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

Putting it all Together

Organization

By Karen Thorsted BS, RN, CHES, NCSN

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.
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.

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.

Disclaimer

• Every school nurse has a unique circumstance with unique challenges.

• School Nursing is a work in progress!
August

- Time to get started

Calendar

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

Get to know your PTA

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

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

Stock Health Room

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
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.

Immunizations

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

Kindergarten Worksheet

<table>
<thead>
<tr>
<th>Name</th>
<th>Shots</th>
<th>BC</th>
<th>Med/ Vision</th>
<th>Dental</th>
<th>W</th>
<th>K</th>
<th>Health concerns</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Dear Parent:

Kindergarten registration for ____________________________ is incomplete. In reviewing his/her records we find the following requirements missing or incomplete.

- Required:
  - __________Completed registration form
  - __________Birth Certificate (State Law requires a certified copy** of the student's birth certificate or an affidavit explaining the inability to produce a copy of the birth certificate.
  - __________Immunization record (State Law requires an immunization history**). Your child is in need of the following immunizations for kindergarten entry:
    - ____________________________________________
    - My child has had the chickenpox disease and does not need the varicella vaccine.

- The following documents have not been received, please provide ASAP:
  - Doctor's kindergarten physical exam (Vision screen required by the State)
  - Dental Exam
  - Address verification
  - Social Security Number
  - Utah Department of Health Immunization Permission Form

NO STUDENT WILL BE ALLOWED TO ENTER SCHOOL WITHOUT PROPER IMMUNIZATION DOCUMENTATION AND A CERTIFIED BIRTH CERTIFICATE!

Please complete the items indicated and return them to the school office as soon as possible.

Sincerely,

Karen Thorsted RN, CHES, NCSN

Health Care Plans

- Health Care Plans mailed to parents. (Summer is a good time—put it in your plan for next year)
- Medication Administration Forms
- Make appt. to meet with parents and teachers of students with specific health care needs i.e. Diabetes, Seizures, etc.
- Educate faculty and staff on basic warning signs of asthma, diabetic emergencies, seizures, allergic reactions, concussion, other conditions as identified in your school.

Health Care Plan Tracking Form
### 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.

### 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

### Vision Screening

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

Classroom Presentations

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

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.
Attend 504 meetings.
You are an advocate for the student

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.

October

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

Kindergarten Vision Screening

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

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

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

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
February

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

March

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

April/May

- Continue surveillance of immunization records
- Plan and conduct preschool screenings as indicated.
- Kindergarten Roundup
- Maturation Programs
- Scoliosis Screenings
- USNA Spring Conference
April/May
Wrap it up………………
- Finish screenings and follow up
- Reports Due………………
- Scoliosis reports due
- Vision referral reports due
- Immunization report due
- Nurse Work Load Survey Due
- Send reminder letters to parent to pick up student’s medications, inhalers, epinephrine, etc.
- Get HCP’s ready for next year (mail in the summertime)

Oh, by the way….
- Be sure to fit in student and faculty illness and injury encounters
- Chart on each encounter.
- Contact parents as needed.

Student Injury Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Name</th>
<th>Teacher/Gd</th>
<th>R/L</th>
<th>Injury</th>
<th>Parent contact</th>
<th>RTC</th>
<th>Sent Home</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Free Time?

- Update power point presentations
- Update STD/HIV statistics
- Get HCP or action plans ready for next year
- Remind 6th graders of 7th 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

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 6th graders going to 7th grade
- Begin a USIIS batch list for new kindergarten students.
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.

End of Year Principal Report

Number students who were vision screened: 887
Number of students referred for glasses: 16
Number of students reported to have had glasses prescribed: 10
Number of students given voucher for glasses: 2
Kindergarten-3rd grade report submitted to Division of Services for the Blind and Visually Impaired as required. 4/30/14

Number of students scoliosis screened (5th and 6th): 261
Number of students referred to 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: 266
Number of Student returned to class: 298

Number of classroom Presentations: 12 Classes were taught (maturation, handwashing)

Number of trainings for faculty and staff: Medication Administration, Glucagon Administration, Epi-Pen Administration, CPR, AED: 9

The following people were CPR/AED/FA certified this year (certification good for 2 yrs):
- 1/31/14 Shanna Rhees (good for 2 yrs)
- 1/31/14 Mary Durfey (good for 2 yrs)
- 1/31/14 Teri Maxfield (good for 2 yrs)
- 1/31/14 Debbie Papageorge (good for 2 yrs)
- 1/31/14 Melissa Beyer (good for 2 yrs)
- 1/31/14 Kerensa Fox (good for 2 yrs)
- 1/31/14 Rebecca Pukpumin (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: (Reported by parents)
- Allergy: (allergy to meds, foods, seasonal) 180
- Asthma: 97
- Autism: 11
- Autoimmune disorder: 2
- ADD/ADHD: 36
- History of Cancer: 3
- Diabetes Type I: 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
- Neuromuscular: 2
- Orthopedic: 6
- Seizures (including history of febrile seizures): 5
- Significant history: 12
- Skin Disorders: 8
- TBI (brain injury): 1
- Urogenital: 14
- Vision (includes disorders, astigmatism, glasses Rx’d): 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 paramedic to know.

Take Care of You

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

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

Tips and Tricks

- Self Created Reference book of useful stuff
- Master file of HCP’s and Action Plans
- Screening Landmarks
- Create USIS 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)
6th 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.

7th Grade Tdap reminders

Your child ___________________________________________ needs a Tdap booster.

A student must receive a booster dose of Tetanus, Diphtheria, Pertussis (TDap) prior to entering 7th 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 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.

Wahlquist Jr. High counselors will be in the elementary school registering 6th grade students for 7th grade the beginning of January 6, 2014, Orion 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
- Weber Morgan Health Department 477 23rd St. in Ogden  801-399-7250
- Midtown Clinic 2240 Adams Ave. in Ogden  801-393-5355

Last Notice

Dear parent of _______________________________________

In compliance with Utah Immunization Law R396-100, your child will need the following required immunization(s) for entrance into 7th grade.

My records show that your child has not been adequately immunized for 7th grade.

Schedules at Wahlquist 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
- Weber Morgan Health Department 477 23rd St., Ogden.
- Midtown Clinic 2240 Adams Ave., Ogden

A n appropriate Utah Department of Health Exemption form must be completed for those children who claim exemption to immunization for medical, religious, or personal reasons.

7th Grade Entry

- Remind your secondary administration of 7th 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.
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

Check if off!

<table>
<thead>
<tr>
<th>Building</th>
<th>Plain City</th>
<th>Farr West</th>
<th>Pioneer</th>
<th>Wahlquist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision Screening</td>
<td>Sep 14</td>
<td>Oct 12</td>
<td>Sep 10</td>
<td>Sep 16</td>
</tr>
<tr>
<td>Farr West Kindergarten</td>
<td>Sep 13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pioneer Kindergarten</td>
<td>Sep 10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wahlquist 5th Grade Maturation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wahlquist 6th Grade Maturation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wahlquist Kindergarten Roundup</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wahlquist Vision Screening</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wahlquist Pub Health Letters</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wahlquist Pink Cards</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Don’t give up!

- Even veteran school nurses feel overwhelmed.
- Ask for help
<table>
<thead>
<tr>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>• School Nursing: A Comprehensive Text (Selekman 2006)</td>
</tr>
<tr>
<td>• Clinical Guidelines for School Nurses (School Health Alert 2007)</td>
</tr>
<tr>
<td>• School Nurse Resource Manual A guide to Practice (School Health Alert 2010)</td>
</tr>
<tr>
<td>• Utah State School Vision Screening Guidelines</td>
</tr>
<tr>
<td>• Utah Dept. of Health UDSBVI (2013)</td>
</tr>
<tr>
<td>• Pictures Slide 33 : schoolhealth.com</td>
</tr>
<tr>
<td>• Picture Slide : cafepress.com</td>
</tr>
</tbody>
</table>