



CLOSTER PUBLIC SCHOOLS

NURSING SERVICES PLAN

2023-2024 School Year

The Closter Public School District consists of one elementary school and one middle school with approximately 1,188 students determined by 2023-2024 enrollment count as of September 1, 2023. The elementary school serves preschool students.

There are two nurses employed by Closter Public Schools. Both nurses are licensed Registered Nurses, with NJ Certified School Nurse endorsement. The Nurse's assignments for the 2023-2024 school year are as follows:

Tenakill Middle School
Hillside Elementary School

Virginia McHale, RN CSN
Kristen Haenelt, RN CSN

Building Based School Nurses, N.J.A.C.6A:16-2.1(b):

The certified school nurses in the Closter Public School District have a multitude of roles within the scope of their professional practice. In an ongoing effort to ensure the students in the district remain healthy and ready to learn, the school nurses take on roles of nursing care provider, investigator, communicator, counselor, educator, child advocate, community liaison, recorder and manager.

Nursing Care Provider

Within the role of nursing care provider, the school nurse uses the nursing process, which includes assessing, planning, implementing, and evaluating the nursing care in an ongoing manner. The development of Individualized Health Care Plans (IHCPs) and Emergency Care Plans (ECPs) are developed by the school nurse for each student with acute and chronic health concerns.

Investigator

The school nurses seek information regarding student health histories, health practices, environmental concerns, safety issues, communicable disease patterns and current health information relevant to the practice of school nursing. Consultations with parents and guardians, pediatricians, specialists, health agencies, classroom teachers, maintenance and custodial staff, PTO lunch volunteers, and administrations are sought in order to gather information.

Communicator

The school nurses use varied approaches to share important information with students, parents, staff members, administration, guidance department, physicians, health care agencies, and governmental entities. Telephone conferences, personal letters, newsletters, flyers, bulletin board postings, email communications, health office website updates including information for bilingual parents/guardians, personal conferences, staff meetings, Intervention and Referral Committee Meetings, and Child Study Team Meetings represent some of the methods and forums in which health information is communicated.

Counselor

The school nurses serve in the role of counselor to students, parents and staff alike regarding health issues and personal concerns. Referrals are made to the Child Study Team case managers, school counseling staff, and private physicians, or community health resources, as needed.

Educator

The school nurses provide formal instruction on various health topics on request at all levels of instruction. Informal teaching takes place continuously on a one-to-one basis during the delivery of nursing care to both staff and students. Staff education on pertinent health topics (asthma, allergies, diabetes, Public Employees Occupational Safety and Health (PEOSH), child abuse, seizure disorders, etc.) is provided through Vector Safeschools online training, or in small groups as appropriate. Parent education is provided individually or in a group setting (e.g., Parent Teacher Organization (PTO) meetings, Bilingual Parent Advisory Committee meetings, Special Education Parent Advisory Group (SEPAG) etc.), through written materials, discussions, and special programs.

Child Advocate

The school nurses work closely with staff and families to facilitate that students' health needs and accommodations are identified and met. Advocacy can extend beyond these arenas to include referrals for health services, counseling, community programs, camps, and the Department of Children Protection and Permanency (DCPP).

Community Liaison

The school nurses work with local groups and organizations to bring special programs into the schools. The schools have benefited from the *Go Red* programs of the American Heart Association and Flu Shot Clinic to name a few.

Recorder

The school nurses maintain a written record for each student and documentation for each incident of nursing care. Each entry includes the date, time, major complaint and nursing assessment, plan of care, implementation and evaluation. Written communication from parents and health care providers are incorporated into the student records. Data is collected and recorded for state agencies related to immunizations, students without

health insurance, absenteeism, tuberculosis testing, medical waste management, and employee injuries. In the beginning of the school year, the nursing staff enters in the RealTime database, immunizations, student daily visits, health concerns and medication orders. As the use of the health database increases, the nurses will enter additional health information such as screening results and will update pertinent medical information and sport physical dates.

Manager

The school nurse is essential to aggressively manage student health problems that are likely to compromise learning. For this reason, school health care providers must prioritize concerns and assign health services staff in a way to achieve this goal. The assignment of school nurses in the Closter Public School District is not based solely on the number of students in the building. Consideration is given to the special education population and the severity of health concerns present within each building. Severity coding is broken down into four levels: Nursing Dependent, Medically Fragile, Medically Complex, and Health Concerns.

Level I: Nursing Dependent

Nursing dependent students require 24 hours/day, frequently one-to-one, skilled nursing care for survival. Many are dependent on technological devices for breathing (e.g.; a student on a ventilator, and/or requiring continuous nursing assessment and nursing assessment and intervention. Without the use of the correct medical technology and nursing care, the student will experience irreversible damage or death.

Level II: Medically Fragile

Students with complicated health care needs in this category face each day with the possibility of a life-threatening emergency requiring the skill and judgment of a professional nurse. Examples may include, but are not limited to: severe seizure disorder requiring medication, sterile procedures, and tracheostomy care with suctioning, unstable or newly diagnosed diabetic with unscheduled blood sugar monitoring and insulin injections, diabetics with insulin pumps requiring monitoring and severe asthmatics requiring nebulizer treatments.

Level III: Medically Complex

Students with medically complex concerns require daily treatments or close monitoring by a professional nurse. They may have unstable physical and/or social-emotional conditions and the potential for a life-threatening event may exist. Examples include, but are not limited to: Attention Deficits Hyperactivity Disorder (ADHD) and on medication, anaphylactic event, cancer, immune disorders, moderate to severe asthma (inhaler, peak flow meter), teenage pregnancy, carefully timed medications, medications with major side effects, unstable metabolic conditions, continuous or intermittent oxygen and complex mental or emotional disorders.

Level IV: Health Concerns

In the category of health concerns, the student's physical and/or social-emotional condition is currently uncomplicated and predictable. Occasionally, the student requires monitoring, varying from biweekly to annually. Examples include, but are not limited to: dental disease, headaches, migraines, sensory impairments, diabetes self-managed by the

student, dietary restrictions, eating disorders, and orthopedic conditions requiring accommodations

Certified School Nurse (CSN), N.J.A.C. 6A:16-2.3(b):

The CSN fulfills the duties of the Registered Nurse cited in code. She can also perform the following duties:

- teach health classes
- develop curriculum
- conduct staff trainings
- educates and trains staff delegates to administer Emergency Epinephrine Auto-injectors
- educates and trains delegates to administer Glucagon to students with diabetes in severe hypoglycemic shock
- assures Diabetes Medical Management Plan compliance
- informs and educates staff regarding Diastat orders and students with seizure history
- reviews, summarizes and transmits available health and medical information in preparation for Child Study Team meetings
- writes and updates at least annually accommodation plans included in Individual Healthcare Plans (IHP) required under Section 504.
- develops and implements the school health programs as per New Jersey Nurse Practice Act, American Nurses Association/National Association of School Nurses (ANA/NASN) Standards of School Nursing, NJAC and the NJ Department of Education Health Services Guidelines
- CPR/ Automated External Defibrillator (AED) Certified

Registered Nurse (RN), N.J.A.C. 6A:16-2.1(d):

The registered nurse:

- may be assigned to the same or multiple buildings
- performs duties permitted under professional license
- must be CPR/AED certified
- conducts health screenings
- maintains student health records
- assesses and recommends students to be excluded for communicable diseases
- recommends students to be excluded for inadequate immunizations

Emergency Safety and Security Plans:

The Closter Public School District has included nurses in its safety and security plans as outlined in the Crisis Response Procedures. These plans include a “Go Bag” located in the nurse’s office. “Crisis Bags” for each wing leader. These plans also include provisions for chronically ill and functional needs students. Drills are conducted on a monthly basis. This security plan was developed in consultation with law enforcement, emergency management planners, and community resources. A copy of this plan is provided to all district employees within 60 days of the start of the school year or the start of employment. Closter School District is in compliance with Janet’s Law. Each school has two automated external defibrillators located in marked unlocked cabinets. Each school has an Emergency Action Plan posted in the main office and classrooms.

School Complex

For the purpose of assigning school nurses, the Closter Public School District has determined that each school building is a unit unto itself. Handheld radios are utilized within the premises to establish communication with the nurse alongside telephone, and email systems.

Emergency Situations N.J.A.C. 6A:16-2.1(b):

There are a variety of emergency situations that may occur in a school setting. The nurses at both Hillside Elementary and Tenakill Middle School are equipped to handle emergencies that require basic first aid, diabetes, asthma, allergic reactions, Basic Life Support (BLS), and to utilize nursing assessment to evaluate situations that require further medical evaluation.

In emergency situations, we have standing orders from our school physician. These orders are for any student with:

- symptoms of possible contagions - will be sent home with parent
- persistent vomiting - will be sent home with parent
- trauma - maintain airway, monitor vital signs, activate Emergency Medical Services (EMS)
- sprains or fractures- immobilize extremity, ice and elevate, call parent, activate EMS if needed
- bleeding - apply compression bandage, ice if appropriate, apply dressing
- 1st and 2nd degree burns - cleanse the area gently
- 3rd degree burns - apply loose dry and sterile, seek medical attention
- insect bites - apply ice watch for reactions
- anaphylactic reactions - administer epinephrine 0.3 mg intramuscular (IM) via auto injector, activate EMS
- abdominal pain - assess for acute pain, assess for rebound tenderness, activate EMS if indicated
- convulsions/seizures - protect against injury, turn student to side and maintain airway, observe time and seizure activity, contact parent, activate EMS
- heat exhaustion - encourage fluids and activate EMS

In emergency situations involving multiple students, triage based on acuity and follow above steps.

In the case of diabetic, asthmatic, anaphylactic and seizure disorder emergencies, orders noted by the student's healthcare provider on Emergency Health Care forms are followed. These orders include administering medications such as glucagon, insulin, epinephrine, Diastat, and albuterol. The development of student Individual Healthcare Plans are based on information provided by parents/guardians and healthcare providers. School administration is notified of all emergencies, and a delegate is assigned to activate 911. Students are stabilized until emergency medical care arrives. Building evacuation plans are developed for students with disabilities who use wheelchairs, crutches and other orthopedic devices that impact ambulation. The implementation of the plan is coordinated with administration and designated staff.

MEDICATIONS, N.J.A.C. 6A:16-2.2:

The certified school nurse:

- mails required forms every year to parents of students requiring daily or as needed medications
- follows up on incomplete forms and forms not returned by parents
- calls parents for medication refills
- administers medication as ordered (may include locating students who forget to come for medication)
- monitors and addresses expiration dates of medication
- notes the reason why a student does not receive a daily medication (e.g. early dismissal, half day, absence, etc.)

Asthma

- Obtains asthma treatment plan from student's healthcare provider
- Assists with inhaler administration
- Monitors the use of nebulizers when required
- Coordinates asthma treatment plans with student/athletic trainer and coaches

Emergency Epinephrine, N.J.A.C. 6A:16-2.1(b):

- Train delegates (only medicine that can be given by individuals other than a school nurse)
- Maintain medication log (in and out of health office)
- Provide staff and student education regarding student allergies and the modifications that are required to maintain student health
- Diastat – emergency medication for students with prolonged seizures (lasting more than 3-5 minutes); requires privacy and urgency
- Insulin – medication used for students with diabetes
- Oversee management of student with diabetes as per the Diabetes Medical Management Plan (DMMP) in regard to:
 - Insulin administration for lunch/snack coverage
 - Count carbs for snacks and/or lunch
 - Check for ketones
 - Troubleshoot insulin pumps
 - Monitor supplies for insulin administration
 - Notify parents when supplies need replenishing, including extra snacks
 - Blood glucose checks as per DMMP
 - Treat hypoglycemic events as per DMMP; provide snacks when necessary to treat a “low” blood sugar
 - Inform PE staff of specific student needs as outlined in DMMP
 - Train staff and student to observe for signs of hyperglycemia and hypoglycemia (both are emergencies and require immediate care)
 - Glucagon – (emergency medication for diabetics)
 - Work with transport companies, Region and outside nursing agencies to ensure the safety of medically involved Cluster students.

COMMITTEE PARTICIPATION:

- Intervention and Referral Services Committee (I&RS)
- Crisis Team
- Attendance Management Committee
- Building Safety Committee
- IEP Meetings
- Harassment & Intimidation Bullying meetings (if needed)
- Pandemic Response Team (if the need arises)

REQUIRED DOCUMENTATION, N.J.A.C. 6A:16-(2.2) (2.4)

- Annual Tuberculosis Report
- Annual Immunization Report (State)
- Provisional immunization status of new out- of-state/out-of-country students
- Immunization: audit regulations are numerous and time sensitive. The school nurse spends considerable time in scheduling timely immunization as per State mandates
- Permission to disclose information
- Monthly checks of the Automated External Defibrillator (AED) with documentation
- Filing Accident Reports for staff and students
- Prepare home insurance forms as needed
- Chart all physicals
- Student health concerns, results of physicals, and screening data
- Tuberculosis (TB) compliance for all new staff and students
- Obtain health records and information for all new students
- Order and maintain nursing supplies
- Compile health packet for new staff
- Screenings for I&RS and Special Education referrals

HEALTH SCREENINGS, N.J.A.C. 6A:16-2.3(d);

- Height, weight and blood pressure – all students
- Scoliosis – 5th and 7th grades
- Vision and Hearing – designated grade levels
- Hearing and Vision Screenings for I&RS/Special Education referrals
- Mail and follow-up phone calls to parents for failed screening results

EDUCATIONAL EXCURSIONS:

- Arrange for nurse/parent/delegate to attend excursion when health needs warrant
- Coordinate specific student needs with chaperones
- Call parents to coordinate medication and medical issues

ELECTRONIC EMERGENCY CARDS:

- Review digital information for emergency contact information annually for emergency contact information.
- Parents fill out emergency contact form yearly via the RealTime Parent Portal
- Emergency information are updated as needed

WORKMAN'S COMPENSATION:

- Obtain accident report from employees injured on the job and disseminate managed care information
- Act as liaison for any injured employee until care is received for injury

PHYSICAL EDUCATION EXCUSES:

- Compiles a list of students that are excluded from PE due to injury, illness or surgery
- Removes students from list when cleared for gym
- Provide daily PE excuse documentation to PE staff on a daily basis
- Charts all PE excuses on health cards
- Issue elevator pass, (Tenakill School) 5 minute early pass and passes to students with orthopedic and /or medical needs.

ARTICULATION WITH SENDING DISTRICTS:

- Closter Public School nurses communicate with the sending districts to discuss students' care plans and individual health concerns
- Send welcome letters to families regarding sports physicals, medication policy and health office procedures and policies

HEALTH OFFICE SUPPLIES:

- Conduct yearly inventory of health office supplies
- Submit yearly order according to projected needs and budget
- Organize all deliveries and confirm all items against packing slips and original orders
- Storage of new supplies; rotate supplies to prevent expiration of health supplies

POLICY DEVELOPMENT:

- Collaborate with administration in developing policy or changing existing policy as need arises according to Closter Public School District and/or State Mandates issued
- Keeps administration and staff fully updated on any upcoming changes as necessary

CONTINUING EDUCATION:

- Attend district in-services as well as outside workshops and in-services that relate directly to school nursing in order to grow professionally as well as to meet the 100 hour/5 year mandate required of all teachers

NJ FAMILY CARE COORDINATOR:

- Distribute Family Care information to student population as needed throughout the school year

MEMBERSHIP:

- Maintain current membership in the County, State, and National School Nurses Association

DAILY MEDICAL OFFICE TRAFFIC:

- Addresses all health concerns/emergencies including injuries and illnesses and provides care when appropriate.
- Manage Covid Screening processes, if required by State or District.
- Students are seen for a variety of reasons, some of which are:
 - Check temperature, inspect throat, orthoscopic exam of ears for earaches, auscultate lungs for c/o cough or breathing issues, nosebleeds, eye complaints, stomachaches, hunger, GI complaints, splinters, coughs, headaches, and dizziness
 - First aid minor and major accidents, for abrasions, lacerations, sprains, strains, fractures, head injuries and concussion referrals, jammed fingers, contusions – rings stuck on fingers, fainting, braces repair, broken teeth, burns, bee stings, bites
 - Emotional needs – frequently confer with guidance counselors, CST case managers, teachers, administrators
 - Care and follow up of students who self-injure
 - Counsel students with hygiene issues
 - Assessment of student thought to be under the influence of drug or alcohol; completion of referral papers for administration
 - Manage chronic illness of students (i.e. anorexia, Crohn's disease, etc)

SPORTS, N.J.A.C. 6A:16-2.2(h):

Full Physicals or Updates

- Sign students up for sports seasons (Tenakill Middle School)
- Work with parents to provide and obtain required forms. Frequent contact with parents to explain process of medical clearance and follow up calls for forms not handed in so as to meet deadlines for tryouts
- Prepare sport forms for school physician review
- Provide coaches with names of students cleared by school physician for sport participation
- Follow and communicate recommendations given by school physicians upon review of forms
- Collaborate with coaches re: injuries occurring during practice and games
- As of November 1,2013, Tenakill Middle School has been in compliance with the Scholastic Student-Athlete Safety Act.

HEALTH EDUCATION:

- Daily teaching with students about their health
- Provide staff opportunities for wellness
- Provides parents with resources and information

FLU VACCINE CLINIC:

- Coordinate annual Flu Vaccine Program with a local Pharmacy

HEAD LICE:

Following American Academy of Pediatrics Guidelines:

- Monitor students/classes for head lice
- Send home lice information to classes
- Frequent contact with parents
- Check affected students/classes to insure there is no re-infestation

TOILETING ISSUES:

- Assist students with toileting if required by physician/IEP
- Changing/assisting student pre-K through 8 who have been incontinent
- Assisting female students with menstrual issues (education, supplies, changing soiled clothes)

OTHER

- Reentry meetings for students returning after hospitalizations, confer with parents re; homebound, obtain medical note and initiate the process for home instruction

NON-PUBLIC NURSING ACCESS OF RECORDS:

- The Business Administrator or his or her designee will reach out to the Director of the non-public school to ensure access to the health records of non-public school students under their care. The Business Administrator or Director of Special Services coordinates closely with the designated staff or health personnel within non-public schools to securely access and maintain these records. This collaboration is founded on the principles of privacy and confidentiality, and all access to health records is strictly limited to authorized personnel involved in the care and well-being of the students. These protocols are designed to adhere to state and federal regulations, guaranteeing the safe and confidential handling of health information while enabling the school district to provide comprehensive and effective healthcare support to all students, regardless of their school affiliation, unless otherwise waived.

**STUDENTS WITH MEDICAL INVOLVEMENT
SCHOOL YEAR 2023-2024**

Hillside Elementary School

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| Grade Levels: | Pre-K - 4 th grade |
| Student Population: | 618 |
| General Education Enrollment: | 519 |
| Special Education Enrollment: | 99 |
| Students with 504 Plans: | 22 |
| Level I: Nursing Dependent: | 0 |
| Level II: Medically Fragile: | 5 |
| Level III: Medically Complex: | 73 |
| Level IV: Health Concerns: | 7 |

Tenakill Middle School

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| Grade Levels: | 5 th - 8 th grade |
| Student Population: | 570 |
| General Education Enrollment: | 488 |
| Special Education Enrollment: | 82 |
| Students with 504 Plans: | 33 |
| Level I: Nursing Dependent: | 0 |
| Level II: Medically Fragile: | 0 |
| Level III: Medically Complex: | 62 |
| Level IV: Health Concerns: | 46 |

Resident Students in Out of District Placement

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| Student Population: | 24 |
| Level I: Nursing Dependent: | 2 |
| Level II: Medically Fragile: | 0 |
| Level III: Medically Complex: | 4 |
| Level IV: Health Concerns: | 10 |

Closter Public Schools Nursing Services Plan
SY 2023 - 2024
(N.J.A.C. 6A:16-2.1 through 2.5)

District Name: Closter Public Schools
School Year: 2023-2024

Board Approval Date: September 27, 2023 (as per N.J.A.C. 6A:16-2.1 (b))
District Contact Person: Vincent McHale, Superintendent of Schools

Description of Basic Nursing Services Provided to All Students (N.J.A.C. 6A:16-2.2)

Basic services: N.J.A.C. 6A and N.J.S.A. 18A:40, federal law (such as FERPA- 20 U.S.C.§1232g, 34 CFR Part 99) and N.J. Sanitation Code. Under the direction of the School Physician, the following services are provided to students:

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| A. | Health Records (N.J.A.C. 8:57-4.1 through 4.20) | |
| | 1. Maintain and review student health documents | (N.J.A.C. 6A:16-2.2 (g)) |
| | a) State of New Jersey Health History and Appraisal record i.e., A-45 cards | |
| | b) Immunization record | (N.J.A.C. 6A:16-2.2 (a)) |
| | c) Medical history | |
| | d) Conduct and record health screenings (i.e., height, weight, hearing, vision, scoliosis and blood pressure as per current NJ statutes) | (N.J.A.C. 6A:16-2.2(g)) |
| | e) Physical examinations for: | |
| | (1) Athletic Pre-Participation Physical Examination Form Part A & B as part of student's health record | (N.J.S.A. 18A: 40-41.9 and N.J.A.C. 6A:16-2.2(h)1) |
| | (a) Distribution of educational fact sheet annually to parents or guardians of students of Sports-Related Eye Injuries | |
| | (2) New or transfer student | (N.J.A.C. 6A:16-2.2 (h)2ii) |
| | (3) Working Papers health exam | (N.J.A.C. 6A:16-2.2 (h)3) |
| | (4) Comprehensive child study team evaluation | (N.J.A.C. 6A:16-2.2 (h)4) |
| | (5) Evaluation of student suspected of being under the influence of alcohol or a controlled dangerous substance | (N.J.A.C. 6A:16-2.2(h)5) |
| | f) Transference and request of health records i.e. A-45 and current physical exam | (N.J.A.C. 6A:16-2.4(d)) |

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| <p>g) Adherence to Family Education Rights and Privacy Act</p> | <p>(FERPA- 20 U.S.C. §1232g, 34 CFR Part 99, N.J.A.C. 6A:16-2.4 (c))</p> |
| <p>2. Determine student status for admission or retention with unacceptable evidence of immunizations</p> | <p>(N.J.A.C. 6A:16-2.2(b))</p> |
| <p>3. Conduct tuberculosis testing as directed by the NJ DHSS</p> | <p>(N.J.S.A.18A:40-16 & N.J.A.C. 6A:16-2.2(c))</p> |
| <p>B. Medications, health care treatments, procedures and care:</p> | |
| <p>1. Administer authorized medications, health care treatments and care</p> | <p>(N.J.A.C. 6A:16-2.1(a) 2)</p> |
| <p>2. Approval of self-administered medications</p> | <p>(N.J.S.A.18A:40-12.3 & 12.4 & N.J.A.C. 6A:16-2.1(a) 2.v)</p> |
| <p>3. Designate and train annually epinephrine and glucagon auto injector delegates</p> | <p>(N.J.A.C. 6A:16-2.1(a)2.vi N.J.S.A. 18A:40-12.5; 12.6 & 12.14)</p> |
| <p>4. Permit the school nurse or trained designee to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis when the nurse or trained designee in good faith believes the student is having an anaphylactic reaction <u>or</u> any student whose parent has <u>not</u>:</p> <p>a) Provided written authorization for the administration of epinephrine;</p> <p>b) Provided written orders from the physician or advanced practice nurse that the student requires epinephrine for anaphylaxis;</p> <p>c) Received written notice from the board of education (BOE) or nonpublic school chief school administrator that the agencies and their employees or agents have no liability as a result of an injury arising from the administration of epinephrine; and</p> <p>d) Signed a statement releasing the BOE or nonpublic school of liability.</p> | <p>(N.J.S.A. 18A:40-12.5a-d and N.J.S.A. 18A:40-12.6)</p> |
| <p>C. Review and create IHP/IEHP for Do Not Resuscitate (DNR) orders</p> | <p>(N.J.A.C. 6A:16-2.1(a)3)</p> |
| <p>D. Provide Health Care</p> | <p>(N.J.A.C. 6A:16-2.1(a) 4)</p> |
| <p>1. Provide nursing health care and execute medical regimens to students as per: NJ Nurse Practice Act, District Collaborative Standing Orders, IHP, IEHP and Medical Home Practitioner's orders.</p> | <p>(N.J.A.C. 6A:16-2.1(a)10 (N.J.S.A. 45:11-23)- New Jersey Board of Nursing Statutes</p> |
| <p>2. Isolate, exclude and re-admit any student or employee with a communicable disease</p> | <p>(N.J.A.C. 6A:16-2.4 (a))</p> |

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| 3. | Report "Reportable Communicable Disease" to County health officer | (N.J.A.C. 8:57-1 & N.J.A.C. 6A:16-2.2(d)) |
| 4. | Arrange for transportation and supervision of students in need of emergency health care | (N.J.A.C. 6A:16-2.1(a) 4(iv)) |
| 5. | Notify parents of need for emergency care | (N.J.A.C. 6A:16-2.1(a)4(v)) |
| 6. | Administer emergency medications i.e., anaphylaxis (epinephrine) or asthma medications etc. | (N.J.A.C. 6A:16-2.1 (a) 4) |
| 7. | Write and update annually student individualized health care plans (IHP's) and individualized emergency health care plan (IEHP's) for student's medical needs and instruction of staff. | (N.J.A.C. 6A:16-2.1(a)10 and (N.J.A.C. 6A:16-2.3(b)3(xii)) |
| 8. | Establish, annually review and implement Standards of Care/Collaborative Standing Orders with the School physician for deliverance of daily and emergency health care. | (N.J.A.C.6A:16-2.3(b)3(i)) |
| E. | Administer asthma related care | |
| 1. | Obtain training for administration of medication via nebulizer | (N.J.S.A.18A:40-12.8(a) & (N.J.A.C. 6A:16-2.1(a).5.ii)) |
| 2. | Maintain one nebulizer per school | (N.J.A.C. 6A:16-2.2(e)) |
| 3. | Require Students to have a current " Asthma Action Plan | (N.J.A.C. 6A:16-2.1(a)5.iii) |
| F. | Health history and examinations | (N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, N.J.A.C. 6A:16-2.2 and N.J.A.C. 6A:16-2.1(a)6) |
| 1. | Provide health examination for student's without medical homes | (N.J.A.C. 6A:16-2.2(f)) |
| G. | Establish and maintain procedures for universal precautions | (N.J.A.C. 6A:16-2.1(a)7) |
| H. | Provide nursing services to nonpublic school located in district | (N.J.A.C. 6A:16-2.1(a)8) |
| I. | Instruct students/ teachers/staff: | (N.J.A.C. 6A:9-13.3, N.J.S.A. 18A:40-3; and N.J.A.C. 6A:16-2.3 (b)3. xv |
| 1. | communicable diseases, blood borne pathogens | |
| 2. | Asthma management | |
| 3. | Anaphylaxis and symptoms of hyperglycemia and hypoglycemia | |
| 4. | classroom health curriculum (not CSN with a "Non-Instructional" certificate) | |
| 5. | other health concerns | |
| J. | Provide information for: | |
| 1. | NJ Family Care program | (N.J.A.C. 6A:16-2.2(i)) |

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| <p>K. Implementation of the Nurse Practice Act by.....</p> | |
| <p>L. Certified School Nurse Functions as Certified School Nurse (CSN) and Registered Nurse</p> <ol style="list-style-type: none"> 1. Nursing Diagnosis /Case-finding of actual or potential physical health problems 2. Provision of nursing care for actual or potential emotional health problems 3. Health teaching in health office 4. Health teaching in classroom 5. Health counseling | <p>N.J.S.A. 45:11-23. - New Jersey Board of Nursing Statutes</p> |

Summary of Nursing Services Required to Address Specific Health Care Needs of Individual Students (N.J.A.C. 6A:16-2.3(b)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. | | | Hillside Elementary School | Tenakill Middle School |
|---|--|--|-----------------------------------|-------------------------------|
| First-Aid, splinting, Ace-wrap etc. | | | 640 | 804 |
| Dental: tooth avulsion, caries, braces, etc. | | | 52 | 36 |
| Health Screenings Ht., Wt., & BP yearly | | | 592 | 570 |
| Visual Acuity screening K,2,4,6,8,10 | | | 234 | 310 |
| Auditory screening K,1,2,3,7,11 | | | 362 | 151 |
| Scoliosis screening biennially age 10-18 | | | N/A | TBD |
| Diabetic Glucose testing, insulin pump management | | | N/A | N/A |
| Mantoux/PPD testing | | | N/A | 10 |
| Medication Administration- daily | | | 204 | 1 |
| Medication Administration - PRN | | | 270 | 110 |
| Nebulizer/inhalers/peak flow measurements | | | 48 | 7 |
| Tube feedings | | | N/A | N/A |
| Urinary catheterization | | | N/A | N/A |
| Ventilator care | | | N/A | N/A |
| Referral for vision evaluations | | | 14 | 10 |
| Referral for hearing evaluations | | | 2 | 0 |
| Referral for Alcohol and drug use/abuse testing | | | N/A | 0 |
| Referral for pregnancy | | | N/A | 0 |
| Nursing Diagnosis /Case-finding of actual or potential physical health problems | | | 10 | 6 |

| | | | | |
|---|--|--|--------------|--------------|
| Provision of nursing care for actual or potential emotional health problems | | | 25 | 50 |
| Case finding | | | 78 | 65 |
| Health teaching in health office | | | 250 | 250 |
| Health teaching in classroom | | | 7 | 4 |
| Health counseling | | | 40 | 35 |
| Number of TOTAL visits | | | 2,828 | 2,419 |
| | | | | |

Emergency Management (N.J.A.C. 6A:16-2.1(a)4)

A. Acute Care Management Plan:

1. Creation and maintenance of an Emergency Management Kit ("Go-box", crash cart, etc.) for utilization in Crisis, Emergency Evacuations, or and Shelter-In-Place situations
2. Cardiac or Respiratory Distress Action Plan
 - a. AEDs (Automatic External Defibrillators) deployment and delegates trained (reference Janet's Law Requirement)
 - b. CPR trained school nurse
 - c. Asthma Nebulizer trained nurses
 - d. Universal Precautions trained staff
 - e. CPR trained coaches/athletic trainers/teachers/staff

B. IEHP's/Chronic Care Management Plans:

1. Epinephrine Auto-Injector/ Anaphylaxis Action Plan
2. Asthma Action Plan
3. Diabetic Action Plan
4. Lock-Down Health Care Action Plan
5. Shelter-In-Place Health Care Action Plan

C. District Crisis Management Plan:

1. Triage Action Plans in District Crisis Management Plan

D. Community Rescue Squad and Emergency Paramedic Services

- Both EMS and police are available to both buildings

Detailed Nursing Assignments Sufficient to Provide Health Services (N.J.A.C. 6A:16-2.3(b))

| Schools | Hillside Elementary School | Tenakill Middle School | Out Of District |
|--|------------------------------|------------------------|-----------------|
| Grade levels | Pre-K-4 | 5-8 | Pre-K-8 |
| Enrollment number as of September 19, 2023 | 618 | 570 | 22 |
| Number of students receiving: | | | |
| Special Services/ IEPs | 99 | 82 | 24 |
| 504s | 22 | 33 | 0 |
| I&Rs | 19 | 13 | 0 |
| IHPs | 73 | 108 | 2 |
| IEHPPs | 71 | 62 | 2 |
| Nursing Assignments- number of: | | | |
| N.J.A.C. 6A:9B-14.3 | Certified School Nurse- CSN | 1 | 0 |
| | Registered Nurse- not CSN | 0 | 6 |
| | Licensed Practice Nurse- LPN | 0 | 0 |
| N.J.A.C. 6A:9B-14.3(b) | CPR Certified | 6 | N/A |
| N.J.A.C. 6A:9B-14.3 (b) | AED Certified | 6 | N/A |
| N.J.A.C. 6A:16-2.1(a)5.iii | Asthma Nebulizer trained | 1 | N/A |
| Unlicensed Assistive Personnel Assignments | | | |
| Nursing Assistants | 0 | 0 | 0 |
| Health Aides | 0 | 0 | 0 |

Nursing Services and Additional Medical Services provided to Non-Public Schools

(N.J.A.C. 6A:16-2.1(a)8)

**Services are provided by Cluster Public Schools to the following schools located in the district:
*Acton Academy***


In accordance with the New Jersey School Nursing Services Plan, the Business Administrator or his or her designee will reach out to the Director of Acton Academy to ensure access to the health records of non-public school students under their care. The Business Administrator or Director of Special Services coordinates closely with the designated staff or health personnel within non-public schools to securely access and maintain these records. This collaboration is founded on the principles of privacy and confidentiality, and all access to health records is strictly limited to authorized personnel involved in the care and well-being of the students. These protocols are designed to adhere to state and federal regulations, guaranteeing the safe and confidential handling of health information while enabling the school district to provide comprehensive and effective healthcare support to all students, regardless of their school affiliation, unless otherwise waived.

Additional District Nursing Services Information

Written Plan - please see attached

Nursing Services Plan reviewed by:

NANCY ROTHENBERG, DO
School Physician


Signature

9/22/2023
Date

KRISTEN HAENELT
Hillside Elementary School Nurse


Signature

9/22/23
Date

VIRGINIA McHALE
Tenakill Middle School Nurse


Signature

9/21/23
Date

VINCENT McHALE
Superintendent of Schools

Signature

Date