

Glassboro Public Schools



MEMO

To: Dr. Mark Silverstein, Superintendent of Schools

From: Dr. Robert Preston, Chief Academic Officer

Date: October 12, 2021

Re: Action Memo
October 13, 2021 Board Meeting

Recommend the Board approve the School Nursing Services Plan for QSAC for the 2021-2022 school year.

**GLASSBORO PUBLIC SCHOOLS
SCHOOL NURSING SERVICES PLAN
FOR QSAC 2021-2022**

I. Identify nursing needs within each school in district

A. Grade levels

1. Pre-K through 12

B. General education enrollment (21-22)

1. Pre K- Pre-K 3yr- 36 / Pre-K 4yr- 66
2. **J.H. Rodgers** – K - -142
3. **D.L. Bullock**- grades 1-3---325
4. **Thomas E. Bowe**- grades 4-6---379
5. **Intermediate School** – grades 7 & 8 - - - 222
6. **High School** – grades 9-12 - - - 525

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 – 1
 - 3 – 8
 - 2 – 19
 - 1 – 10
 - b. **D.L. Bullock** – grades 1-3 - - -
 - 4 – 0
 - 3- 19
 - 2- 58
 - 1– 110
 - c. **T.E. Bowe** – grades 4-6 - - -
 - 4 – 0
 - 3 – 21
 - 2 – 74
 - 1 – 67

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

4 – 0

3 – 13

2 – 47

1 – 212

e. **High School** – grades 9-12 ---

4 – 0

3 – 32

2 – 66

1 – 141

2. **Number of Individual Health Care Plans (IHCP) requiring nursing input (21-22)**

a. **J.H. Rodgers** – Pre-K and K --- 7

b. **D.L. Bullock** – grades 1-3 --- 19

c. **T.E. Bowe** – grades 4-6 --- 19

d. **Intermediate School** – grades 7 & 8 --- 10

e. **High School** – grades 9-12 --- 31

3. **Number of 504's requiring your input (21-22)**

a. **J.H. Rodgers** – Pre-K and K --- 2

b. **D.L. Bullock** – grades 1-3 --- 1

c. **T.E. Bowe** – grades 4-6 --- 1

d. **Intermediate School** – grades 7 & 8 --- 12

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

D. **Number of students enrolled in special education (21-22)**

a. **J.H. Rodgers** – Pre-K and K --- 28

b. **D.L. Bullock** – grades 1-3 --- 58

c. **T.E. Bowe** – grades 4-6 --- 33

d. **Intermediate School** – grades 7 & 8 --- 50

e. **High School** – grades 9-12 --- 99

1. **Number of students requiring your input at CST meetings (20-21)**

a. **J.H. Rodgers** – Pre-K and K --- 2

b. **D.L. Bullock** – grades 1-3 --- 2

c. **T.E. Bowe** – grades 4-6 --- 2

d. **Intermediate School** – grades 7 & 8 --- 5

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

2. **Number of students requiring your input at student assistance team meetings (20-21)**

a. **J.H. Rodgers** – Pre-K and K --- 1

b. **D.L. Bullock** – grades 1-3 --- 3

c. **T.E. Bowe** – grades 4-6 --- 2

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

e. **High School** – grades 9-12 --- 25

E. **Number of pre-school students (21-22)**

a. **PreK**- 102

b. **J.H. Rodgers**- 73

c. **Little Bulldogs Preschool** (Oct.-May) --- 10

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

a. **J.H. Rodgers**—Pre-K, K, & Rascals

b. **D.L. Bullock** – grades 1-3 --- GAPA

c. **T.E. Bowe** – grades 4-6 --- Jurassic Program

d. **Intermediate School** – grades 7 & 8 --- none

e. **High School** – grades 9-12 ---

AEHS --- 10 students

Little Bulldogs – 10 Pre School

G. Number of students transferring in/out of your building (annually) 9/20-6/21 #'s

- a. **J.H. Rodgers** – Pre-K and K - - - IN- 65 OUT 12
- b. **D.L. Bullock** – grades 1-3 - - - IN- 76 OUT 50
- c. **T.E. Bowe** – grades 4-6 - - -IN -31 OUT-43
- d. **Intermediate School** – grades 7 & 8 - - - IN 30 --- OUT --- 34
- e. **High School** – grades 9-12 - - - IN 44 - OUT 50

H. Teaching responsibilities

1. Student health classes

- a. **J.H. Rodgers** – Pre-K and K - - -dental
Yes – Dental annual Time Required – 10 hrs.
Other topics at request of teacher or administrator
- b. **D.L. Bullock** – grades 1-3 - - -
Physical Fitness Active program to all classes during height & weight screening week
Other 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 4-6 - - -
As needed at request of teacher or administrator. Arrange presentations from outside agencies, as appropriate.
- d. **Intermediate school** – grades 7 & 8 - - -
No
- 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
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.
- b. **D.L. Bullock** – grades 1-3 - - -
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
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 4-6 - - -

Bloodborne 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.

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)

Diabetes In-service

Food Allergy/Asthma Training

Workplace Harassment

Emergency Guidelines

Review of health issues with teachers & staff.

Train EpiPen delegates

MERT drills

e. **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)

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

Instructor for CPR classes

Coordination of Narcan administration training and planning

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 importance/ benefits of 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 1-3 - - - All Students

c. **T.E. Bowe** – grades 4-6 - - - Grades 4 and 6

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

e. **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 1-3 - - - No Screening

c. **T.E. Bowe** – grades 4-6 - - - Grades 4 and 6

d. **Intermediate School** - Grades 7 & 8 - - - Grade 8

e. **High School** – grades 9-12 - - - Grades 10 & 11

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. Development of Protocols and Directives related to handling COVID-19 cases.
10. Ongoing collaboration with GCHD re: COVID-19 cases
11. Maintaining ingoing tracking related to COVID symptoms, COVID cases, contact tracing.
12. Submitting State and County reports re: TB Testing and Immunization.
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, head lice, hand foot and mouth disease, COVID-19, etc.
21. Maintaining electronic health records. Increasing knowledge and use of power school applications.
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 Power School.
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. Update Standing Orders as needed. Most recent inclusions of Narcan, COVID-19, & Emergency Hydrocortisone Sodium Succinate Authorization is now approved by School Physician & 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. Virtual network with county, state & USA nurses to share resources & ideas as we navigate through the COVID-19 Pandemic.
40. Extensive COVID-19 surveillance, tracking, documenting, communicating, follow-up, contact tracing, & collaboration with state and county. Requires consistent excess hours after completion of school day.

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 8.5-9 hours per week
- b. **D.L. Bullock** – grades 1-3 - - -
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 parent related to absences as needed.
Follow up on absences reported related to COVID- compatible symptoms.
- c. **T.E. Bowe** – grades 4-6 - - -
Monitor attendance for excessive absenteeism. Contact parents as needed.
Record keeping for absences with documented physician note.
Assist with contacting parents of students not signing in for class during quarantine
- d. **Intermediate school** – grades 7 & 8 - - -
Make some attendance calls – Time required daily – 15 to 20 minutes
Lunch Duty-twice per week- 60 minutes
Morning Duty- 13-18 minutes daily
Bathroom supervision in nurse’s office all day when hall bathrooms are locked
- e. **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 1-3 - - - No
- c. **T.E. Bowe** – grades 4-6 - - - No
- 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 - - -
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.
Seminars & conferences for annual CEU requirement.
Medical Homebound instruction applications as needed.
Medication forms & administration

b. D.L. Bullock – grades 1-3 - - -

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
COVID-19 Wellness Committee (Facilitator)
Bullock School Leadership Team
Crisis Team (member).
Participant in I & RS as needed.
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
Multiple collaboration sessions with School Physician re: COVID-19 management
Team Leader- Medical Emergency Response Team (MERT).
Ongoing work with development of Danielson Rubric
Outreach for “Stop the Bleed” training for district nurses and Bullock MERT

c. T.E. Bowe – grades 4-6 - - -

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
Collect district nurse information for Nursing Services Plan & submit to school
physician’s office for approval. Submit final copy to Board Office.
Collect district nurse information & submit Annual Tuberculosis & Immunization
Reports to state & county.

d. Intermediate School – grades 7 & 8 - - -

Emergency Planning Committee
United Way building rep
District Crisis Team
CPR Re-certification every 2 years
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
Key Communicator Committee

e. High School – grades 9-12 - - -

Blood Drive (2 per year)
District Crisis Team
Threat assessment/ suicide team member w/SAC
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
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
Immunization monitoring and enforcement for 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 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.

SARS-CoV-2 and School Reopening Requirements:

The Coronavirus Pandemic has placed additional demands upon school nurses. These include additional screening & monitoring protocols, time-exhaustive contact tracing, frequent protocol revision due to updated health department guidelines, & the requirement of maintaining a separate "Isolation" area for students & staff with COVID-19 symptoms. While it is time prohibitive to accomplish contact tracing along with other necessary nursing duties in the course of a school day, it is increasingly difficult to provide nursing care in two separate areas simultaneously, & poor practice to mix cohorts of healthy students with that of possible COVID-19 cases. As such, an additional nurse per building is necessary until such time that COVID requirements are lifted.

The Glassboro Certified School Nurses request assistance from Unlicensed Assistive Personnel (UAP) when a substitute nurse is not available, to assist with:

1. Collection and verification of Student Emergency Cards and Medical Alert information for students.
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/ possible contact tracing
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 read "John Salerno", written over a horizontal line.

Date

10/7/21