

NORTH HUNTERDON-VOORHEES REGIONAL HIGH
SCHOOL DISTRICT

NURSING SERVICES PLAN

OCTOBER, 2018

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North Hunterdon High School

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SECTION I: NJ CODE - BASIC NURSING SERVICES

The formulation of the Nursing Service Plan pursuant to NJAC 6A:30-1.4(a) 9 provides the vehicle for delivery of health services to our student population by professional certified school nurses. The documented rationale for the school nursing services plan is a collaborative effort of the school nurses and the school medical inspector to evaluate medical services required at NHHS and VHS and to make staffing recommendations based on population and need. The report reflects the increasing complexity and diversity of medical services required at North Hunterdon High School and Voorhees High School, as well as the projection of the student population.

Student conditions may change during the school year, moving them from one level to another.

I. Description of Basic Nursing Services Provided to All Students (NJAC 6A 16-2.1 (b) 2 (i))

a. Basic Services: NJAC and NJSA, federal law and NJ Sanitation Code. Under the direction of the School Physician, the following services are provided to students:

A. Health Records (NJAC 8:57 – 4.1 through 4.20)	
1. Maintain and review student health documents	NJAC 6A:16 – 2.2 (g)
a. State of New Jersey Health History and Appraisal record (A-45 cards)	
b. Immunization record	NJAC:16-2.2 (a)
c. Medical history	
d. Conduct and record health screenings (height, weight, hearing, vision, scoliosis and blood pressure as per current NJ statutes)	NJAC 6A:16-2.2 (k)
e. Physical examinations for:	
(1) Athletic Preparticipation Physical Examination Form Part A & B as part of student athlete's health record	NJAC 6A:16-2.2 (f) and NJAC 6A:16-2.2 (h)
(2) New or transfer student	NJAC 6A:16 – 2.2 (h)
(3) Working papers health exam	NJAC 6A16-2.2 (h)

(4) Evaluation of student suspected of being under the influence of alcohol or a controlled dangerous substance	NJAC 6A:16-2.2 (h)
(5) Comprehensive child study team evaluation	NJAC 6A:16-2.2 (h)
(6) Transference and request of health records, i.e. A-45 and current physical exam	NJAC 6A:16-2.4 (d)
(7) Adherence to Family Education Rights and Privacy Act	FERPA – 20 USC§1232g, 34 CFR Part 99, NJAC 6A:16-2.2 (h) NJAC 6A:32 - 7
2. Determine student status for admission/provisional admission/exclusion with unacceptable evidence of immunizations.	
3. Conduct tuberculosis testing as directed by the NJ DHSS	NJSA 18A:40-16 NJAC 6A:16-2.2 (a)
B. Medications, healthcare treatments, procedures:	NJAC 6A:16-2.1 (a)2
1. Administer authorized medications, health care treatments, procedures	NJAC 6A:16-2.1 (a)2
2. Approval of self-administered medications	NJAC 18A:40-12.3 & 12.4 NJAC 6A:16-2.1 (a)2v
3. Designate and train epinephrine auto injector delegates	NJSA 18A:40-12.5 & 12.6
4. Designate and train glucagon delegates	
C. Review and create IHP/IEHP for Do Not Resuscitate (DNR) Orders	NJAC 6A:16-2.1 (a)3
D. Provide Direct Nursing Care	NJAC 6A:16-2.1 (a)4

1. Provide direct nursing healthcare and execute medical regimens to students per: District Standing Orders (attached), NJ Nurse Practice Act, IHP, IEHP, and Medical Home Practitioner's orders	NJAC 6A:16-2.1 (a) 4(ii) NJAC 6A:16-1.4(a) NJSA 45:11-23 New Jersey Board of Nursing Statutes
2. Isolate, exclude and readmit any student or employee with a communicable disease	NJAC 6A:16-1.4
3. Report reportable communicable diseases to County Health Officer	NJAC 8:57-1 NJAC 6A:16-2.2 (d)
4. Arrange for transportation and supervision of students in need of emergency health care	NJAC 6A:16-2.1(a) 4(iii)
5. Notify parents of need for emergency care	NJAC 6A:16-2.1(a)4(iv)
6. Administer emergency medications (epinephrine, glucagon) or asthma medications, etc.	NJAC 6A:16-2.1(a)4(v)
7. Write and update annually student individualized healthcare plans (IHP's) and individualized emergency health care plans (IEHP's) for student's medical needs and instruction of staff	NJAC 6A:16-2.3(b)5(xiii)
8. Establish, annually review and implement Standing Orders with the School Physician for deliverance of daily and emergency health care	NJAC 6A:16-2.3(b)xi
E. Administer asthma related care	NJAC 6A:16-2.1(a)5
1. Obtain training for administration of medication via nebulizer	NJAC 18A:40-12.8(a) NJAC 6A:16-2.1(a)5(i)
2. Maintain one nebulizer per school	NJAC 6A:16-2.1(a)5
3. Require students to have a current Asthma Treatment Plan	NJAC 6A:16-2.1(a)5(iii)

F. Health history and examinations	NJSA 18A:40-4 NJSA 18A:35-4.8 NJAC 6A:16-2.2 NJAC 6A:16-2.1(a)6
1. Provide health examination for students without medical homes	NJAC 6A:16-2.2(f)6
2. Maintain Athletic Preparticipation Physical Examination Form A&B as part of the student's health record	NJAC 6A:16-2.2(f)6
G. Establish and maintain procedures for universal precautions	NJAC 6A:16-2.1(a)7
H. Provide nursing services to nonpublic school(s) located in district	NJAC 6A:16-2.1(a)8
I. Instruct students/teachers/staff:	NJAC 6A:9-13.3 NJSA18A:40-3 NJAC 6A:16-2.3(b)5(xv)
1. Communicable diseases, blood borne pathogens	
2. Asthma management	
3. Anaphylaxis	
4. Diabetes management	
5. Other health related topics as indicated	
J. Provide information for:	
1. NJ Family Care program	NJAC 6A:16-2.2(i)
2. Pregnancy assistance	

SECTION II: STATISTICAL DATA

Statistical Data	2018-2019	Projected 2019-2020	2018-2019	Projected 2019-2020
	NHHS	NHHS	VHS	VHS
Total Student Enrollment	1685	1641	1043	986
Partial NHHS/VHS Students				
• 8th Grade	0	0	0	0
• 9 th Grade	399	385	244	228
• 10 th Grade	402	399	246	244
• 11th Grade	447	402	259	246
• 12th Grade	437	447	283	259
• 12+	8	8	11	9

Statistical Data	NHHS	VHS
General Education Enrollment	1434	779
Special Education Enrollment	251	173
Out Of District Students	22	19
Students With 504 Plans	66	72

Students Transferring In	57	35
Students Transferring Out	31	17
Students With IHPs/ECPs	251	168
Average Student Health Office Visits/Day	60-65	30-40
Total Student Health Office Visits/Year	11,655	5800
Number Of Students Dismissed Home Early/Year	740	800
Students Random Drug Tested/Year	225	154
Students Referred for Under Suspicion/Year	35	8-12
Total Number of Employees	207	160
Average Employee Visits/Day	8 month	10-13 month
Average Employee Visits/Year	80	138
Students Requiring Nursing Expertise & Acuity Levels Of Care:	NHHS	VHS
• Level I - Nursing Dependent	0	2
Level II- Medically Fragile	236	78
• Level III - Medically Complex	206	199
• Level IV - Health Concerns	421	259
Students With Chronic and/or Potentially Life-Threatening Health Conditions:		

• Asthma	219	82
• Diabetes	15	3
• Seizure Disorders	9	8
• Severe Allergies Requiring Epinephrine	95	60
• Allergies Not Requiring Epinephrine	522	121
• Circulatory/Cardiac/Pulmonary Conditions	25	6
• Blood Disorders	8	4
• Mental Health Conditions	88	69
• Migraine Headaches	45	23
• Autoimmune Disorders	9	4
• Orthopedic Conditions	257	122
• Neurological Conditions	67	41
• Concussion Management	50	47
• History of Concussion	190	85
• Vision and Hearing Deficits	21	9
• Gastrointestinal Conditions	25	23
• Genitourinary Conditions	2	4
• Cancer	2	2
• Adolescent Pregnancy	0	0

Required Basic Nursing Services	NHHS	Referral Sent	VHS	Referral Sent
Emergency Care - 911 Call & Transport to Hospital	6	6	3	3
Administration Of Daily Medications/Day	13		2	
Average Daily Administration of OTC Medications	15/day		9/day	
Health Screenings				
· Total Audiometric	450	4	230	2
· Total Vision	440	30	273	11
· Total Blood Pressure	1000	15	730	3
· Total Scoliosis	432	0	100	0
· Total BMI	0	0	0	0
Health Record Management				
· Sport Physicals	1500	50	777	8
· 9th Grade Physicals	399	10	238	3
· PE/Medical Notes/Illness/Injury	1200		612	n/a
· IHPs/ECPs	350		121	n/a
· Student Accident/Injury Reports	200		136	n/a

· Workman's Compensation Reports	10		2	n/a
· Student Referrals to outside agencies/Primary Health Provider	100		34	
· 504, I&RS, IEP referral reports and attendance at meetings	50		45	
· Working Papers	150		102	
Staff Instruction				
· Epinephrine Delegation	81		49	
· Glucagon Delegation	81		49	
· AED/Code Team	15		12	
· Fixed Facility				
· Student Health Conditions entered into computer system for teachers	450		432	
· Student Evacuation Plans	25		16	
· Reduced Mobility/Elevator	100		87	

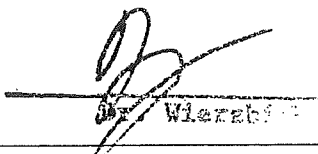
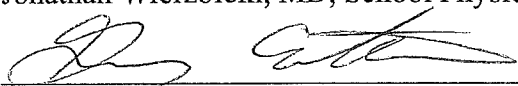
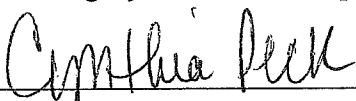
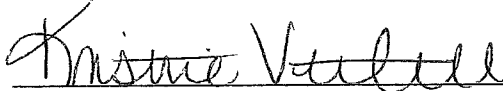
Other Nursing Management	NHHS	VHS
· Mantoux/TB Testing	0	1
· Emergency Management Kits	49	23
· Oxygen Tanks	2	2
· AEDs	15	16
· Epinephrine Auto injectors & Emergency Health Care Plan	95	53
· Glucagon & Emergency Health Care Plans	15	4
· CPR/AED Certified Staff	81	49
· Cardiac Arrest Code Team	16	12
· Crisis Team Meetings	2	1
· Nurse Articulation with Sending District School Nurses	25	20
· Collaboration with Hunterdon County Health Department	15	3
· Annual TB Report	yearly	yearly
· Annual Immunization Report	done yearly	done yearly
· Review of Field Trip Lists	done for every trip	done for every trip

Both North Hunterdon and Voorhees High Schools do not provide nursing services or additional medical services to any non -public school pursuant to N.J.A.C. 6A:16-25.

SECTION III: RECOMMENDATIONS (NHHS)

The North Hunterdon Voorhees Regional High School District consists of two high schools that are located 6 miles apart. The information in this report describes the complexity and diversity of health services provided by the nursing staff at North Hunterdon High School (part of the North Hunterdon-Voorhees Regional High School District). We have reviewed these statistics, including the volume of students, along with special medical needs in comparison to the National School Nurse Association recommendations of an approximate student/ nurse ratio of 750:1 (750:1 ratio for regular education; 225:1 ratio for special education). NHHS enrollment exceeds the 750:1 ratio and the 225:1 ratio.

We assert that in order to safely meet the medical/safety needs of the students and staff at North Hunterdon High School and complete the required NJDOE screenings and documentation we recommend the following staffing: VHS has the same number of Certified School Nurses and ESP/Secretary personnel as NHHS but serves a smaller population. In addition, NHHS enrollment exceeds the National School Nurse Association recommendations for student/nurse ratio for both the general education population and those students with additional medical needs. Therefore, in order to meet all requirements, NHHS Health Office should continue, as done in previous years, to utilize a supplemental substitute RN to assist with screenings and start of school documentation for a specified and pre approved number of days.

 Jonathan Wierzbicki, MD, School Physician, NHHS	11/1/2018 Date
 Dr. Gregory Cottrell, Principal, NHHS	11-1-18 Date
 Cindy Peck MSN, BSN, RN, CSN	11/1/2018 Date
 Kristine Vitelli MA, BSN, RN, CSN	11/1/2018 Date

RECOMMENDATIONS (VHS)

This report describes the complexity and diversity of health services provided by the nursing staff at Voorhees High School. We have reviewed these statistics, and the volume of students, special medical needs and the CDC recommendations of an approximate student/ nurse ratio of 750:1.

We assert that in order to meet the medical/safety needs of the students and staff at Voorhees High School the following staffing is recommended :

- 2 FTE nurses and one secretary in the VHS health office
- 1 FTE nurse in VHS multiple disabilities classroom at all times, including when the full time Nurse is absent. Any additional students in this class would necessitate a personal care assistant to assist the nurse in multiple lifts and transfers.
- Have available Substitute School Nurses that can work when a full time Nurse is out due to a personal day, illness, or a professional day.

Brett Kolpan MD, School Physician, VHS

Date

Ron Peterson, Principal, VHS

Date

Suzanne Bauer , RN, BS CSN, Nurse, VHS

Date

Patricia Tomczyk, RN, BSN, CSN, Nurse, VHS

Date

SECTION IV: ACUITY LEVELS OF CARE

Level I: Nursing Dependent

Nursing dependent students require:

- 24 hour/day, frequent one-to-one, skilled nursing care for survival.
- May be dependent on a ventilator via a tracheotomy, includes suctioning of the airways to maintain patency.
- Without use of the correct medical technology and its requisite nursing attention, 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:

- Severe seizure disorder requiring medication administration and emergency seizure care.
- Severe asthma requiring use of nebulizer treatments, inhalers, oral medications, supplemental O₂, or further emergency treatment.
- Sterile procedures such as wound care, urinary catheterization, IV care
- Unstable or newly diagnosed diabetics with unscheduled blood sugar monitoring and insulin injections.
- Diabetics with insulin pumps requiring monitoring due increased possibility of hypoglycemic reactions.
- Artificial feedings via gastrostomy tubes.
- Students in crisis due to psychiatric conditions, violence, suicidal ideations, self mutilation, substance abuse, family abuse or neglect, sexual assault and abuse, pregnancy, etc.

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 psychosocial conditions and the potential for a life-threatening event may exist. Examples include, but are not limited to:

- Severe allergic reaction requiring use of Benadryl, Epipen and emergency transport to hospital.
- Cancer
- Immune disorders
- Sickle cell disease, Hemophilia, other bleeding disorders
- Seizures controlled by medication.
- Attention Deficit Hyperactivity Disorder, Tourette's and Asperger's Syndromes treated with medication.

- Moderate asthma controlled by use of peak flow meter & inhaler.
- Adolescent Pregnancy
- Complex psychiatric conditions treated with medications
- Use of supplemental oxygen
- Hypertension and cardiac arrhythmia monitoring.
- Brain or spinal cord injury requiring observation for signs of increased intracranial pressure, and autonomic nervous system overload
- Safety issues related to limited mobility due to acute or chronic injury or congenital defect which requires use of prosthetic devices, crutches or wheelchair.

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 bi-weekly to annually. Examples include but are not limited to:

- Hypertension monitoring and counseling
- Regular use of medications for medical conditions such as infections, headaches and migraines, allergies, thyroid disease, and gastrointestinal conditions.
- Screening, referral and follow-up of dental, vision, hearing, and scoliosis concerns.
- Monitoring and counseling for concerns related to eating disorders, fainting spells, anemia, therapeutic weight reduction, dehydration, and nutrition.
- Counseling and follow-up for issues related to contraception, sexually transmitted diseases, and pregnancy testing.
- Monitoring and facilitating recovery from athletic and MVA injuries.
- Monitoring and supporting students dealing with phobias, anxiety, depression, and addiction.

Adapted from the "Washington Model" of acuity by the NJSSNA

SECTION V: EXPANDED ROLE OF THE SCHOOL NURSE

Within the scope of professional practice, the certified school nurse takes on the role of nursing care provider, manager, communicator/educator, counselor/student advocate, community investigator, and role model..

Provider of nursing care:

- Uses the nursing process which includes assessing, planning, implementing, and evaluating nursing care for students and staff during the school day. Development of IHPs (Individualized Healthcare Plans) and Emergency Care Plans for students with acute or chronic health issues

- Manages daily care of students chronic health needs, including medically complex and fragile cases.
- Provides appropriate care for ill or injured students and staff under the Standing Orders from the School Physician
- Collects and reviews medical information via physical exams. Maintains immunization records for State of NJ and advises parents when vaccines are needed. Maintains health histories, medication records, student visit records, MD notes and orders, athletic database, accident reports and staff emergency information.
- Identifies needs and collaborates with staff, student and parents to manage medical concerns in the school environment.
- Develops Individualized Healthcare Plans and Emergency Care Plans for students with acute and chronic health care needs.
- Dispenses medications to students within NJ State guidelines, including over-the-counter and prescription medications. Supplies and administers medications for emergency use. Trains and equips delegates for administration of epinephrine and glucagon in emergency situations.
- Organizes screenings of students as mandated by State of NJ for scoliosis, height, weight, blood pressure, vision and hearing.
- Screens for other adolescent concerns such as eating disorders, depression, substance abuse and bullying on an ongoing basis. Refers as needed to parents, student assistance counselor, health care providers and community resources.
- Evaluates and administers medical care to students referred for possible substance abuse. Also, oversees Random Drug Testing Program, currently testing 25-40 students per month. This accounts for at least 18-20 nursing hours each month.
- Assists staff with PEOSHA regulations concerning Hepatitis B vaccines, TB testing for new employees, assessment of IAQ concerns, evaluation of workplace illness/injury and referral to managed care worker's compensation as appropriate. Arrange staff flu clinic annually. Assists staff with BP serial readings, first aid, and health related questions.
- Maintains medical information confidentiality in compliance with FERPA and HIPAA laws.
- Organizes the emergency care/ CPR/Defibrillator program including planned training programs and communication with emergency response team ·

Manager: As the expert in the field in school health, the school nurse takes on the role of manager of the school health program under the jurisdiction of the school medical inspector.

- Manages the school health program utilizing expertise in field of school nursing. Prioritizes health care needs and assigns health care personnel and materials appropriately.
- Collaborates with school medical director in creation of nursing services plan and health office policies for optimal student health.

- Maintains certification aspects of the emergency program and prescriptions for standing medical orders and medical supplies.
- Schedules and facilitates athletic program requirements such as current history and physical exams, weight certifications, and wrestling skin evaluations for MD for approval
- Assists BOE and Administration in creating health policies in compliance with NJ State statutes.
- Orders and maintains all necessary supplies and equipment to maintain school health program. Creates and administers budget in cost effective manner.
- Maintains up to date records of student placement, services and support personnel for rapid response purposes.
- Budgets, maintains and orders health office supplies in order to maintain the health office program in an efficient and cost effective manner.
- Engages in research and evaluation of school health services and acts as an agent for change when necessary.

Communicator and educator:

- Maintains open lines of communication with school MD's and staff. Keeps medical director up to date on school policy changes. Act as intermediary for medical examiner's signature on athletic exams, homebound instruction, extended medical release forms, and concussion clearances.
- Educates students and community about health care via one-to-one conversation, conferences, phone messages, letters, bulletin board postings, brochures, email, website, and public speaking.
- Educates staff about emergency procedures, individual student concerns, and personal health questions through conversation, email, power points, in-services and staff meetings. These include input at I&RS, CST, 504, and pupil support meetings.
- Advises staff of new legislative mandates and updated BOE policies and procedures pertaining to student health.
- Reviews and annotates rosters provided before field trips to prepare staff and students for emergency situations outside school, especially for students with special health care needs.
- Exchanges information with trainers and/or medical examiner regularly concerning athletic eligibility, injuries, concussion gradual-return-to-play progress, wrestling skin checks, etc.
- Keeps parents up to date with June mailing for incoming freshmen and transfer students packet, health office web site information and athletic form completion checklist, health referrals by letter and /or phone call, and check-up calls for evolving concerns. Meet with parents of students with diabetes , seizures and other acute and chronic concerns as needed.

- Communicates with NJ State and community agencies via phone, email, meetings and state reports. These include the yearly immunization report, the TB report, hazardous waste management, and vision reports for driving schools.
- Trains staff in preparation for NJ State mandated Epipen/ anaphylaxis Delegate and Glucagon/ Diabetes Delegate certifications. Keep staff up-to-date on new developments in asthma, seizure, concussion and influenza management.
- Passes on information from Public Health Dept. concerning H1N1, meningitis, MRSA, West Nile Virus, Pertussis, Emergency Preparedness, Universal Precautions, OSHA regulations and current public health concerns. Facilitates immunization record audit in health office.
- Maintains a link to other organizations on our web page with occasional special updates for the community on subjects of current concern.
- Keeps administrators, maintenance supervisor and faculty liaison notified of Indoor Air Quality concerns.
- Communicates need-to-know health information via an extensive medical conditions listing, that is updated yearly in the Aspen System. in order to ensure student safety
- Communicates with each transfer student/ parent to review medical regulations/ immunization and physical requirements for the incoming student. Communication is often required with the sending district/ school to forward medical documents.
- Emails all incoming 9th grade students to alert them of high school health office and athletic requirements.
- Articulates with sending district school nurses.
- Mentors students from area nursing programs as requested.
- Assists with health classes, special education lessons and other subjects as requested by staff and students.
- Pursues continuing education for professional licensure and CPR certification. Creates and implements personal growth plan per district policy.
- Educates students and staff on relevant health topics (asthma, life threatening allergic reaction and use of Epinephrine auto, seizure disorders, child abuse and mandatory reporting, substance abuse, smoking cessation programs and referrals, blood borne pathogens and PEOSHA regulations on universal precautions, CPR/ Defibrillator training programs, and emergency procedures provided in staff meetings, small groups and individually as needed
- Maintains health office website as a health resource.

Counselor and Student advocate:

- Serves as counselor to students, parents and staff concerning health issues, psychosocial concerns, sexuality issues, health insurance and financial concerns, including new Affordable Care Act.

- Makes referrals to CST, I&RS, school based counselor, SAC, county social services and agencies, NJ Familycare, Charity Care at HMC, NASN eye care vision program and hearing programs, dental programs, private physicians and specialists as appropriate.
- Coordinates with DCP&P, foster parents, women's crisis center, parole officers and youth shelters as needed. Assist emancipated and adult students with community and health care referrals.
- Acts as confidential intermediary providing holiday gifts and meals to needy students/families from community sources.
- Initiates voluntary cardiac testing program when possible to prevent student sudden death due to unidentified cardiac conditions.
- Coordinate the medical aspect of working papers for minors in the school system.
- Provides for crisis intervention in case of physical or emotional problems

Investigator:

- Seeks information regarding research based clinical practices, health histories and immunizations, health practices, environmental concerns, safety issues, communicable disease patterns and current health information relevant to the practice of school nursing
- Consults with parents/guardians, physicians and other health care providers, school medical examiner, county and state agencies, local law enforcement and emergency squads, teaching staff, guidance and counseling staff, special education and child study team staff, administrators, dietician ,disciplinarian, athletic director, coaches and trainers, and custodial staff to promote safe and healthy school environment for each student and staff member.

Role Model:

- Models positive interpersonal, work ethic and parenting skills.
- Assists students with decision making regarding emotional and physical wellness.
- Provides career information and encouragement regarding health care professions to interested individuals.
- Maintains current professional knowledge via continuing education and personal study.
- Projects a positive, professional image to students, colleagues, and the community.