 on A-45  
Transport sport physicals to School Physician for review and clearance as needed  
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 19<sup>th</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 emergency medical information in Power School.

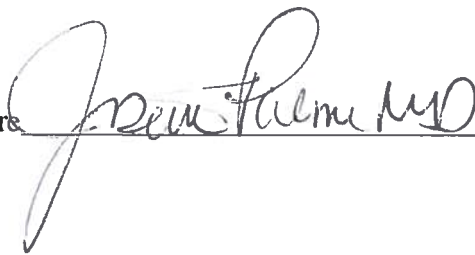
**After September assistance is requested for 1 hour per week to assist with:**

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

A handwritten signature in cursive script that reads "Jean Palmer MD". The signature is written over a horizontal line.

Date 10/13/16