

# Franklin Township Nursing Services Plan

(NJAC 6A:16-2.1 through 2.5)

**District Name: Franklin Township**

**School Year: 2015-2016**

**Board of Education Approval Date:**

**District Contact Person: Dr. Brenda Sofield**

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## **I. Description of Basic Nursing Services Provided to All Students: (N.J.A.C. 6A 16-2.1 (b) 2 (i))**

### **A. Health Records**

1. All student health documents are reviewed and maintained in a secure, locked location within each health office
2. Student health records are kept separately from all other student records
3. Medical documents which are maintained as part of the student health record include:
  - a) State of New Jersey Health History & Appraisal (A-45 form)
  - b) immunization records
  - c) record of health screenings (height, weight, vision, hearing, scoliosis and blood pressure as per NJ administrative code)
  - d) physical examinations
  - e) permission form granting release of medical information per FERPA regulations
  - f) Franklin Township health appraisal form
  - g) medical notes received from healthcare providers and parents/guardians

### **B. Physical Examinations Provided for Students**

1. School Entrance Exam, for those students without a medical home, exam is performed in the health office
2. Working Papers Exam, performed in the health office
3. Comprehensive Child Study Team Evaluation
4. Evaluation of student/s suspected of being under the influence of alcohol or a controlled dangerous substance, performed in the school physician's office

### **C. Evaluation of Student Status for Admission**

1. All students must submit proof of immunization, contingent upon admittance into school
2. Each school nurse reviews, maintains and updates student immunization records as necessary
3. Students whose immunization records are incomplete and do not meet criteria for provisional admittance are recommended for exclusion until such time that they can provide documentation of appropriate immunization status

4. Students with no medical home/health insurance, who require state mandated immunizations for school entry, are referred by the school nurse to the Somerset County Health Dept/Community Visiting Nurse Association

**D. Tuberculosis Testing**

1. Mantoux (tuberculosis) testing will be administered by the school nurse or other health care professionals to new/transfer students as per New Jersey Department of Health and Senior Services (NJDHSS) regulations
2. Each school nurse will maintain a record of mantoux testing for students/staff, with appropriate follow-up (chest x-ray results, treatment for latent TB infections) as necessary
3. The TB-57 form will be completed by the school nurse annually and kept on-site at each school

**E. Medication Administration**

1. Prior to administration of medication during school hours documentation must be submitted from the student's healthcare provider including: name of the medication, dosage, time of administration, length of time medication is prescribed
2. Written permission must be submitted from the parent/guardian for administration of medication
3. All medication documentation is received and reviewed by the school nurse and is kept on file in the health office
4. Medication orders are effective for one school year and must be renewed annually
5. All medications, prescribed and over the counter, must be administered by the school nurse, substitute school nurse, parent/guardian, or student (when approved to self-administer)
6. All medications are stored and kept in a locked, secure area within the health office (with the exception of asthma inhalers, epinephrine auto-injectors and insulin for those students approved to self-administer)
7. For each student receiving medication, the school nurse maintains a record including: the prescribing healthcare provider, dosage, timing, as well as each instance of medication administration

**F. Do Not Resuscitate (DNR) orders**

1. In the event that any student has "Do Not Resuscitate" orders from the parent/guardian or medical home, such orders will be submitted to the school nurse
2. The school nurse reviews and provides appropriate response to each DNR order

**G. Communicable Diseases**

1. Students or employees with a communicable disease will be isolated and excluded with re-admittance to school requiring medical clearance
2. Any "Reportable Communicable Diseases" will be reported to the county health officer as per NJDHSS reporting requirements

**H. Provision of Healthcare**

1. Nursing healthcare and medical regimens will be executed as per: NJ Nurse Practice Act, state administrative code, board of education policies and the school physician's directives
2. Student individualized healthcare plans (IHPs) and individualized emergency healthcare plans (IEHPs), regarding students' medical needs, will be devised and updated on an annual basis
3. Emergency medications i.e., epinephrine, asthma inhalers, nebulizer treatments, and glucagon will be administered as per healthcare provider order or school physician directive
4. Standards of Care including: emergency treatment plans, emergency medication standing orders, asthma standing orders, approved OTC medications, mantoux administration orders, standing orders for first aid, and oxygen administration orders are implemented by the school nurse and reviewed annually by the school physician for deliverance of daily and emergency healthcare

**I. Administration of Asthma Related Care**

1. Each school nurse is trained regarding administration of medication via a nebulizer
2. A minimum of one nebulizer is maintained at every school
3. "Asthma Action Plans" are distributed and maintained on an annual basis for each asthmatic student
4. Asthma treatment is rendered as per each student's current "Asthma Action Plan"
5. For those students who are unknown asthmatics or known asthmatics without a current "Asthma Action Plan" treatment will follow the school physician's "emergency asthma standing orders"
6. District-wide recipients of the "Asthma Friendly School Award" from the Pediatric/Adult Asthma Coalition of NJ in 2010

**J. Administration of Diabetes Related Care**

1. The school nurse coordinates diabetic care and educates school staff in the monitoring and treatment of diabetic symptoms
2. "Diabetes Medical Management Plans" (DMMPs) are maintained on an annual basis for each diabetic student, and care is rendered in accordance with the DMMP
3. Students may self-manage diabetic care with written certification from a healthcare provider that the student is capable of the management and care of their diabetes.
4. Students who self-manage their diabetic care may: perform blood glucose checks, administer insulin, treat hypo/hyperglycemia, possess and use syringes for the purposes of insulin/glucagon administration, in classrooms or any area of the school/school grounds or at a school-related activity
5. Reference sheets identifying the signs and symptoms of hypoglycemia are posted in designated areas of each school, i.e., the health office, main office, gym and cafeteria
6. "Quick Reference Hypoglycemia Emergency Plans" are distributed to school bus drivers for each diabetic student transported and include: notice of the student's condition, treatment of hypoglycemia, parent/emergency contact information

**K. Concussion Management Plan**

1. Annual training for AD, ATC, coaching/PE Staff , school health personnel, after-school sports club personnel via the online course “Concussion in Sports What You Need to Know”
2. Concussion education/training provided for student athletes-each student athlete will review the video “Keeping Quiet Can Keep You Out of the Game” and sign a student athlete concussion statement
3. Annual Baseline Cognitive Testing will be completed for all high school/middle school student athletes by the school physician or athletic trainer
4. Any student suspected of having a concussion will undergo an immediate evaluation by the school nurse during the school day, and a trainer/coach for after school events
5. Parents/Guardians will be notified regarding an injury and recommendations for a medical evaluation will be made by the school physician, school nurse, athletic trainer or coach
6. Academic workload will be modified until the student is cleared for full athletic activity by a medical provider
7. After clearance by the student’s medical provider, the student may begin “Return to Activity Progression Program”
8. Final clearance granted by school physician

**L. Establish and Maintain Procedures for Universal Precautions**

1. Provision of gloves to staff members as necessary
2. Blood/Body fluid spills to be addressed by custodial staff using appropriate disinfectants
3. Containers for disposal of “sharps” kept in each health office

**M. Annual Instruction of Faculty/Staff Provided by School Nurse**

1. Communicable Diseases
2. Blood Borne Pathogens
3. Asthma Management
4. Diabetes
5. Child Abuse
6. Other Health-Related Concerns (Seizure Precautions, Sickle Cell Disease, etc.)

**N. NJ Family Care Program**

1. Information is provided to students/parents/guardians via the district web-site, during registration and at “Back to School Night”
2. An informational letter is available on-line at the district web-site
3. Students identified as being uninsured by the school nurse are sent home with NJ Family Care information
4. Data regarding uninsured students is collected and submitted as a district-wide report to the NJDHSS annually

**O. Certified School Nurse and Registered Nurse Functions**

1. Nursing diagnosis, case-finding and intervention of actual or potential physical health problems
2. Identification and provision of nursing care for actual or potential emotional health problems
3. On-going health teaching and counseling in the health office
4. Health teaching in classroom (hand washing, dental/oral hygiene, family life, etc.) as appropriate

**I. Summary of Specific Individual Student Needs-Nursing Services Required  
(N.J.A.C. 6A:16-2.1 (b)2 (ii) )**

<b>Services Required to Address Specific Health Care Needs of Individual Students with acute care needs, chronic illness, special health needs, procedures and administration of medications, procedures or treatments</b>	<b>Elizabeth Avenue</b>	<b>Franklin Park</b>	<b>Conerly Road</b>	<b>MacAfee Road</b>	<b>Hillcrest</b>	<b>Pine Grove</b>	<b>Sampson G. Smith</b>	<b>Franklin Middle</b>	<b>Franklin High</b>
Student Visits: medical, dental, first aid	9370	8471	5771	6699	4225	2610	9320	10588	12784
Annual Height & Weight Screening (all grade levels)	680	909	452	430	426	409	1086	1071	1900
Annual Blood Pressure Screening (all grade levels)	680	909	458	435	426	414	1104	1101	2040
Visual Acuity screening: K, 2, 4, 6, 8, 10	698	594	462	438	254	416	563	575	504
Auditory screening: K, 1, 2, 3, 7, 11	680	728	458	430	253	409	0	536	455
Scoliosis screening biennially age 10-18	0	0	0	0	0	0	525	564	1085
Diabetic Glucose testing, insulin pump management	4	0	3	1	0	2	2	6	5
Mantoux/PPD testing	0	0	0	0	0	3	5	27	47
Medication Administration - Daily	3	9	5	3	2	3	7	15	22
Medication Administration - PRN	43	35	29	51	14	26	86	155	175
Nebulizer treatments/inhaler use	19	17	15	19	16	8	8	48	61
Tube feedings	0	1	0	1	0	0	0	0	0
Urinary catheterizations	0	0	0	0	0	0	0	1	0
Referral for vision evaluations	24	60	14	22	13	32	630	130	247
Referral for hearing evaluations	0	5	0	2	1	0	0	24	4
Referral for suspicion of drug/alcohol use	0	0	0	0	0	0	0	11	37
Referral for pregnancy	0	0	0	0	0	0	0	0	12
Health teaching in classroom (# of lessons taught)	10	10	15	14	22	15	0	0	0
Health teaching/counseling in office (on-going at all schools)									

**IV. Detailed Nursing Assignments Sufficient to Provide Health Services**  
**(N.J.A.C. 6A 16-2.1 (b) 2 (iv), N.J.A.C. 6A:16-2.1 (b) 3, N.J.A.C. 6A:16-2.3)**

<b>Schools</b>	<b>Elizabeth Avenue</b>	<b>Franklin Park</b>	<b>Conerly Road</b>	<b>MacAfee Road</b>	<b>Hillcrest</b>	<b>Pine Grove</b>	<b>Sampson G. Smith</b>	<b>Franklin Middle</b>	<b>Franklin High</b>
<b>Grade levels</b>	PreK-4	PreK-4	PreK-4	PreK-4	PreK-4	PreK-4	5-6	7-8	9-12
<b>Enrollment number as of Oct. 1st</b>	654	890	446	429	426	409	1086	1054	2127
<b>Number of students receiving:</b>									
<b>Special Services/IEP's</b>	54	192	40	82	57	34	186	178	287
<b>504's</b>	5	14	6	5	4	3	31	70	52
<b>I&amp;RS</b>	57	37	14	3	32	63	26	166	35
<b>Number of Students with Medical Implications</b>	184	275	159	151	143	94	388	579	700
<b>Nursing Assignments-number of:</b>									
<b>NJAC 6A:9-13.3 Certified School Nurse -CSN</b>	1	1	1	1	1	1	1	2	1
<b>Registered Nurse -RN</b>		2					1	0	1
<b>NJAC 6A:9-13.3 (b) CPR Certified</b>	8	18	12	10	1	5	14	2	2
<b>NJAC 6A:9-13.3 (b) AED Certified</b>	8	18	12	10	1	5	14	2	2
<b>NJAC Asthma Nebulizer trained</b>	1	3	1	1	1	1	2	2	2
<b>Other:</b>									
<b>School Physician-1</b>									
<b>Lead Nurse-1</b>									
<b>(assigned to Pine Grove Elementary School)</b>									
<b>Nurse Secretaries-3</b>									
<b>(1 full-time at HS, 2 float on rotational basis to remainder of schools)</b>									

### **III. Emergency Management (N.J.A.C. 6A 16-2.1 (b) 2 (iii))**

#### **A. Acute Care Management Plan:**

1. Emergency Management Medical Kits maintained at each school for utilization during:
  - a) illness/injury
  - b) lockdowns
  - c) fire drills
  - d) off-site evacuations
  - e) shelter-in-place
2. Coordination of emergency first aid activities by school nurse in the event of disaster situations as follows:
  - a) establish first aid stations and triage areas and assemble supplies
  - b) assess physical/psychological needs of students/staff/visitors and provide appropriate treatment
  - c) identify persons requiring skilled medical care and provide first aid, administering to critically injured first
  - d) assist with evacuation of injured/disabled persons as well as supervise continued first aid treatment until outside medical assistance arrives
3. Cardiac/Respiratory Distress Action Plan
  - a) district-wide AED (Automated External Defibrillator) assessment performed 2/2013 by Safety Solutions LLC
  - b) six additional AED units obtained based on results of assessment and all older units replaced
  - c) AEDs located in each school and administration building for a total of 24 AED units on-site district-wide
  - d) signage indicating location of each AED unit
  - e) development of AED emergency management plan, including AED drills
  - f) CPR/AED trained nursing staff
  - g) CPR/AED trained coaches and athletic trainers
  - h) each school nurse is trained in airway management, as well as nebulizer and inhaler use

#### **B. IEHPs/Chronic Care Management Plans:**

1. Epinephrine Auto-Injector/Anaphylaxis Action Plan
  - a) epinephrine delegates are designated and trained annually by the school nurse
  - b) epinephrine delegate lists are available to parents/guardians upon request at each school
  - c) epinephrine auto-injectors are available for delegate use at all times and kept in secure, unlocked locations
  - d) CPR training provided biennially for epinephrine delegates

2. Asthma Action Plan

- a) treatment for asthmatic students is administered as per the directives of an individualized Asthma Action Plan
- b) students who are known asthmatics without an Asthma Action Plan, or unknown asthmatics, who present with asthma like symptoms, will be evaluated by the school nurse and receive a nebulizer treatment/s as necessary and sent out for medical evaluation regardless of improvement, per standing orders of the school physician

3. Diabetic Action Plan

- a) treatment for diabetic students is administered per the directives of their Diabetes Medical Management Plan (DMMP)
- b) glucagon delegates are recruited and trained by the school nurse on an annual basis
- c) glucagon delegate lists are available to parents/guardians upon request at each school
- d) hypoglycemia reference sheets are posted in designated areas at each school building
- e) "Quick Reference Hypoglycemia Plan for Bus Drivers" provided to Transportation Dept. for each diabetic student receiving bus transport

**C. District Crisis Management Plan:**

- 1. Building level Crisis Management Plans reviewed and revised annually as necessary
- 2. Building level Crisis Management Plans integrated into District Crisis Management Plan which addresses the following:
  - a) chain of command
  - b) general evacuations
  - c) bomb threat procedures
  - d) kidnapping
  - e) suicide
  - f) medical emergencies and accidents
  - g) off-site emergency evacuation
  - h) lockdown
  - i) shelter-in-place
  - j) weapons
  - k) electrical malfunction
  - l) natural disasters
  - m) child abuse/neglect
  - n) crisis-media guidelines
- 3. District Crisis Management Plan on file in office of Director of School Management

**D. Community Rescue Squad and Emergency Paramedic Services:**

1. In the event that advanced medical care, beyond the scope of the school nurse, is required:
  - a) 911 will be called eliciting emergency response services
  - b) when a parent/guardian is unable to accompany a student to the emergency room,  
a staff member (designated by the building administrator) will accompany the student

**V. Nursing Services and Additional Medical Services provided to Non-Public Schools**

**A. Non-public nursing services (N.J.A.C. 6A: 16-2.3 (b) through (d))**

1. Nursing Services provided to the following non-public schools through contracts with the Hunterdon County Educational Services Commission:
  - a) Academy of ECLC
  - b) Cedar Hill Preparatory School
  - c) Central Jersey College Prep School
  - d) Community Baptist Christian Academy
  - e) Crestwood School
  - f) Elite Preparatory School
  - g) Greater Brunswick Charter School
  - h) Rutgers Preparatory School
  - i) Somerset Christian Academy
  - j) Somerset Presbyterian
  - k) St. Matthias Elementary School
  - l) Thomas Edison Energy Smart School
2. Summary of services on file in Pupil Personnel Services