

► 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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## ORGANIZATION AND PRIORITIZATION

by Suzanne Tanner, MS, BSN, RN, RDH



The illustration shows a group of diverse children on the left, including a boy in a white shirt and blue pants, a girl in a pink dress, a girl with blonde hair, and a boy in a wheelchair. To the right is a female nurse in a white coat and cap, holding a clipboard.

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### Objective: Data Collection

► 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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### 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.

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### 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

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### Disclaimer

- ▶ Every school nurse has unique circumstances with unique challenges



- ▶ School Nursing is a work in progress!

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### A Year in Review

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

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### A Year in Review

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

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### A Year in Review

- ▶ Staff Training
  - ▶ Fluoride Weekly Mouthrinse (PTA and Volunteers)
  - ▶ CPR, AED, First Aid
  - ▶ First Responder Training: Allergy/epi pens, Asthma/inhaler, Diabetes/glucagon, Seizure, Head Injury/concussions, Medication Policy and Procedures, CPR/AED/First Aid.
  - ▶ 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 Plans
    - ▶ Allergy/epi pen, Asthma/inhaler, Diabetes/glucagon, Seizure

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### A Year in Review

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

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### A Year in Review

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

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### A Year in Review

- ▶ Community Collaboration
  - ▶ Wellness Committee
  - ▶ Emergency Preparedness Committee
  - ▶ Policy Development Committee
  - ▶ Preceptor to nursing or medical students
  - ▶ Preceptor to Politicians, other

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### 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
    - ▶ Order supplies
    - ▶ 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

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### A Year in Review

- ▶ 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
    - ▶ BettySue Hinkson MSN, RN, NCSN
    - ▶ [www.choosehealth.utah.gov](http://www.choosehealth.utah.gov)
    - ▶ (801) 419-1078 - cell
    - ▶ (801) 538-6814 - office
    - ▶ [bhinkson@utah.gov](mailto:bhinkson@utah.gov)
  - ▶ Participate in teleconferences

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### August

- ▶ Calendar
  - ▶ Plan year
  - ▶ Trainings, clinics, screenings
- ▶ Attend back to school night
- ▶ PTA
- ▶ Health room
  - ▶ Order supplies and stock inventory
  - ▶ Order fluoride at [www.mplusa.com](http://www.mplusa.com) "Medical Products Laboratory"
    - ▶ Peggy Kelly 215-677-2700 Ext. 2700 [pkelly@mplusa.com](mailto:pkelly@mplusa.com)
  - ▶ Obtain medical orders
  - ▶ Order stock epi pens (EpiPen4schools Program)

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### August

- ▶ Join NASN and USNA
  - ▶ <http://www.nasn.org>
  - ▶ Discount to USNA Conferences
  - ▶ Join discussion lists
- ▶ Sight for Student Vouchers (VSP)
  - ▶ Login to NASN web site
  - ▶ 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

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### August

- ▶ Health plans
  - ▶ Review case load
    - ▶ Previous year
    - ▶ Review Kindergarten records: immunizations, birth certificate, vision screening, health concerns
    - ▶ Hire and train health aides
    - ▶ Home visits
  - ▶ Update health plans
    - ▶ Health Care Plan Tracking Form
      - ▶ Name of student, DOB, Diagnosed Condition, Sent HCP, Faxed HCP, Received HCP, LM
  - ▶ Schedule appointments with parents and teachers
    - ▶ Distribute health plan to staff working with student as stated in health plan such as teacher, resource teacher, cooks, transportation, playground aides, administration.
  - ▶ Provide additional training as needed for delegated nursing services

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### September

- ▶ Schedule screenings and classroom presentations
  - ▶ Vision, scoliosis, height and weight
    - ▶ School secretary, PTA volunteers, and Friends for Sight
    - ▶ DSBVI Spot camera
  - ▶ Handwashing, hygiene, maturation, safety, nutrition, dental health
    - ▶ Principal and school secretary
    - ▶ Order Maturation Kits at <http://www.ppschoolprograms.com/>
- ▶ Fluoride Weekly Mouthrinse Training
  - ▶ Health Aides and PTA Volunteers
- ▶ Immunizations
  - ▶ Kindergarten records
    - ▶ (5) DTap, (4) Polio, (2) MMR, (2) Varicella, (2) Hepatitis A and (3) Hepatitis B
  - ▶ 7<sup>th</sup> grade
    - ▶ (2) Varicella, (1) Tdap, (3) Hepatitis B, (1) Meningococcal
  - ▶ Develop a tracking system that works for you

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### 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, ect
  - ▶ Group trainings
    - ▶ Allergy/epi pen, Asthma/inhaler, Diabetes/glucagon, Seizure

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### October and November

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

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### October and November

- ▶ Immunization Report
  - ▶ 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.
  - ▶ Preliminary report is due November 30<sup>th</sup>

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### October and November

- ▶ Vision screening
  - ▶ PK, K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grades
    - ▶ Notify parent: registration packet, permission forms, newsletter, marquee
    - ▶ Confirm schedule with secretary and PTA Volunteers
    - ▶ Day 1: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> grades
    - ▶ Day 2: PK and K
  - ▶ 7<sup>th</sup> and 8<sup>th</sup> grade
    - ▶ Vision and scoliosis screening
    - ▶ PE Class (Fall and Spring)
    - ▶ Friends for Sight at [www.program@friendsforsight.org](http://www.program@friendsforsight.org)
      - ▶ Alexis Santoyo 801-524-2020
  - ▶ 10<sup>th</sup> grade
    - ▶ Driver's Education Class (Fall and Spring)

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### October and November

- ▶ 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

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### October and November

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

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### 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 15<sup>th</sup>
  - ▶ Final vision report due June 15<sup>th</sup>
  - ▶ [www.olderblinds.com](http://www.olderblinds.com)
    - ▶ C90 Software
  - ▶ VSP Vouchers

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### December

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

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### ▶ January

*Those who fail to plan, plan to fail. Winston Churchill*



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### 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

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### February

- ▶ Vision and scoliosis screening
  - ▶ 7<sup>th</sup> and 8<sup>th</sup> grades
  - ▶ PE class (2<sup>nd</sup> semester students)
- ▶ Vision screening
  - ▶ 10<sup>th</sup> grade (2<sup>nd</sup> semester students)
  - ▶ Driver's Education class
- ▶ Dental Health Month
  - ▶ Dental Health presentation
  - ▶ 2<sup>nd</sup> grade

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### 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

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### April

- ▶ State fluoride weekly mouthrinse report is due April 30<sup>th</sup>
- ▶ Maturation Program
- ▶ Attend USNA Spring Conference
- ▶ Continue vision follow up

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### May

- ▶ Continue vision follow up
- ▶ State Nurse Work Load Survey is Due May 15<sup>th</sup>
- ▶ 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 6<sup>th</sup> graders of 7<sup>th</sup> grade vaccination requirements

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### Tips for Immunizations

- ▶ Immunization requirements for 7<sup>th</sup> grade entry - Notify Parents
  - ▶ Registration: attend or post signs
  - ▶ Back to school night: attend or post signs
  - ▶ Tdap, Meningococcal, Varicella, & Hepatitis B 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

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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 15<sup>th</sup>
- ▶ State vision report due June 15<sup>th</sup>
- ▶ Organize files and prepare for the next school year
- ▶ Create USIIS batch list for next school year
  - ▶ Kindergarten students
  - ▶ 6<sup>th</sup> 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 encounters (sent back to class, sent home or called EMS)
    - ▶ Diagnosed conditions of student population
    - ▶ How many health care plans
    - ▶ Case load for direct nursing services
    - ▶ Faculty and staff trainings
    - ▶ Faculty and staff trained in CPR, First Aid, AED

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## References

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

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