



CLOSTER PUBLIC SCHOOLS

NURSING SERVICES PLAN

2025-2026 School Year

The Closter Public School District comprises one elementary school and one middle school, serving approximately 1,188 students, as per the 2025-2026 enrollment count as of September 4, 2025. The elementary school serves preschool students.

Closter Public Schools employs two nurses. Both nurses are licensed Registered Nurses with NJ Certified School Nurse endorsement. The Nurse's assignments for the 2025-2026 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 many roles within the scope of their professional practice. To ensure that students in the district remain healthy and ready to learn, school nurses take on the roles of nursing care providers, investigators, communicators, counselors, educators, child advocates, community liaisons, recorders, and managers.

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 school nursing practice. Consultations with parents and guardians, pediatricians, specialists, health agencies, classroom teachers, maintenance and custodial staff, PTO lunch volunteers, and administrators are sought 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, individual conferences, staff meetings, Intervention and Referral Services Committee Meetings, 504 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, private physicians, or community health resources, as needed.

Educator

The school nurses provide formal instruction on various health topics at all levels of instruction upon request. Informal teaching takes place continuously on a one-to-one basis during nursing care delivery to 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 identify and meet students' health needs and accommodations. 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 the Flu Shot Clinic.

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, care plan, implementation, and evaluation. Written communication from parents and healthcare providers is incorporated into the student records. Data for state

agencies related to immunizations, students without health insurance, absenteeism, tuberculosis testing, medical waste management, and employee injuries is collected and recorded. At the beginning of the school year, the nursing staff enters immunizations, student daily visits, health concerns, and medication orders in the RealTime database. As the use of the health database increases, the nurses will enter additional health information such as screening results and update pertinent medical information and sports physical dates.

Manager

The school nurse is essential to aggressively manage student health problems that are likely to compromise learning. For this reason, school healthcare providers must prioritize concerns and assign health services staff in a way that achieves 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 divided 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 depend on technological devices for breathing (e.g., a student on a ventilator, and/or requiring continuous 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, tracheostomy care with suctioning, unstable or newly diagnosed diabetics 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 Deficit Hyperactivity Disorder (ADHD) and on medication, anaphylactic events, cancer, immune disorders, moderate to severe asthma (inhaler, peak flow meter), teenage pregnancy, carefully timed medications, medications with significant 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 the code. She can also perform the following responsibilities:

- teach health classes;
- develop curriculum;
- conduct staff training;
- educate and train staff delegates to administer Emergency Epinephrine Auto-injectors
- educates and trains staff delegates to administer Glucagon to students with diabetes in severe hypoglycemic shock;
- assure Diabetes Medical Management Plan compliance;
- inform and educate staff regarding Diastat orders and students with seizure history;
- review, summarize, and transmit available health and medical information in preparation for Child Study Team meetings;
- write and update at least annually accommodation plans included in Individual Healthcare Plans (IHP) required under Section 504;
- develop and implement the school health programs as per the 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 a 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 that students 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 the chronically ill and the functional needs of students. Drills are conducted monthly. This security plan was developed with law enforcement, emergency management planners, and community resources. A copy of this plan is provided to all district employees within 60 days of starting the school year or employment. Closter School District complies 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

To assign 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):

A variety of emergency situations may occur in a school setting. The nurses at both Hillside Elementary School and Tenakill Middle School are equipped to handle emergencies that require basic first aid, diabetes, asthma, allergic reactions, and 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 the following:

- symptoms of possible contagions - will be sent home with a parent;
- persistent vomiting - will be sent home with a 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;
- first and second degree burns - cleanse the area gently;
- third degree burns - apply dry and sterile gauze loosely, and 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 the above steps.

For diabetic, asthmatic, anaphylactic, and seizure disorder emergencies, orders noted by the student's healthcare provider on Emergency Health Care forms will be followed. These orders include administering medications such as glucagon, insulin, epinephrine, Diastat, and albuterol. The development of individual student healthcare plans is 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 trainers 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 the 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 the management of students with diabetes as per the Diabetes Medical Management Plan (DMMP) in regard to:
 - o Insulin administration for lunch/snack coverage;
 - o count carbs for snacks and/or lunch;
 - o check for ketones;
 - o troubleshoot insulin pumps;
 - o monitor supplies for insulin administration;
 - o notify parents when supplies need replenishing, including extra snacks;
 - o blood glucose checks as per DMMP;
 - o treat hypoglycemic events as per DMMP; provide snacks when necessary to treat a “low” blood sugar;
 - o inform PE staff of specific student needs as outlined in DMMP;
 - o train staff and students to observe for signs of hyperglycemia and hypoglycemia (both are emergencies and require immediate care);
 - o Glucagon – (emergency medication for diabetics);
 - o work with transport companies and outside nursing agencies to ensure the safety of medically involved Closter students.

COMMITTEE PARTICIPATION:

- 504 Committee
- Crisis Team
- Threat Assessment Team
- Attendance Management Committee
- Building Safety Committee
- IEP Meetings (if needed)
- 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 scheduling timely immunizations 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 excursions 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
- Parents fill out the emergency contact form yearly via the RealTime Parent Portal
- Emergency information is updated as needed

WORKMAN'S COMPENSATION:

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

PHYSICAL EDUCATION EXCUSES:

- Compiles a list of students who are excluded from PE due to injury, illness, or surgery
- Removes students from the list when cleared for PE
- Provides daily PE excuse documentation to PE staff daily
- 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 the 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 to grow professionally, as well as to meet the 100-hour hour/ 5-year mandate required of all teachers

NJ FAMILY CARE COORDINATOR:

- Distribute Family Care information to the 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:

- Address all health concerns/emergencies, including injuries and illnesses, and provide care when appropriate.
- Manage COVID screening processes, if required by the 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 for minor and major accidents, for abrasions, lacerations, sprains, strains, fractures, head injuries, 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 students thought to be under the influence of drugs 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 the required forms. Frequent contact with parents to explain the process of medical clearance and follow-up calls for forms not handed in to meet deadlines for tryouts
- Prepare sports forms for school physician review.
- Provide coaches with the names of students cleared by the school physician for sports participation.
- Follow and communicate recommendations given by school physicians upon review of forms
- Collaborate with coaches regarding 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 the annual Flu Vaccine Program with a local Pharmacy

HEAD LICE:

Following the American Academy of Pediatrics Guidelines:

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

TOILETING ISSUES:

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

OTHER

- Reentry meetings for students returning after hospitalizations, confer with parents if the student is homebound, obtain a medical note, and initiate the process for home instruction

NON-PUBLIC NURSING ACCESS OF RECORDS:

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

- The Business Administrator or their designee will contact the Director of Acton Academy to obtain 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 2025-2026**

Hillside Elementary School

Grade Levels:	Pre-K - 4 th grade
Student Population:	604
General Education Enrollment:	529
Special Education Enrollment:	75
Students with 504 Plans:	27
Level I: Nursing Dependent:	0
Level II: Medically Fragile:	5
Level III: Medically Complex:	70
Level IV: Health Concerns:	27

Tenakill Middle School

Grade Levels:	5 th - 8 th grade
Student Population:	584
General Education Enrollment:	492
Special Education Enrollment:	92
Students with 504 Plans:	30
Level I: Nursing Dependent:	0
Level II: Medically Fragile:	4
Level III: Medically Complex:	65
Level IV: Health Concerns:	35

Resident Students in Out-of-District Placement

Student Population:	17
Level I: Nursing Dependent:	2
Level II: Medically Fragile:	0
Level III: Medically Complex:	3
Level IV: Health Concerns:	12

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.		1711	1500
Dental: tooth avulsion, caries, braces, etc.		149	100
Health Screenings Ht., Wt., & BP yearly		604	584
Visual Acuity screening K,2,4,6,8,10		266	318
Auditory screening K,1,2,3,7,11		350	139
Scoliosis screening biennially age 10-18		0	266
Diabetic Glucose testing, insulin pump management		0	0
Mantoux/PPD testing		0	0
Medication Administration- daily		181	526
Medication Administration - PRN		102	110
Nebulizer/inhalers/peak flow measurements		0	71
Tube feedings		0	0
Urinary catheterization		0	0
Ventilator care		0	0
Referral for vision evaluations		6	10
Referral for hearing evaluations		1	2
Referral for Alcohol and drug use/abuse testing		0	0
Referral for pregnancy		0	0
Nursing Diagnosis /Case-finding of actual or potential physical health problems		12	10
Provision of nursing care for actual or potential emotional health problems		89	100
Case finding		15	10
Health teaching in health office		420	420
Health teaching in classroom		6	0
Health counseling		55	50
Number of TOTAL visits		3914	4206

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 4, 2025		604	584	17
Number of students receiving:				
Special Services/ IEPs		75	92	17
504s		27	30	0
I&Rs		33	10	0
IHPs		102	94	2
IEHPs		82	86	2
Nursing Assignments- number of:				
N.J.A.C. 6A:9B-14.3	Certified School Nurse- CSN	1	1	0
	Registered Nurse- not CSN	0	0	7
	Licensed Practice Nurse- LPN	0	0	0
N.J.A.C. 6A:9B-14.3(b)	CPR Certified	50	20	N/A
N.J.A.C. 6A:9B-14.3 (b)	AED Certified	50	20	N/A
N.J.A.C. 6A:16-2.1(a)5.iii	Asthma Nebulizer trained	1	1	N/A
Unlicensed Assistive Personnel Assignments				
Nursing Assistants		0	0	0
Health Aides		0	0	0

Nursing Services Plan reviewed by:

NANCY ROTHENBERG, DO
School Physician

Signature

Date

KRISTEN HAENELT
Hillside Elementary School Nurse

Signature

Date

VIRGINIA McHALE
Tenakill Middle School Nurse

Signature

Date

VINCENT McHALE
Superintendent of Schools

Signature

Date