



# **CLOSTER PUBLIC SCHOOLS**

## **NURSING SERVICES PLAN**

### **2022-2023 School Year**

The Closter Public School District consists of one elementary school and one middle school with approximately 1,193 students determined by 2022-2023 enrollments as of September 1, 2022. Our elementary school services preschool students.

There are two nurses employed by the Closter Public School District. Both Nurses are licensed Registered Nurses, both with NJ Certified School Nurse Endorsement. The Nurse's assignments for the 2022-2023 school year are as follows:

Tenakill Middle School  
Hillside Elementary School

Jaime Caruso 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 insure 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, custodial staff, cafeteria workers, bus drivers, and maintenance staff 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 at building meetings 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, 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 DYFS.

## **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, *The Closter Food Bank*, *Candy for soldiers*, 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 ordered. 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 Board of Education 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. Tenakill Middle school also has travel AED for school –sponsored athletic events and team practice. All coaches are CPR/AED certified.

## **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. The distance between buildings varies and the primary type of communication in place between buildings is the telephone and e-mail. Walkie-talkies are used inside the buildings to communicate by the nurse as well as the intercom, telephone and email.

## **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)
  - Training for bus drivers re: signs of diabetes, (in-house and private contracted bus drivers) and identify specific students with diabetes who they transport

## **COMMITTEE PARTICIPATION:**

- Intervention and Referral Services Committee (I&RS)
- Crisis Team
- School Safety Committee
- IEP Meetings
- Harassment & Intimidation Bullying meetings
- 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 – 5<sup>th</sup> and 7<sup>th</sup> grades
- Vision and Hearing – designated grade levels
- Hearing and Vision Screenings for IR&S/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:**

- Input and review digital information for emergency contact information annually for emergency contact information.
- 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:**

### Average Daily Traffic

- Addresses all health concerns/emergencies include injuries and illnesses and provide 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

**STUDENTS WITH MEDICAL INVOLVEMENT  
SCHOOL YEAR 2022-2023**

**Hillside Elementary School**

Grade Levels:	Pre-K - 4 <sup>th</sup> grade
Student Population:	619
General Education Enrollment:	516
Special Education Enrollment:	89
Students with 504 Plans:	14
Level I: Nursing Dependent:	0
Level II: Medically Fragile:	3
Level III: Medically Complex:	52
Level IV: Health Concerns:	7

**Tenakill Middle School**

Grade Levels:	5 <sup>th</sup> - 8 <sup>th</sup> grade
Student Population:	576
General Education Enrollment:	464
Special Education Enrollment:	83
Students with 504 Plans:	29
Level I: Nursing Dependent:	0
Level II: Medically Fragile:	0
Level III: Medically Complex:	95
Level IV: Health Concerns:	23