

Nursing Services Plans

2011-2012

Center Grove School

Fernbrook School

Ironia School

Shongum School

Middle School

High School

1. Needs within **Center Grove Elementary School**

- A. Grade Levels PREK - 5
- B. General Education Enrollment - 528
- C. Special Education Enrollment
 - 1. PreK – 43
 - 2. K-5 65
- D. Number of Health Office Visits for Medical Triage – 7040
- E. Number of Lice Inspections – 335
- F. Number of Students with Medical Involvement
 - 1. **Level I** – Nursing Dependent – 0
 - 2. **Level II** – Medically Fragile: Chronic Illnesses
 - a. Insulin-dependent Diabetics requiring blood glucose monitoring and Insulin administration – 1
 - b. Anaphylactic allergies requiring Epipens - 31
 - c. Muscular Dystrophy – 1
 - d. Celiac Disease – 2
 - e. Hypotonia with ambulating assistance - 2
 - f. Sickle Cell Anemia – 1
 - g. Feeding training -1
 - 3. **Level III** Complex – In School/At Home Daily/ As Needed Medication Administration With Side Effects Monitoring and Assessment of Physical Status
 - 4. a. Asthma requiring As Needed Inhaler Administration or Reevaluation of Activity – 31
 - 5. b. Number of Medications administered – 1,233
 - a. Bleeding Disorders – 1 Thalassemia Minor
 - b. Sickle Cell Anemia - 1
 - c. Seizure Disorders – 1
 - d. ADHD requiring medication at school – 2
 - e. Cardiac - 0
 - f. Headaches/Migraines – 3
 - g. Students requiring assistance with ambulation - 2
 - h. Pre and Post Operation – 1 hardware removal femur
 - 6. **Level IV** – Health Concerns and Medical Problems
 - b. Bleeding Disorders- 1 Von Willebrand's
 - c. Gastrointestinal Problems/ Lactose Intolerance – 3
 - d. Allergies/ Seasonal Allergies - numerous
 - e. Communicable Diseases, Exclusions, and Follow-up – Chicken Pox, Pertussis, Coxsackie
 - f. Number of field trips evaluated for nursing needs - 41
 - f. Arrangements for Students With Health Needs on Field Trips - numerous
 - 7. Number of IHCP Requiring Nursing Input – 65

- 8. Number of 504 Plans Requiring Nursing Input 2
- 9. Number of Epipen Designees - 6
- G. Number of Students Enrolled in Special Education – 65 (k-5)
 - 1. CST referrals requiring nursing input - 27
 - 2. Students Requiring Nursing Input for Intervention and Referral Services (I & RS) – 33
- H. Health Screenings and Follow-up
 - 1. Vision - 497
 - 2. Auditory – 497
 - 3. Scoliosis – 85
 - 4. Height and Weight – 497
 - 5. Blood Pressure – 497
 - 6. BMI - 497
 - 7. Vision Referrals – 98
 - 8. Auditory Referrals – 1
 - 9. BMI Referrals - 3
- I. BP referrals - 1
- J. Accident Reports
 - 1. Student and Staff Accident Reports/ Follow-up – 32
- K. Additional In-house/District Involvement
 - 1. Crisis Team – attendance mandatory at all Crisis Team meetings
 - 2. School Safety Committee – active membership in HIB team
 - 3. Health and Safety Committee – building walk-throughs and meetings
 - 4. Interface with Public Health Department – review of medical records; flu clinic
 - 5. Interface with School Physician – prn
 - 6. Coordinated Dental Care via Morris County Dental Program – 10
 - 7. Coordinated Notification of Randolph Holiday Dinner -27
- L. Number of Students Transferring In/Out (Previous School Year)
 - 1. Transfer In - 40
 - 2. Transfer Out - 28
 - 3. Moving Over to Middle School - 80
- H. Multiple Buildings:
 - 1. May Have to Provide Coverage for Another District School During Staffing shortage
- I. Teaching Responsibilities:
 - 1. Individual Student/Staff Healthcare
 - 2. Universal Precautions inservice provided for staff
 - 3. First Aid inservice provided for staff
 - 4. Allergies In-services, Staff/Students
 - 5. Glucagon training for designees
 - 6. Asthma Education for staff
 - 7. Epi-pen Training for Designees
 - 8. Assist PE teacher with Puberty Education for 4th and 5th Grade Girls

9. Kindergarten Orientations
10. Anaphylaxis in-service for staff
- J. Non-nursing Tasks
 1. Forward/File Student Accident Reports
 2. Forward Employee Accident Reports and Related Paperwork
 3. Correspondence –Requesting/Sending Health Records Documentation
 4. Kindergarten Registration – Annually done by Nurse for 1 Week, Late Winter/Early Spring
 5. Coordinate Follow-up for any Positive Mantoux Tests
 6. DYFS Referrals
2. Recommendations for Meeting Center Grove School Needs
 - A. One Certified School Nurse
 - B. Additional Nursing Help 1 Day Per Week
 - C. Clerical Help as Needed, Especially at Start and End of Year
 - D. School Health Computer Programs to Interface with Other Schools

Copier/Fax Machine for Office

1. Needs within **Fernbrook Elementary School**
 - A. Grade Levels – **K through grade 5**

 - B. Enrollment - 587

 - C. Number of Students with Medical Involvement
 1. **Level I** – Nursing Dependent – **0**

 2. **Level II** – Medically Fragile: Chronic Illnesses
 - a. Asthma Requiring Nebulizer/Inhaler Administration –**3**
 - b. Diabetes Care, multiple daily monitoring – 1
 - c. Daily Medications for CF- 1
 - d. Vision Dysfunction – daily monitory/medication twice daily - **0**
 - e. Anaphylactic Allergies– 23
 - f. Lactose Intolerance – 2
 - g. Neurological Impairment – 8
 - h. Cardiac Issue- 1
 - i. Seizure disorder- 3
 - j. Wolfe Parkinson White Syndrome- 1
 - k. Renal Issues- 3
 - l. Migraine Headaches- 2

 3. **Level III** Complex – In School/At Home Daily/ As Needed Medication Administration With Side Effects Monitoring and Assessment of Physical Status
 - a. Asthma requiring As Needed Inhaler Administration and Reevaluation of Activity - 28
 - b. Food Allergies requiring antihistamine – 13
 - c. Cardiac Impairment -2
 - d. Psychiatric Disorders - 2
 - e. Seasonal Allergies – 52
 - f. Spontaneous allergic reaction – 2
 - g. Hearing Impairment – 4
 - h. Vision Impairment – 0
 - i. ADD/ADHD- 12

 4. **Level IV** – Health Concerns and Medical Problems
 - a. Anxiety – 4
 - b. Hearing impaired- 5
 - c. Hearing aids- 1
 - d. Asthma - 28
 - e. Cardiac – 5
 - f. Urinary – 2
 - g. Gastrointestinal Problems/ Lactose Intolerance– 6

- h. Food Allergies - 29
 - i. Visual Problems/ Glasses and Contacts - **58**
 - j. Seasonal Allergies – 52
 - k. Neurological Impairment – 11
 - l. Students with VP shunts- 3
 - m. Orthopedic – 4
 - n. Neurological Impairment – 12

- 5. Number of Individualize Health Care Plan – 33
- 6. Number of 504 Plans Requiring Nursing Input – **8**

- D. Health Office Visits
 - 1. Average Visits per month – 473
 - 2. Average diabetic care per month- 99
 - 3. Average Phone calls to parents per month - **110**

- E. Number of Students Enrolled in Special Education - 80
- F. IR&S Meetings - 12
 - 1. 504 Plans - 8

- G. Health Screenings and Follow-up
 - 1. Vision – 399
 - 2. Vision referrals- 37
 - 3. Hearing – 511
 - 4. Hearing referrals- 3
 - 5. Scoliosis – 98
 - 6. Height and Weight – 587
 - 7. BMI referrals- 68
 - 8. Blood Pressure – 587
 - 9. Blood pressure referrals- 1
 - 10. Mantoux Testing – 0
 - 11. NJ Vision Program Referrals – 0
 - 12. Dental Program Referrals – 0

- H. Field Trips
 - 1. Number of Field Trips – 30
 - 2. Substitute Nurses Escort - 7

- I. Additional In-house/District Involvement/Nursing Responsibilities
 - 1. Health and Safety Committee
 - 2. Parent/Teacher Advisory Committee
 - 3. Emergency Crisis Committee

4. Health Services Meetings
5. Interface with Public Health Department
6. Interface with School Physician
7. Review Field Trips for Students with Medical Needs
8. Holiday Fund Program
9. Summer Campership Program
10. Call DYFS as needed and follow-up as needed.
11. Coordinate Follow-up for any Positive Mantoux Tests
12. Complete State Report for Immunization Compliance
13. Complete State Report for Mantoux Screenings
14. Attend Professional Conferences to keep current and meet professional requirements.

J. Number of Students Transferring In/Out

1. Transfer In –87 (Includes Incoming Kindergarten)
2. Transfers Out - 10
3. Number of students moving over to Middle School - 83

I. Teaching Responsibilities: Formal and Informal

1. Individual Student/Staff Healthcare
2. Universal Precautions
3. First Aid
4. Allergies In-services, Staff/Students as Needed
5. Asthma Education
6. Glucagon Training
7. Ongoing Anaphylaxis Training for Designees
8. Puberty Education for 4th and 5th Grade Girls One 1 Hour Class per Grade per Year, With Parent Pre-meeting
9. Kindergarten Orientation

J. Non-nursing Tasks

1. Forward/File Student Accident Reports
2. Forward Employee Accident Reports and Related Paperwork
3. Correspondence –Requesting/Sending Health Records Documentation

4. Parent Meeting for New Student Registrations
5. Kindergarten Registration – Annually done by Nurse for 1 Week, Late Winter/ Early Spring
6. Coordinate Thanksgiving/Christmas donations to needy families from outside sources
7. Handle money for needy students during Granny’s Attic and Book Fair
8. Monthly AED Battery Check
9. Daily Maintenance of Health Office Supplies

K. Recommendations for Meeting Fernbrook School Needs

1. One Certified School Nurse
2. Clerical Help as Needed, Especially at Start and End of Year
3. School Health Computer Programs to Interface with Other Schools
4. Copier/Fax Machine for Office
5. CPR Education for ALL Staff

2. Needs within **Ironia Elementary School**

- A. Grade Levels K-5
- B. General Education Enrollment 523
- C. Number of Students with Medical Involvement
 - 7. **Level I** – Nursing Dependent – 0
 - 8. **Level II** – Medically Fragile: Chronic Illnesses – 37 students
 - a. Asthma Requiring Nebulizer/Inhaler Administration
 - b. Anaphylactic Allergies requiring Epipen
 - c. Primary Immunodeficiency Disease
 - d. Von Willebrand Disease
 - e. Heart transplant
 - f. Diabetes
 - g. Hydrocephalus with shunt
 - 9. **Level III** Complex – In School/At Home Daily/ As Needed Medication Administration With Side Effects Monitoring and Assessment of Physical Status –50 students
 - a. Asthma requiring As Needed Inhaler Administration or Reevaluation of Activity
 - b. Students requiring daily medication in school - 3
 - c. Seizure Disorders
 - d. Cardiac Conditions
 - e. Psychiatric Disorders
 - f. Allergies
 - g. Pre and Post Operation
 - h. Migraines
 - i. ADHD
 - j. Rheumatoid Arthritis
 - k. Ehler Danlos Syndrome
 - l. Hypothyroid Disease
 - m. Students receiving treatment with growth hormones
 - 10. **Level IV** – Health Concerns and Medical Problems – 120 students
 - a. Hearing Impairment/ Hearing Aids
 - b. Visual Problems/ Glasses and Contacts
 - c. Gastrointestinal Problems/ Lactose Intolerance –
 - d. Allergies/ Seasonal Allergies
 - e. Congenital physical anomaly or congenital heart defect
 - f. Lyme disease
 - g. Neurological Impairment
 - h. Communicable Diseases, Exclusions, and Follow-up
 - i. Arrangements for Students With Health Needs on Field Trips
Approximately 40 trips went out from the school this year
 - j. Asthma, History of
 - k. Orthopedic
 - l. Bedside Instruction, coordination of implementation for individual students (as needed basis)
 - m. Monitoring for students with Religious or Medical Immunization exemptions
 - 11. Individual Health Care Plans Requiring Nursing Input –as needed

- 12. 504 Plans Requiring Nursing Input – as needed
- 13. CST Meetings – as needed
- 14. Students Requiring Nursing Input at I&RS Team Meetings – as needed
- D. Health Screenings and Follow-up
 - 13. Vision – all students K, 2, 4,
 - 14. Hearing – all students K, 1, 2, 3
 - 15. Scoliosis – all students in grade 4
 - 16. Height and Weight – all students
 - 17. Blood Pressure – all students
 - 18. Mantoux Testing – as needed for transferring in students per state requirements
 - 19. Immunization Audit – annual as requested by public health nurse
- E. Additional In-house/District Involvement
 - 15. Crisis Team
 - 16. Health Services Meetings
 - 17. Interface with Public Health Department
 - 18. Interface with School Physician
- F. Number of Students Transferring In/Out (Previous School Year)
 - 1. Transfers In -34
 - 2. Transfers Out - 23
 - 15. Moving Over to Middle School -99
- H. Multiple Buildings:
 - 3. May Have to Provide Coverage for Another District School During Staffing shortage
- I. Teaching Responsibilities:
 - 10. Individual Student/Staff Healthcare
 - 11. staff health inservices/updates on Universal Precautions, first aide, Diabetes, Asthma, Anaphylaxis/allergies
 - 12. Staff and student education on health issues (i.e. Diabetes, Seizure Disorders) as needed
 - 13. Epi-pen Training for Designees as well as training for Glucagon designees
 - 14. Puberty Education for 4th and 5th Grade Girls (when requested)
 - 15. Attendance at Kindergarten orientation as needed/possible
- J. Non-nursing Tasks
 - 10. Forward/File Student Accident Reports
 - 11. Forward Employee Accident Reports and Related Paperwork
 - 12. Correspondence –Requesting/Sending Health Records Documentation
 - 13. Kindergarten Registration
 - 14. Coordinate Follow-up for any Positive Mantoux Tests
 - 15. DYFS Referrals
 - 16. Applications for Free Lunch/Reduced Lunch Program
 - 17. Dental Program
 - 18. Coordination of Services for Identified Needy Students Through Community Services (as needed)

19. Attendance calls for absent students without call to verify absence
4. Recommendations for Meeting Ironia School Needs
 - A. One Certified School Nurse
 - B. Additional Nursing Help 1 Day Per Week
 - C. Clerical Help as Needed, Especially at Start and End of Year
 - D. School Health Computer Programs to Interface with Other Schools
 - E. Copier/Fax Machine, document scanner for Office

3. Needs within Shongum Elementary School

- A. Grade Levels K-5
 - B. General Education Enrollment 667
 - C. Number of Students with Medical Involvement
- 16. **Level I – Nursing Dependent – 0**
 - 17. **Level II – Medically Fragile: Chronic Illnesses**
 - a. Asthma Requiring Nebulizer/Inhaler Administration –7
 - b. Cystic Fibrosis Requiring daily assessment and medication administration with meals and snacks -1
 - c. Anaphylactic Allergies Requiring Epi-pen – 44
 - d. Severe anaphylactic to peanuts: smell, touch and taste, monitor peak flow daily –1
 - e. Muscular Dystrophy, requiring administration of a FDA study medication daily-1
 - f. Muscular Atrophy - wheelchair dependent-1
 - g. Congenital Heart Defects-6
 - h. Kidney transplant-1
 - i. Feeding tube/G- tube-1
 - j. OCD-2
 - k. Celiac disease-4
 - l. Cerebral palsey-1
 - m. Tourettes-4
 - n. Diabetics-2
 - 18. **Level III Complex – In School/At Home Daily/ As Needed Medication Administration With Side Effects Monitoring and Assessment of Physical Status**
 - a. Asthma requiring As Needed Inhaler Administration or Reevaluation of Activity-31
 - b. Bleeding Disorders-2
 - c. Seizure Disorders-5
 - d. Congenital Heart defects required open heart surgery-4
 - e. Congenital heart defect still awaiting surgery-1
 - f. Pace-maker-1
 - g. Other Cardiac Problems-3
 - h. Autism-2
 - i. Psychiatric Disorders
 - j. Anaphylactic Allergies-44
 - k. Pre and Post Operation-7
 - 19. **Level IV – Health Concerns and Medical Problems**
 - a. Hearing Impairment/ Hearing Aids – 2
 - b. Bleeding Disorders-2
 - c. Visual Problems/ Glasses and Contacts-30
 - d. Gastrointestinal Problems/ Lactose Intolerance – 8
 - e. Allergies/ Seasonal Allergies-150
 - f. Neurological Impairment-12
 - g. Communicable Diseases, Exclusions, and Follow-up-16
 - h. Arrangements for Students with Health Needs on Field Trips= (45 trips last-year.)
 - 20. Number of IHCP Requiring Nursing Input –29

- 21. Number of 504 Plans Requiring Nursing Input –16
 - 22. Number of Students Enrolled in Special Education-classified=77
 - 23. New referrals not classified =3
 - 24. Speech evaluation initial-22
 - 25. Speech re-evaluation-7
 - 26. I&RS Meetings – 24
 - 27. Students Requiring Nursing Input at Student Assistance Team Meetings (I&RS)-36
- D. Health Screenings and Follow-up**
- 20. Vision -282
 - 21. Hearing –537
 - 22. Scoliosis –117
 - 23. Height and Weight –667
 - 24. Blood pressure-667
 - 25. Dental Program Referrals
 - 26. Mantoux Testing
- E. Additional In-house/District Involvement/Nursing Responsibilities**
- 19. Crisis Team
 - 20. Member of the I&RS Committee
 - 21. Health Services Meetings
 - 22. Interface with Public Health Department
 - 23. Interface with School Physician
 - 24. Holiday Fund program
 - 25. Health referrals /Immunization
 - 26. Call DYFS as needed and follow -up as needed
 - 27. Coordinate follow-up for positive mantoux
 - 28. Kindergarten Registration
 - 29. Coordinate and distribute funds provided by Shongum’s PTA, to needy families in Shongum to participate in PTA sponsored events, such as: book fairs, Sky hawk school, Holiday shop, Spaghetti dinner, family fun night-18
- F. Number of Students Transferring In/Out (Previous School Year)**
- 1. Transfer In-22
 - 2. New Kindergarten -76
 - 2. Transfer Out-26
 - 4. Moving Over to Middle School-96
- H. Multiple Buildings:**
- 5. May Have to Provide Coverage for Another District School During Staffing shortage
- I. Teaching Responsibilities:**
- 16. Individual Student/Staff Healthcare
 - 17. Universal Precautions
 - 18. First Aid
 - 19. Allergies In-services, Staff/Students as Needed
 - 20. Asthma Education
 - 21. Epi-pen Training for Designees

- 22. Puberty Education for 4th and 5th Grade Girls One 1 Hour Class per Grade per Year, With Parent Pre-meeting in the evening
- 23. Kindergarten Orientations
- 24. Arranging for Dental Presentation for 3rd Grade Class

J. Non-nursing Tasks

- 20. Forward/File Student Accident Reports
- 21. Forward Employee Accident Reports and Related Paperwork
- 22. Correspondence –Requesting/Sending Health Records Documentation
- 23. Kindergarten Registration – Annually done by Nurse for 1 Week, Late Winter/ Early Spring
- 24. Applications for Free Lunch/Reduced Lunch Program

6. Recommendations for Meeting Shongum School Needs:

- A. One Certified School Nurse

- E. Additional Nursing Help 1 Day Per Week
- F. Sub. Nurse to cover for I&RS meetings 2x per month
- G. Summer hours to prepare and review incoming students meet adm. criteria etc...
- H. Clerical Help as Needed, Especially at Start and End of Year
- I. School Health Computer Programs to Interface with Other Schools
- J. Copier/Fax Machine for Office
- K. A Nurse to cover for field trips as needed

4. Needs within **Randolph Middle School**
 - A. Grade Levels 6-8
 - B. General Education Enrollment - 1227
 - C. Number of Students with Medical Involvement
 28. **Level I** – Nursing Dependent – 0
 29. **Level II** – Medically Fragile: Chronic Illnesses
 - a. Anaphylactic Allergies Requiring Epi-pen – 36
 - b. Diabetes – 3
 - c. GI - 2
 - d. Migraines –1
 - e. Neurological impairment – 2
 - f. Orthopedic - 3
 - g. Psychiatric disorder – 3
 30. **Level III** Complex – In School/At Home Daily/ As Needed Medication Administration With Side Effects Monitoring and Assessment of Physical Status
 - a. ADD/ADHD - 65
 - b. Allergies (seasonal) - 155
 - c. Asthma requiring As Needed Inhaler Administration or Reevaluation of Activity - 117
 - d. Blood Disorders - 7
 - e. Cardiac Problems – 15
 - f. Endocrine - 11
 - g. GI/lactose intolerant – 23
 - h. GU – 8
 - i. Gyn - 1
 - j. Hearing/vision impair (not including glasses) - 19
 - k. Integumentary – 1
 - l. Lyme Disease - 1
 - m. Migraines – 10
 - n. Muscular/skeletal (other than Fx, Sprain) - 24
 - o. Neurological impairment – 16
 - p. Orthopedic – 245
 - q. Psychiatric Disorders – 26
 - r. Pulmonary (other than asthma/RAD) - 2
 - s. Seizure Disorders – 5
 31. **Level IV** – Health Concerns and Medical Problems
 - a. ADD/ADHD -8
 - b. Allergies/ Seasonal Allergies - 342
 - c. Asthma (not currently receiving treatment) - 28
 - d. Blood Disorders - 1
 - e. Cardiac problems – 46
 - f. Gastrointestinal Problems/ Lactose Intolerance – 6
 - g. Genito-urinary – 3
 - h. Integumentary – 16
 - i. Lyme disease – 11
 - j. Migraines – 8
 - k. Muscular/skeletal (other than Fx, sprain) - 1
 - l. Neurological Impairment – 3

- m. Religious exemption – 5
 - 32. Number of IHCP Requiring Nursing Input (mailed home) – 212
 - 33. Number of 504 Plans Requiring Nursing Input – 39
- D. Number of Students Enrolled in Special Education
 - 5. CST referrals – 219
 - 6. Students Requiring Nursing Input at Student Assistance Team Meetings (IR&S) – 130
- E. Health Screenings and Follow-up
 - 27. Vision - 815
 - 28. Hearing – 430
 - 29. Scoliosis – 778
 - 30. Height and Weight – 1236
 - 31. Blood Pressure – 1241
 - 32. Mantoux Testing – 0
 - 33. Immunization requirements - 1236
- F. Additional In-house/District Involvement
 - 30. Crisis Management Team
 - 31. Unified Arts Meetings monthly
 - 32. Interface with Public Health Department
 - 33. Interface with School Physician and other private physicians
 - 34. Attend 8th grade trip - 2
 - 35. Attend back-to-school nights – 2
 - 36. REA Health and Safety Committee- Building and district
 - 37. Sunshine Committee – to help maintain positive staff morale
 - 38. Interface with parents regarding student issues
 - 39. Complete yearly state reports – Immunization, Tuberculosis, Medical Waste
 - 40. Coverage for Middle School field days outside – 3 days
 - 41. Host district field day – 1 day
 - 42. Complete 12 hours of CEU’s after work hours for “12 Your Way” program
 - 43. Host NJSMA Region I Concert Band Festival – 3 schools visiting
 - 44. Host elementary schools for 5th to 6th grade orientation – 4 days
 - 45. Host all 5th grades for assembly – school play – 1 day
 - 46. Host 1st – 5th grades for assembly – 4 trips over 2 days
 - 47. Intervention and Referral Services member
 - 48. Order supplies for Health Office for 2011/2012
 - 49. Monthly check of AED’s for proper functioning - 3
 - 50. Management of documented physician excuses for PE
 - 51. Screening room used as prayer room daily for students at 1PM
 - 52. Generate medical problem list for 6th grade
 - 53. Update medical problem list 7th and 8th grade
 - 54. Update A-45 cards with information from emergency cards and doctor’s notes
 - 55. Collecting BMI information for referral purposes
 - 56. Class trips – 34
 - a. Speers/Eljabar Overnight camping trip 6th grade – over 2 week period; 10 days and 8 nights nurse on trip
 - b. 14 trips requiring nursing
- G. Number of Students Transferring In/Out (Previous School Year)
 - 1. Transfer In – 47

- 2. Transfer Out – 98
 - 3. Moving Over to High School – 415
- H. Multiple Buildings:
- 1. Provide Coverage for other schools when subs are unavailable
- I. Teaching Responsibilities:
- 25. Individual Student/Staff Healthcare
 - 26. Universal Precautions for staff (Blood Borne Pathogens)
 - 27. First Aid Education for staff
 - 28. Allergies In-services (Anaphylaxis) Staff
 - 29. Asthma Education for staff
 - 30. Epi-pen Training for designees
 - 31. Attend parent orientation for Speer/Eljabar trip – 1 evening
 - 32. Notify and educate teachers of medical issues with their students (after parent permission obtained.)
 - 33. Post health related information on bulletin boards (2)
 - 34. Provide medical coverage for students attending class trip for extended day.
 - 35. Recruit and train glucagon designee
 - 36. Train administration to glucagon protocol/procedure
 - 37. Post signs, symptoms and treatment of hypoglycemia strategic places throughout school
 - 38. Proctor class during NJASK (1 period x 4 days)
 - 39. Scribe for student during NJASK (2 ½ periods x 4 days)
 - 40. Attend parent orientation 5th to 6th grade re: immunization requirements – 1 night
 - 41. Individual instruction, upon teacher request – i.e., hygiene
 - 42. Letters sent home over summer to parents regarding incoming 6th grade students who are noncompliant with immunizations – 230
 - 43. Send home letters for parents to pick up unused medications
 - 44. General first aid instructions disseminated to teachers regarding hypo/hyperglycemia, seizures, anaphylaxis, asthma and insect bites
 - 45. Collect, restock and redistribute first aid packs to all staff/faculty
 - 46. Monthly nurses meetings
- J. Non-nursing Tasks
- 25. Forward/File Student Accident Reports and related paperwork
 - 26. Forward Employee Accident Reports and Related Paperwork
 - 27. Correspondence –Requesting/Sending Health Record Documentation
 - 28. DYFS Referrals/consultations
 - 29. County dental program – review paperwork; send home list of participating dentists for parents to follow-up with
 - 30. Assist with bedside instruction approval
 - 31. Coordinate with Community Services and local churches for holiday food baskets and Wish Tree Programs
 - 32. Interface with itinerate teacher for hearing impaired re: students with hearing aids, FM system and/or hearing difficulties

33. Coordinate with local institutions providing assistance for those with financial needs
 34. Maintenance of vision, hearing machines yearly
 35. Transfer 8th grade medical records, daily logs, scoliosis cards, medical problem list, Anaphylaxis list and emergency cards to High School
 36. Medical records audit done by Health Department of all 6th grade records (immunizations) + random sampling of 7th and 8th grade records
 37. Organized participation in "Go Red for Women" with the American Heart Association fund raiser
 38. Monthly or bimonthly faculty meetings
 39. Monthly Unified Arts meetings
- K. Recommendations for Meeting Middle School Needs
1. Two Certified School Nurses
 2. Clerical Help as Needed, Especially at Start and End of Year
 3. School Health Computer Programs to Interface with Other Schools
 4. Fax Machine for Office
 5. More time to prepare for school year in Health Office during workshop/professional development week before student arrival
 6. Attend workshops pertaining to medical issues to keep current with new medical developments and requirements
 7. Additional summer hours to organize Health Office regarding student documents; organization, parent meetings, review records of newly registered students, review incoming 6th grade files for accuracy with immunization mandates
 8. Join School Nurse Organizations
 9. More updated computer for Health Office

2.Seizure Disorder -	11
3.Psychiatric Disorders-	60
4.Emotional -	55
5.Crohn's Disease-	4
6.Irritable Bowel-	8
7.Supra Ventricular Tachycardia-	5
8.Other Cardiac Problems-	43
9.Migraine Headaches-	36
10.ADD/ADHD	196
11.Thyroid Disorder	5
12.Kidney Function Disorders	5
13.Environmental/Other Allergy	198
14.Pre and Post Operative -	156
15.Juvenile Arthritis-	2
16.Scoliosis	52

Level IV- Heath Concerns and Medical Problems

1. Hearing Impaired	16
2. Hearing Aids-	3
3. Ewings Sarcoma-	0
4. Fibromyalgia-	4
5. History Seizure Disorder	12
6. Mononucleosis-	48
7. Severe Visual Problems-	8
8. Glasses and contacts-	788

9. Environmental Allergies	640
10. Tourettes Syndrome-	6
11. Cerebral Palsy-	4
12. Neurological Impairment-	9
13. Syncope Disorder-	18
14. Nutritional Concerns/Weight Management	62
15. Gastrointestinal Problems/Lactose Intolerance	35
16. Mitral Valve Prolapse	11
17. Communicable Diseases/Exclusion/Follow Up	80
18. Orthopedic	152
19. Newly Diagnosed Scoliosis	20
20. Nursing Assessment for Suspected Substance Use	50
21. Nursing Assessment for Student Altercations	160
22. Assistance with Bedside Instruction	48
23. Assistance with Anaphylactic Students who do not Self medicate	5
24. Reviewing for Students with Health Needs on Field Trips	68
25. Referrals to Community Clinics	82
26. Cardiac Clearance	12
27. Medical/Religious Exemption	4
28. Limited PE Accommodations	11
504 Plans Requiring Nursing Input	72

Individual Health Care Plans	328
D. Number of Students Enrolled in Special Education	253
1. I&RS Meetings	33
2. Students Requiring Nursing Input at Student Assistance Team Meetings	33
Health Screenings and Follow Up	
Vision	780
Hearing	435
Scoliosis	1180
Height and Weight	1180
Blood Pressure	1180
Health Screening Referrals	108
Mantoux Testing/Interpretation Regarding Sport Physicals	8
9. Processing Private Sport Physicals	1600
10. Immunization Audit by Public Health Nurse	528
Additional In House/District Involvement	
1. Crisis Team Response	12
2. Health and Safety Meetings	0
3. Health Services Meetings	6
4. Conferencing with Parents/Private Physicians	2060
5. Conferencing with Vice Principal	130
6. Interfacing with Public Health Department	68
7. Conferencing with School Physician	110
8. I&RS Team Meetings	28
9. Medical Emergency Responses	80
10. Staff Conferences regarding EHCP	35
11. Staff Conferences regarding IHCP	40
12. Staff Conferences regarding Asthma	90
13. Review Field Trip Student Lists for Medical Needs	65
14. Process Physical Education Excuses	1075
15. Process Student Driving Permits	325
16. Process Student Working Papers	260
17. Vo Tech Registrations	36

18. Attend professional conferences to keep current and meet professional requirements	8
19. Attend Back to School Night	1
Student Transfers- In and Out of District	
Transfer In	59
Transfer Out	62
Ninth Grade Students	424
College Records	210
Multiple Buildings	
Provide Coverage Another District School During Staffing shortage	2
2. Field trips to RHS from within or out of district requiring nursing Intervention	17
Teaching Responsibilities- Formal and Informal	
Individual Student/Staff Healthcare	
Individual and Group Universal Precautions	
Individual and Group First Aid	
Individual and Group Asthma Education	
Individual and Group Diabetes Education	
Epi Pen Training for Designees	
Glucagon Training for Designees	
Individual and Group Anaphylactic Education	
Staff orientation for Substitute Nurse	
Individualized health teaching to parent, staff, and students	
Support Tasks	
1. Process Student Insurance Claim Forms	160
2. Refer Employee Accident Cases	18
3. Correspondence-requests and forwarding health records	351
4. Parental Meetings for New Student Registrations	45
5. DYFS referrals and consultations	8
6. Dental Program Referrals and Visits	79
7. Monthly battery check for AED	24
8. Maintain Health office supplies	
9. Process Purchase Orders	6
Recommendations to Maintain the Health and Safety of RHS Students and Staff:	

Staffing level should never fall below 2 Certified School

Nurses on a daily basis

Staffing should include extra nursing assistance during crucial
Periods of the clinical time line such as sports clearances

Clerical assistance at crucial times

Upgrade Health Office to accommodate increase in student, staff and parent
visits as well as additional NJ state mandated services

Summer hours assigned in relation to the ratios maintained at
The elementary and middle schools.

Establishment of a Medical Emergency Response Plan and Response Team
Provision for emergency response and transport of injured students from remote
areas on campus.

Replace missing AED in main office

Administrative enforcement of deadlines for submission of athletic sport forms

Recommendations for Meeting the Needs of the Randolph Township School District

Formulate District wide procedures for evacuation of handicapped students and
staff

Formulate District wide procedure for "GO BOX" as dictated by
NJAC:6-5.2

Update district wide Health Services Policy Book

Nurse meetings with substitute coverage for late dismissal schools

Summer curriculum days assigned for review and revision of
Health services policies and procedures

District wide Policy regarding approval of field trips and participation of students
without complete health care plans.

District wide policy regarding a Latex Safe environment

District policy regarding submission of emergency care plans and medication
prior to the start of the school year

Administrative support in securing volunteer designees for students
participating in field trips, after school activities and sports