

- Measures have been taken, by the Utah Department of Health, Bureau of Health Promotions, to ensure no conflict of interest in this activity

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## Putting it all Together

# Organization



By Karen Thorsted BS, RN, CHES, NCSN

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## Objectives

1. A school nurse will be able to identify, prioritize and initiate state mandated school health screenings, immunization compliance, and accurate data collection in order to complete and submit State reports.

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## Objectives

2. A school nurse will strive to re-evaluate activities and responsibilities that support the role of a school nurse and modify them according to the needs of the nurse, the children, school administration, and district policy

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## Objective

3. A School Nurse will collaborate with other school nurses through mentors, the State School Nurse Consultant, the local Health Dept., continuing education activities, and attending State and National School Nurse conferences.

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## Disclaimer

- Every school nurse has a unique circumstance with unique challenges



- School Nursing is a work in progress!

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## August

- Time to get started



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## Calendar

- Meet with school Principal and schedule:
- Vision Screening
- Scoliosis Screening
- Maturation Dates
- Flu Shot clinics
- Kindergarten Roundup
- Faculty Training



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## Get to know your PTA



PTA Volunteers help with vision screenings  
Refreshments for maturation  
Health Fairs  
AED donations, etc.



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## Vision Vouchers

- Benefit of becoming a NASN member
- How to find the application for vouchers:

<http://www.nasn.org/> Log-In

Go to: Sight for Students on the right side

Send or fax completed downloaded application, copy of your NASN membership card, and signature to 916-858-5388

Questions about the program:  
[www.sightforstudents.org](http://www.sightforstudents.org)

- Maximum of 25 vouchers but will expire in 1 year.



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## Stock Health Room



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## Create a Safe School Environment

- Advise school administration on policies and staff training

- Medication administration
- Blood borne pathogen training
- CPR and first aid training
- Playground aide training

- Work closely with PE specialists regarding safe activities, head injury protocol, signs and symptoms of asthma, diabetic emergencies, cardiac emergencies



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## Create a Safe School Environment

- Work with administration, teachers, and food services regarding safe area for food allergy students.
- Inform transportation of safety issues that they may encounter as they transport students with identified health concerns
- Educate administration, faculty, and staff regarding actions to be taken on poor air quality days.
- Work with custodian for safe cleaning supplies to be used to disinfect nurse's office cots and equipment




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## Immunizations

- Check Kindergarten records for school entry documents i.e. Vaccination records, Birth Certificate, medical, dental, USIIS consent to share immunizations, health concerns.
- Notify parent of inadequacies.
- Check 7<sup>th</sup> grade records for school entry documentation of Tdap and other immunizations required for 7<sup>th</sup> grade entry.
- Find a system that works for you




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## Kindergarten Worksheet

Name	Shots	BC	Med/ Vision	Dental	W K	Health concerns

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## Medication Training

- Those to whom medication administration delegation will be given are e-mailed with reminder and link to the medication administration training course.
- Completion certificate and skill pass-off scheduled.



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## September

- Update student Health Records
- With parent permission share student health information with those who need to know:
  - Teacher (including resource teacher)
  - Cooks (food allergy)
  - Transportation
  - Playground aides
  - Administration



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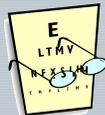
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## Vision Screening

- Schedule and conduct Vision Screening
- Schedule a room and notify teachers of date and time.
- Recommended grades: Pre-kindergarten, Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> grade
- Notify parents of scheduled screening (registration packet, newsletter, marquee)



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## Vision Screening

- Set up screening room
- Train PTA volunteers if used
- Print out class lists for recording
- Re-screen children who did not pass initial screening
- Send referrals as needed (I also make a phone call to the parent)
- Keep a list of referrals for follow up and for state report.



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## Classroom Presentations

- Schedule Classroom Presentations such as hand washing, dental health, hygiene, hearing, nutrition, safety, Human Growth and Development (maturation)



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## Faculty Presentations

- Schedule faculty training such as first aid, asthma warning signs, blood borne pathogens, allergic reaction signs and symptoms, Epinephrine administration, AED training, CPR training, influenza precautions, etc.



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- Attend 504 meetings.

You are an advocate for the student



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### Immunization Report

- State immunization report coming due.
- Report on adequate/inadequate immunizations as of the first day of school.
- When you submit your online report, print it, and write down the names of the children who are inadequate and what immunizations are inadequate.
- Write the date the immunization is due.
- Write "complete" next to the child's name when the immunization is complete.



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### October

- Continue to develop care plans
- Continue Classroom Presentations
- Kindergarten Vision Screening
- Flu shot clinics
- USNA Fall Conference



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### Kindergarten Vision Screening

- Schedule day with teachers
- Send notification of screening to the parents (passive consent used in our district)
- Set up screening
- Print class list for recording
- HTOV chart works best for me
- Send referral to parent (I also make phone calls as well)



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### Kindergarten Vision Screening

- Schedule alternative screening for children with special needs (photo vision screening)
- Get consent



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### Vision Screening Report

- Keep a list of referred student names for follow up and state report.
- Submit vision screening report on students age 8 and under.
- <https://www.olderblind.com>
- Vision report may be edited after receiving health provider referral report.



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## November

- Immunization report due
- Continue to tract students lacking immunizations
- Continue to conduct vision screenings on new students.
- Continue classroom presentations
- Jr. High Scoliosis screening



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## December

- Continue surveillance of immunization records
- Continue to review individual health records for completeness
- Continue classroom and faculty presentations
- Order maturation supplies



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## January

- Continue surveillance of immunization records
- Continue follow up for vision or scoliosis referrals
- Continue classroom presentations (maturation, hand washing, STD/HIV, etc.)
- Utah Height Weight Study (every other year)
- Send consent before data collection
- Submit Data



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## February

- Continue review of immunizations records
- Dental Health Month (good time to be in the classroom)
- Maturation programs
- Scoliosis screening 2<sup>nd</sup> semester Jr. High
- F/U vision/scoliosis referrals



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## March

- Continue surveillance of immunization records
- Scoliosis screening 5<sup>th</sup>/6<sup>th</sup> grades
- Maturation Programs
- Kindergarten Roundup



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## April/May

- Continue surveillance of immunization records
- Plan and conduct preschool screenings as indicated.
- Kindergarten Roundup
- Maturation Programs
- Scoliosis Screenings
- USNA Spring Conference



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### Free Time?

That awkward moment when you're not sure if you actually have free time or if you're just forgetting everything.



somemcards  
USER CARDS

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### Free Time?

- Update power point presentations
- Update STD/HIV statistics
- Get HCP or action plans ready for next year
- Remind 6<sup>th</sup> graders of 7<sup>th</sup> grade vaccination requirements
- F/U on vision screening referrals
- Gather information for Nurse Work Load Study
- NASN continuing education
- Create flow/tracking sheets that work for you



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### Free Time?

- Write short articles for the school Newsletter
- As soon as new kindergarten students are identified with a Date of Birth, search USIIS for children's vaccination history.
- Create a USIIS batch list for 6<sup>th</sup> graders going to 7<sup>th</sup> grade
- Begin a USIIS batch list for new kindergarten students.

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## A nice touch

- Create a year end report for the Principal
- Include: How children received various screenings, how many children were referred because of these screenings, how many children were given vouchers or referred for charity care, how many student encounters were made, how many student's returned to class, how many parents were contacted, diagnosed conditions of student population, faculty and staff trainings, faculty or staff trained in CPR, etc.

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## End of Year Principal Report

Principal's Report  
Fall Year  
2013-14

Number students who were crisis assessed: 807  
 Number of students referred for glasses: 16  
 Number of students referred to have their glasses prescribed: 10  
 Number of student vision teacher for glasses: 7  
 Waiver/Sign "I" grade report submitted to Division of Services for the Blind and Visually Impaired as required: 4/30/14

Number of students asthma assessed ("and" of "): 261  
 Number of students referred for physician: 1  
 Report submitted to State Health Dept. as required: 5/7/14

Number of students who came to the nurse for various medical incidents: 613  
 Number of Parent contacts: 268  
 Number of Student returned to class: 298

Number of Classroom Presentations: 12 Classes were taught (immunization, handwashing)  
 Number of trainings for faculty and staff: Medication Administration, Glucagon Administration, Epip-In Administration, CPR, AED's: 9

The following people were CPR, AED's, First Aid certified this year (certification good for 2 yrs):  
 CPR/AED/FA (one-hour eye pass training)  
 1/1/14: Sharon Brown (good for 2 yrs)  
 1/1/14: Mary Doherty (good for 2 yrs)  
 1/1/14: Dan Marshall (good for 2 yrs)  
 1/1/14: Jennifer Hays (good for 2 yrs)  
 1/1/14: Melissa Brown (good for 2 yrs)  
 1/1/14: Rebecca Pappas (good for 2 yrs)

Number of encounters with faculty and staff for health and wellness activities: 25

All students are in compliance with immunizations required by the State of Utah. There are 25 students with Personal Exemptions.

Medical Conditions: (Referred by parent)  
 Allergy (allergy to meals, foods, seasonal): 180  
 Asthma: 97  
 Autism: 11  
 Attentional disorder: 2  
 ADD/ADHD: 16  
 History of Cancer: 3  
 Diabetes Type 1: 2  
 Diabetes Type II: 0  
 Endocrine disorder: 2  
 Gastrointestinal: 10  
 Genetic: 1  
 Headaches: 8  
 Hearing problems: 5  
 Heart conditions: 15  
 Learning disorders: 5  
 Mental Health (bipolar, depression, anxiety, etc.): 14  
 Neurological: 2  
 Orthopedic: 6  
 Seizures (including history of febrile seizures): 5  
 Significant history: 12  
 Skin Disorders: 6  
 TBI (brain injury): 1  
 Unspecified: 44  
 Vision (no latex disorders, astigmatism, glasses Rx): 31

\*Health Care Plans/First Aid Action Instructions were emailed to each teacher of students with high risk medical conditions. Medical Flag posted if condition is such that it would be important for a nurse to know.

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## Take Care of You

I'm sorry...  
the nice nurse is on vacation.




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## Network

- Talk to other school nurses
- Share ideas and documents
- Share power point presentations
- Attend USNA and NASN conferences
- Work closely with your County Health Dept.
- District Technical Support
- Utilize your State Nurse Consultant
- Participate in teleconferences



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## Tips and Tricks

- **BACK UP, BACK UP, BACK UP**
- Try to touch papers only once. Make sure they are complete, then file.
- When making copies, put dates, phone number, signature, etc. on master copy. Check for accuracy before printing
- Create document folders and keep relevant documents in the folder.
- Keep a file folder of master copies (hard copy)
- "To Do" List in my desk for next visit to the school



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## Tips and Tricks

- Self Created Reference book of useful stuff 
- Master file of HCP's and Action Plans
- Screening Landmarks  
- Create USIIS batch list 
- Take priority work with you (I carry a folder for each school with me. If I have time, I work on it while I am at another school) 

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## 6<sup>th</sup> Grade, Get that Tdap!

- Back to school night notification
- Tdap shots offered with flu shot clinics
- Notice given to parent by the teacher at parent teacher conference
- Notice given before Winter break
- Nurse accompanies Counselor registering student for Jr. High
- Notice again given by the teacher at parent teacher conference
- Notice given at spring Break.




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## 7<sup>th</sup> Grade Tdap reminders



### Your child \_\_\_\_\_ needs a Tdap booster.

A student must receive a booster shot of Tetanus, Diphtheria, Pertussis (Tdap) prior to entering 7<sup>th</sup> grade.

(Your physician may recommend other vaccines as well)

This is in addition to other immunizations which should have already been completed.

School records show your child's last DPT was given at kindergarten. If your child's immunizations (including boosters) have been updated within the last year or two, please obtain this information from your health care provider and submit it to the school nurse.

Wabasha Jr. High newcomers will be in the elementary school registering 6<sup>th</sup> grade students for 7<sup>th</sup> grade the beginning **January 6, 2014**. Wabasha Jr. High registration will follow shortly thereafter.

\*\*\*\*Please bring your child's updated immunization record to Jr. High Registration in January.\*\*\*\*\*

Where can you get your child immunized?  
 • Your personal Health Care Provider  
 • Wabasha Health Department 477 2nd St. in Ogden 865-396-7250  
 • Wabasha Clinic 2240 Adams Ave. in Ogden 865-363-5255

### Last Notice

Dear parent of \_\_\_\_\_

In compliance with Utah Immunization Law R 266-106, your child will need the following required immunizations for entrance into 7<sup>th</sup> grade.

My records show that your child has not been adequately immunized for 7<sup>th</sup> grade:

**Schedules at Wabasha Junior High School will be withheld until the immunization requirement is satisfied.**

Your child is missing the following immunizations or signatures:

Tdap \_\_\_\_\_  
 Varicella Signature (sign attached record) \_\_\_\_\_  
 Hepatitis B \_\_\_\_\_  
 Other \_\_\_\_\_

**Send proof of immunization to the school nurse as soon as your child is immunized.**



Where can you get your child immunized?  
 • Your personal Health Care Provider  
 • Wabasha Health Department 477 2nd St. in Ogden  
 • Wabasha Clinic 2240 Adams Ave. in Ogden  
 An appropriate Utah Department of Health Exemption form must be completed for those children who do not complete the immunization for medical, religious, or personal reasons.

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## 7<sup>th</sup> Grade Entry

- Remind your secondary administration of 7<sup>th</sup> grade immunization requirements.
- My secondary schools will not allow a child to pick up a class schedule or get a locker assignment without adequate immunizations.
- Call-Em-All a great way to remind parents.




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## List maker, list maker, make me a list..

- Check off lists work for me.
- “To Do” folder at each school helps me keep things together and helps me remember what to do when I get back to that school.
- Make documents that work for you!
  - Vision referral
  - Scoliosis referrals
  - Inadequate immunization




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## Check if off!

To do before school ends May 2016:				Year End Reports	
Vision Screening:	Plain City	Sept 14	Done	Immunization Report:	Plain City
	PC Kindergarten	Oct 12	Done		Fair West
	Fair West	Sept 16	Done		Flower
	FW Kindergarten	Sept 15	Done	Vision Screening Report:	Plain City
	PC	Sept 15	Done		Fair West
	FW Kindergarten	Sept 15	Done		Flower
	Waliquip	Oct 17	Done	Scoliosis Screening Report:	Plain City
5 <sup>th</sup> Grade Measurement:	Plain City				Fair West
	Fair West				Flower
	Flower			School Nurse Work Load Survey:	Plain City
6 <sup>th</sup> Grade Measurement:	Plain City				Fair West
	Fair West				Flower
	Flower			Principal Report:	Plain City
Kindergarten Readily:	Plain City				Fair West
	West Weber				Flower
	Flower			Time Study:	1 <sup>st</sup>
Scoliosis Screening:	Waliquip				2 <sup>nd</sup>
	Plain City				3 <sup>rd</sup>
	West Weber				
	Flower				
STD/HIV Presentation:	Waliquip				
Vision Screening:	Plain City PreSchool				
Mail pick up letters:	Waliquip				
	Plain City				
	Flower				
	West Weber				
Gather pink cards:	West Weber				
	Plain City				
	Flower				
	Waliquip				
Health List to Pin:					

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## Don't give up!

- Even veteran school nurses feel overwhelmed.
- Ask for help




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## References

- Utah School Nurse Resource Manual (2003)
- School Nursing: A Comprehensive Text (Selekman 2006)
- Clinical Guidelines for School Nurses (School Health Alert 2007)
- School Nurse Resource Manual A guide to Practice (School Health Alert 2010)
- Utah State School Vision Screening Guidelines
  - Utah Dept. of Health UDSBVI (2013)
- Pictures Slide 33 : [schoolhealth.com](http://schoolhealth.com)
- Picture Slide : [cafepress.com](http://cafepress.com)

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