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

**Objective: Data Collection**

- 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.

**ORGANIZATION AND PRIORITIZATION**

by Suzanne Tanner, MS, BSN, RN, RDH
Objective: Evaluation

- 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 students, school administration, and district policy.

Objective: Education and Collaboration

- 3. A school nurse will collaborate with other school nurses through mentors, the State School Nurse Consultant and the local Health Department.
- 4. A school nurse will pursue continuing education activities by attending fall and spring Utah School Nurse Association conferences as well as the National Association of School Nurses conference.
- 5. Participate in teleconferences and webinars
- 6. A school nurse will pursue National School Nurse Certification, NCSN through the National Association of School Nurses
- 7. Serve on the Utah School Nurse Association Board of Directors

Disclaimer

- Every school nurse has unique circumstances with unique challenges.
- School Nursing is a work in progress!
A Year in Review

- State Reports
- Staff Training
- Classroom Presentations
- Clinics
- Community Collaboration
- Miscellaneous
- Network

- State Reports
  - Utah School Nurse Work Load Survey (Due May 15th)
  - Immunization Reports (Due November 30th and June 15)
  - Vision Screening Reports (Due June 15th)
  - Dental: Weekly Fluoride Mouthrinse Report (April 30)
  - Scoliosis Reports (no longer required)

- Staff Training
  - Fluoride Weekly Mouthrinse (PTA and Volunteers)
  - CPR, AED, First Aid
  - First Responder Training: Allergy/epi pen, Asthma/inhaler, Diabetes/glucagon, Seizure, Head Injury/concussion, Medication Policy and Procedures, Transportation Safety: First Aid for Bus Drivers
  - Food services: Food allergy students and allergy free tables
  - Administration and faculty: air quality
  - Playground aide training
    - Head injury protocol, signs and symptoms of asthma, hypoglycemia, cardiac emergencies
    - Blood borne Pathogen Training
    - Teacher Trainings
      - Health Facts
      - Allergy/epi pen, Asthma/inhaler, Diabetes/glucagon, Seizure
A Year in Review

- Classroom Presentations
  - Handwashing (Fall)
  - Hygiene (Fall)
  - Maturation (5th grade April)
  - Dental Health (February Dental Health Month)
  - Hearing
  - Nutrition
  - Safety
  - Asthma Awareness and/or Open Airways for Schools Program
  - CPR, First Aid, AED

A Year in Review

- Clinics
  - Flu Shot Clinic (Fall)
  - Students
  - Staff
  - Kindergarten Roundup (March)
  - Health Fairs
  - Diabetes support group

A Year in Review

- Community Collaboration
  - Wellness Committee
  - Emergency Preparedness Committee
  - Policy Development Committee
  - Preceptor to nursing or medical students
  - Preceptor to Politicians, other
A Year in Review

- Miscellaneous
  - Health Plans: Attend 504 and IEP Meetings/student advocate
  - Hire, train, and Supervise Health Aides
  - Stock Health Room
    - First aid inventory
    - AED maintenance
  - Medication Inventory (Fall and Spring)
    - General use epi pens
    - Individual medications (expiration dates)
    - Review Policies and Procedures
  - Utah Height Weight Study (every other year)
  - USNA Fall and Spring Conference
  - NASN Conference

- Network
  - Other School Nurses
    - Share ideas, documents, and PowerPoints
    - Join committees
    - Join NASN and USNA
  - County Health Department
  - District Technical Support
    - Utilize your State Nurse Consultant
      - Betty Sue Hinkson MSN, RN, NCSN
      - www.choosehealth.utah.gov
      - (801) 419-1078 - cell
      - (801) 538-6814 - office
      - bhinkson@utah.gov
      - Participate in teleconferences

August

- Calendar
  - Plan year
  - Trainings, clinics, screenings
  - Attend back to school night
  - PTA

- Health room
  - Order supplies and stock inventory
    - Order from "Medical Products Laboratory"
      - Peggy Kelly 215-427-250 Ext. 2108, pkelly@mplusa.com
  - Obtain medical orders
  - Order stock epi pens (Epipen4Schools Program)
August

join NASN and USNA

http://www.nasn.org

Discount to USNA Conferences

Join discussion lists

Sight for Student Vouchers (VSF)

Login to NASN website

Right side click on “Sight for Students”

Download application form

Make copy of NASN membership card

Provide the number of vouchers you are requesting

Sign form

Fax form to 916-858-5388

August

Health plans

Review case load

Previous year

Review kindergarten records: immunizations, birth certificate, vision screening, health concerns

Home visits

Update health plans

Health Care Plan Tracking Form

Name of student, DOB, Diagnosed Condition, Sent HCP, Faxed HCP, Received HCP, LA

Schedule appointments with parents and teachers

Distribute health plan to staff working with student as stated in health plan such as teachers, resource teacher, cooks, transportation, playground aides, administration.

Provide additional training as needed for delegated nursing services

September

Schedule screenings and classroom presentations

Vision, scoliosis, height and weight

School secretary, PTA volunteers, and Friends for Sight

Handwashing, hygiene, maturation, safety, nutrition, dental health

Principal and school secretary

Order Maturation Kits at http://www.pgschoolprograms.com/

Fluoride Weekly Mouthrinse Training

Health aides and PTA volunteers

Immunizations

Kindergarten records

(2) DTaP, (2) Polio, (2) MMR, (2) Varicella, (2) Hepatitis A and (2) Hepatitis B

7th grade

(2) Varicella, (1) Tdap, (2) Hepatitis B, (1) Meningococcal

Develop a tracking system that works for you
September
- Enter health concerns in the computer
  - Notify parents regarding health plans
    - Standard health plans (mail, email, or give to student)
    - Customized health plans (contact parent)
- Medication Inventory and Review Health Plans
  - Check signatures, Rx label, and correct medication
- Medication administration delegation training and review
- Teacher trainings
  - Individual training: Health plan
    - Epi pens, glucagon, inhalers, medication administration, catheters, g-tubes, seizures, etc
  - Group trainings
    - Allergy, asthma, inhaler, diabetes/glucagon, Seizure

October and November
- Weekly Fluoride Mouthrinse Program (October - April)
- Teacher Presentations
  - Allergy, Asthma, Diabetes, Seizure
- Classroom Presentations
  - Handwashing - flu prevention
    - 1st and 2nd grades
  - Hygiene presentation
    - 5th and 6th grades (PE class)
- Attend USNA Fall Conference
- Immunization Report
  - Due November 30th

Preliminary report is due November 30th
October and November

Vision screening
- PK, K, 1st, 2nd, 3rd, and 5th grades
  - Notify parents: registration packet, permission forms, newsletter, marquee
  - Schedule with secretary and PTA volunteers
- Day 1: 1st, 2nd, 3rd, and 5th grades
- Day 2: PK and K

7th and 8th grade
- Vision and scoliosis screening
- PE Class (Fall and Spring)
- Friends for Sight (www.program@friendsforsight.org)
- Alexis Santoyo 801-524-2020

10th grade
- Driver's Education Class (Fall and Spring)

Vision Screening Tips
- Reserve room
- Send home parent permission forms a week prior to screening (passive consent)
- Print class lists
- Schedule teachers (every 5-10 minutes)
- Student's name on paper
- Vision charts (HOTV)
- Foot prints
- Train PTA Volunteers if used
- Bring print instructions for PTA Volunteers
- Bring sign-in sheet for PTA Volunteers

Vision Screening Data
- Enter vision results in the computer and cum file
- Mail home vision referral letters
- Rescreen absent students, forget glasses, and those that failed initial screening
- Keep a list of referrals for follow-up and State report
- Contact parents regarding vouchers
**December**

- Prepare vision state report and run vision screening proof report
  - Absent students, forgot glasses, new students
  - Photo screening
  - Enter in SIS
  - Enter in cum file (Kindergarten proof and vision results from screening)
- Prepare preliminary vision report for students age 8 and under
  - Preliminary vision report due January 10th
  - Final vision report due June 15th
  - www.olderblinds.com
  - Q9 Software
  - VSP Vouchers

**December**

- Schedule/confirm CPR/AED/First Aid class
  - Professional Development: January and March
- Schedule/confirm Transportation First Aid Training
  - January

**January**

*Those who fail to plan, plan to fail. - Winston Churchill*
**January**
- Complete preliminary vision report
- Continue vision follow-up
- Confirm and schedule dental health presentation
- February Dental Health Month
- Schedule first responder training
  - Allergies/epi pens, Asthma/inhalers, Diabetes/glucagon, Seizures, Head Injuries/concussion, CPR/AED/First Aid, Medication Policy
- Confirm/schedule maturation dates in April
- Attend Transportation Safety Meeting
- First Aid for Bus Drivers
- Back up computer files
- Develop, review and update policies and procedure manual
- Review and update web site and health plans

**February**
- Vision and scoliosis screening
  - 7th and 8th grades
  - PE class (2nd semester students)
- Vision screening
  - 10th-grade (2nd semester students)
  - Driver's Education class
- Dental Health Month
  - Dental Health presentation
  - 2nd grade

**March**
- Conduct first responder training
  - Online videos
  - Table clinic
  - Group training
- Kindergarten registration
  - Collaborate with Health Department
  - Registration, vision screening, immunizations, bike safety (helmets), car safety (car seats), dental varnish
- CPR/AED/First Aid class
- Prepare for maturation program
  - Send home permission forms
  - Prepare and update presentation
  - Prepare packets
  - Order snacks
April

¬ State fluoride weekly mouthrinse report is due April 30th
¬ Maturation Program
¬ Attend USNA Spring Conference
¬ Continue vision follow-up

May

¬ Continue vision follow-up
¬ State Nurse Work Load Survey is Due May 15th
¬ Medical supply inventory
  ¬ Prepare order for August
  ¬ Medication inventory
  ¬ Notify parents to pick up medications
¬ Prepare health plans for next year
  ¬ Hand out standard health plans to students or mail during the summer
¬ Remind 6th graders of 7th grade vaccination requirements

Tips for Immunizations

¬ Immunization requirements for 7th grade entry - Notify Parents
  ¬ Registration: attend or post signs
  ¬ Back to school night: attend or post signs
  ¬ Tdap, Hepatitis B, Varicella, Meningococcal offered with flu shot clinics
  ¬ Notice given to parent by the teacher at parent teacher conference
  ¬ Notice given before winter break
  ¬ Notice given at spring break
  ¬ Send out emails
  ¬ Send out automated phone call
  ¬ Discuss options with Administration: limiting access
Oh, by the way...

- Student Injury and Illness
  - Chart on each encounter
    - Document seen by School Nurse, Health aides, or other school staff
  - Document subjective, objective, assessed, intervention
  - Contact parents as needed

- Faculty Injury and Illness
  - And, document

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June

- Immunization report due June 15th
- State vision report due June 15th
- Organize files and prepare for the next school year
- Create USIS batch list for next school year
  - Kindergarten students
  - 6th grade students

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June

- Principal Report
  - Include
    - How many students received various screenings
    - How many students were referred
    - How many students received vouchers for vision examinations
    - How many student exclusions went back to class, sent home or called EME
    - Diagnosed conditions of student population
    - How many health care classes
    - Case load for direct nursing services
    - Faculty and staff training
    - Faculty and staff trained in CPR, First aid, AED
References

- Utah Department of Health Immunization Program (2014)
- 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)
- Karen Thorsted BS, RN, CHES, NCSP (ppt, 2015)