

Franklin Township Nursing Services Plan

(NJAC 6A:16-2.1 through 2.5)

District Name: Franklin Township

School Year: 2020 -2021

Board of Education Approval Date: 10/28/21

District Contact Person: Dr. Brenda Sofield

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. Comprehensive Child Study Team Evaluation
3. Evaluation of student/s suspected of being under the influence of alcohol or a controlled dangerous substance, performed by AFC Urgent Care

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

<p>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</p>
<p>D. Tuberculosis Testing</p> <p>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</p> <p>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</p> <p>3. The TB-57 form will be completed by the school nurse annually and kept on-site at each school</p>
<p>E. Medication Administration</p> <p>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</p> <p>2. Written permission must be submitted from the parent/guardian for administration of medication</p> <p>3. All medication documentation is received and reviewed by the school nurse and is kept on file in the health office</p> <p>4. Medication orders are effective for one school year and must be renewed annually</p> <p>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)</p> <p>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)</p> <p>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</p>
<p>F. Do Not Resuscitate (DNR) orders</p> <p>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</p> <p>2. The school nurse reviews and provides appropriate response to each DNR order</p>
<p>G. Communicable Diseases</p> <p>1. Students or employees with a communicable disease will be isolated and excluded with re-admittance to school requiring medical clearance</p> <p>2. Any "Reportable Communicable Diseases" will be reported to the county health officer as per NJDHSS reporting requirements</p>

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. 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
4. 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
5. Academic workload will be modified until the student is cleared for full athletic activity by a medical provider
6. After clearance by the student’s medical provider, the student may begin “Return to Activity Progression Program”
7. 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

P. PROTOCOL FOR BUNKER HILL ENVIRONMENTAL CENTER TRIPS NURSE COVERAGE

Upon being informed of upcoming Bunker Hill Environmental Center trips, the Home School Nurse will:

1. Review Medical Implications (health concerns) of students going on trip
2. Make every effort to obtain “self carry Inhaler” orders for student’s aligned with their personal Asthma Plan.
3. Obtain permission from parent and student’s physician for those students who may need Asthma medication.
4. Review and determine the medical needs of the students and assess the need for a nurse to accompany the trip to Bunker Hill.
5. Routine medications should be adjusted to allow for the timing of the trip if possible.
6. School nurses at FPS/ANNEX will provide nursing coverage for any Bunker Hill Center trips that require nursing coverage.
7. The Home School Nurse will notify PPS, the School Principal, the FPS Certified School Nurse, The Science Supervisor and the Lead Nurse if a School Nurse is required to meet the students at the Environmental Center.
8. Trips that do not require direct Nursing coverage will be covered by the Nursing staff at FPS School.
9. 9-1-1 should be contacted for any Emergency situation.

The Environmental Center will have AED/CPR/Epipen/First Aid supplies in full view and accessible to trained responders.

A list of students with medical needs (including reasons for Epipen if any) of every class going to Bunker Hill must be emailed to:
Environmental Center Science Specialist
Franklin Park Certified School Nurse

If the Home School Nurse deems it necessary for a nurse to be at the center, the Home School Nurse must immediately notify:
Franklin Park School Nurses
Director of PPS
Bunker Hill Science Specialist
Lead School Nurse
Science Supervisor

If the student’s medical needs require emergency medication to be available for the student, other than Epipen, the Home School Nurse will give the medication to the classroom teacher to securely take along with her and be returned to nurse after the trip is completed.

Environmental Center Science Specialist will be trained for identifying and treating with EPIPEN any student who he/she feels is experiencing anaphylactic reaction to an allergen, and be trained in AED/CPR.

The Classroom Teacher will carry a list of emergency contact numbers of their students.

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

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	Elizabeth Avenue	Franklin Park	Conerly Road	MacAfee Road	Hillcrest	Pine Grove	Claremont	Sampson G. Smith	Franklin Middle	Franklin Middle RTS	Franklin High
Student Visits: medical, dental, first aid	1665	1293	1010	701	446	405	1802	1610	1604	52	2310
Annual Height & Weight Screening (all grade levels)	244	10	163	187	143	138	150	267	152	18	776
Annual Blood Pressure Screening (all grade levels)	244	10	163	187	143	138	150	267	152	18	776
Visual Acuity screening: K, 2, 4, 6, 8, 10	145	5	52	85	68	65	50	167	80	14	124
Auditory screening: K, 1, 2, 3, 7, 11	137	5	52	65	95	103	50	100	56	4	110
Scoliosis screening biennially age 10-18	28	0	15	18	16	17	0	100	42	7	265
Diabetic Glucose testing, insulin pump management	0	1	0	0	0	0	2	1	7	0	4
Mantoux/PPD testing	0	0	0	0	0	0	0	0	0	0	0
Medication Administration - Daily	3	0	0	3	0	0	4	0	9	0	4
Medication Administration - PRN	4	33	23	31	3	3	46	1	69	0	13
Nebulizer treatments/inhaler use	0	0	0	0	0	3	0	0	24	0	0
Tube feedings	0	1	0	0	0	0	0	0	1	0	0
Urinary catheterizations	0	0	0	0	0	0	0	0	0	0	0
Referral for vision evaluations	6	0	3	0	13	14	10	63	21	8	22
Referral for hearing evaluations	3	0	1	0	7	0	10	5	0	0	0
Referral for suspicion of drug/alcohol use	0	0	0	0	0	0	0	0	10	2	9
Referral for pregnancy	0	0	0	0	0	0	0	0	1	0	2
Health teaching in classroom (# of lessons taught)	0	0	0	0	0	0	0	0	0	0	0
Health teaching/counseling in office (on-going at all schools)										10	

III. 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)

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	Elizabeth Avenue	Franklin Park	Conerly Road	MacAfee Road	Hillcrest	Pine Grove	Claremont	Sampson G. Smith	Franklin Middle	Franklin Middle RTS	Franklin High
Grade levels	PK-5	PK-5	PK-5	PK-5	PK-5	PK-5	PK-5	6-8	6-8	7-12	9-12
Enrollment number as of Oct. 1st	560	636	312	376	446	370	664	784	713	17	2171
Number of students receiving:											
Special Services/IEP's	80	126	49	94	47	16	193	111	216	0	338
504's	2	4	1	2	5	5	1	18	16	0	34
I&RS	15	17	2	23	40	34	14	14	53	0	63
Number of Students with Medical Implications	230	213	138	135	128	78	279	364	259	12	898
Nursing Assignments-number of:											
NJAC 6A:9-13.3 Certified School Nurse -CSN	1	1	1	1	1	1	2	1	1.5	1	1
Registered Nurse -RN	1	0	0	0	0	0	0	0	0	0	1
NJAC 6A:9-13.3 (b) CPR Certified	6	1	1	1	1	7	2	1	1.5	3	15
NJAC 6A:9-13.3 (b) AED Certified	6	1	1	1	1	7	2	1	1.5	3	15
NJAC Asthma Nebulizer trained	2	1	1	1	1	1	2	1	1.5	1	2
Other:											
School Physician-1											
Lead Nurse-1 (assigned to Elizabeth Ave. Elementary School)											
Nurse Secretaries-4 (1 full-time at HS, 3 floats on rotational basis to remainder of schools)											

IV. 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 by nurses
 - b) one additional AED unit obtained based on the results of assessment
 - c) AEDs located in each school and administration building for a total of 25 AED units on-site district-wide
 - d) signage indicating the 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) CPR/AED trained staff volunteers in each school
 - i) each school nurse is trained in airway management, as well as nebulizer and inhaler use
4. Narcan
 - a) Narcan available at High School
 - b) awareness of signs/symptoms of opioid overdose
 - c) call 911
 - d) administer CPR per AHA Guidelines
 - e) if Narcan is available, the School Nurse or Delegate who has completed the NJ DHS/DMHAS Overdose Responder Training Webinar, may administer Narcan via nasal spray
 - f) administer first dose and monitor for three (3) minutes, if no response give a second dose

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 Department for each diabetic student receiving bus transport
4. Adrenal Crisis Emergency Action Plan
 - a) Treatment for students with Adrenal Insufficiency per the directives of their medical care plan
 - b) Hydrocortisone sodium succinate delegates recruited and trained by the school nurse annually
 - c) Hydrocortisone delegate lists are available to parents/guardians upon request at each school
 - d) The student’s prescribed hydrocortisone will be placed in a secure but unlocked location that is easily accessible by the school nurse or designees in the event of an emergency
 - e) The student may carry and self-administer hydrocortisone with written permission from the parent/guardian and the physician
 - f) The student will be transported via EMS to a hospital emergency department after the administration of hydrocortisone, even if the pupil’s symptoms appear to have resolved.

5. Paul's Law - Care of Students with Epilepsy/Seizure Disorder

- a) Students requiring epilepsy care while at school will submit an individualized emergency health care plan signed by both the parent/guardian and the physician.
- b) All school personnel will receive education regarding how to recognize and provide care for epilepsy/seizure disorders and when to call for assistance
- c) Transportation/Bus Driver will be provided with notice of the student's condition, information on how to provide care for epilepsy/seizure disorder and first aid training, and parent and emergency contact information

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 the 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 Educational Services Commission of New Jersey:

- 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