

2011-2012 BUDGET PRESENTATION

Cost Center: Health Services Dept

School: All Schools – district wide

Proposal for Nursing Staffing – 2011-2012

Pond Cove School: Full Time RN (existing position)

CE Middle School: Full Time RN (existing position)

CE High School: Full Time RN (existing position)

Health Aide / Administrative Assistant: Full Time (currently part-time 32.5 hours) Support person shared by all three schools 35 hrs
Clerical and health aide support: Pond Cove 7 hours/week: CE Middle School 7 hours/week:
CE HS 21 hours/week (includes time for district-wide tasks)

RATIONALE:

A strong relationship exists between the health of students and their capacity to succeed in school. As students with more complex physical and emotional health needs are served in the public school setting, more comprehensive health programming is necessary to accommodate their health-related needs. The goals of school nursing practice are the modification or removal of health related barriers to learning and the promotion of an optimum level of wellness.

Due to the 2010 change in Cape Elizabeth's Physical Examination Policy, there has been a significant increase in the processing of paperwork, data entry and follow up with parents and physicians. This is especially seen in the high school and middle school due to the requirement that this information be reviewed and processed prior to participation in athletic activities. Currently the High School Health Aide/Administrative Assistant provides 13 hours weekly, to perform clerical and administrative assistant tasks in the health offices at the Middle School and Pond Cove School. We propose to increase the administrative assistant position to allow for additional secretarial support. This increase in time will allow the RN staff to spend maximum time on professional nursing duties and better address the greater health needs of students. This increased nursing presence in the school district, will promote the health and safety of students in a variety of ways that are now often difficult to accomplish due to time constraints.

School Nursing Standards of Care have changed in recent years to be more closely aligned with nursing standards in other health care settings. School nurses are required to develop health care plans for every student with special health care needs who requires nursing assessment, intervention or supervision. The school nurse involves the student, family and primary health care provider in decision-making related to provisions of health care in school. This ensures that the necessary and appropriate resources are available to all persons who are responsible for providing school health care before a child is placed in the classroom. The nursing staff perform thorough assessments of all students that are seen, and keep detailed documentation of student interactions and student health needs.

Role of the School Nurse:

The numbers of students seen for illness, injury and medication administration have increased steadily system-wide on a yearly basis. The nurses have taken on greater responsibility for writing and implementing complex health care plans, providing consultation for students who meet the requirements for 504 and Instructional Support for health-related disabilities, and have become more involved with the health issues of students who receive services through instructional support. Each nurse also has additional responsibilities unique to her individual school. These include committee work, student advisory responsibilities, health education, counseling, and consultation to administration, guidance staff and the athletic department. Nursing tasks include:

Provides direct nursing care, assessment and intervention for acute illness and injury in students and staff and chronic disease management for students. Provide for safe medication administration under the direction of the student's family and primary health care provider.

504/Individual health plan/IEP – nursing consultation, provides student health status assessments; identifies health problems; develops a plan of care for acute and long-term health care needs

Integration into the school setting of children with special health care needs, especially those who are medically fragile and/or technology dependent.

The school nurse assists instructional support services staff with students in the following circumstances:

Assist school personnel and families when students return to school after hospitalization for acute medical or psychiatric conditions.

Serves as a resource to interpret medical / surgical / diagnostic / pharmaceutical information, and explain health conditions and related services to faculty and staff .

Works as the liaison to parents/guardians. Provide home visits as needed to evaluate home environment, explain health-related services in community, arrange health-related community services with parents, and facilitate signing of permission/consent and release of information forms.

Leadership in the development, implementation, and evaluation of school health related policies.

Participation in emergency and disaster planning: assess the system of care and develop plans to ensure that the health needs are met.

Immunizations – public health clinic

Surveillance of illness – data collection, follow up of student absenteeism, and when necessary, work in conjunction with the CDC to monitor reportable and communicable illnesses and disease trends within our district.

Data collection and review – immunizations, screenings, health assessment statistics, concussions and acute/chronic conditions.

Work with health related parent/community groups HOPE (Healthy Outreach for Prevention and Education), FAST (Food Allergy Support Team) SEED (Students Encouraging Empowering Decisions)

Health education and promotion - through providing health information to students; assisting with health curriculum development; providing programs for students, staff, families and community. Classroom, individual and group work.

Trainings/staff development (blood borne pathogens, anaphylaxis and EpiPen use, medication administration training for unlicensed personnel, caring for medical needs of specific students, etc.)

Wellness initiatives for Cape Elizabeth students, parents and staff, as well as the greater community. Wellness programming for faculty and staff.

Liaison to ensure that there is adequate communication, collaboration and coordination among school personnel, family and community health care professionals.

Health counseling and consultation with students, parents and staff

Screenings and referral for vision, hearing and BMI assessment

Role of the health department administrative assistant/health aide

This job description in past years, allowed approximately 4 hours each day for district-wide clerical work. There has been a significant increase in the number of student visits to the HS health office in the past two years which have required many of those hours to be utilized performing health aide duties. Currently, there is about 1 hour daily for actual clerical tasks, resulting in this staff member working many unpaid overtime hours to complete the administrative assistant tasks.

Health Aide Tasks:

Trained EMT, who is often the first responder for student and staff emergency illness or injury at the High School.

Health Office Aide at the High School when the RN is in meetings or not on site. Triage students and staff illness and injury and administers medication in the absence of the RN. Refers students, families and staff to RN, social work, or family physicians as appropriate.

Administrative Assistant Tasks:

With careful consideration of the budget, coordinates the purchase and distribution of medical supplies to all three schools, keeps track of purchase orders, and ensures maintenance and service for durable equipment,

The June 2010 revision of School Board Policy JLCA "Sharing Medical Information between School and Home" has required proof of physical examinations for all students entering grades K, 7, 9 and 11. In addition, a health history form is required annually for ALL students k-12. These forms for HS Fall athletes must be reviewed and organized by the HS School Nurse with the help of the administrative assistant prior to the start of August practices for participating high school athletes. The Administrative Assistant coordinates with the athletic department, families, and primary care providers to ensure that students in middle and high school are in compliance with the School District physical examination requirement for sports participation.

The required physical examination forms and health history questionnaires for all students has generated approximately 3,383 new reports from August - December 2010. Each form needs to be processed by this staff member after they have been reviewed by the school nurses. This entails entering data into the student electronic record, updating confidential medical alert lists, and then filing these papers into each student's individual health folder. This policy will generate a similar number of forms each year.

Assists the nursing staff k-12 with the annual state mandated screenings of students. Assists nurses with screening procedures, documents screening results in each student's individual health record, sends out letters or documentation to families and/or Primary Care Providers and then completes the reports required by the State.

Maintains monthly statistical data related to health office visits, medication administration, numbers of students with school-related injuries and those who are released home ill. Coordinates with HS main office staff to track office visits and dismissals to ensure that student attendance is verified. Assists with general office duties (photocopies, forms, sends correspondence and faxes etc.) all schools k-12.

Annually updates and reviews immunization records for all students k-12. Follows up on any outstanding/delinquent immunizations and exemptions to ensure compliance with State mandates. Files mandated annual reports with the State.

Prepares health records and ensures that immunization status is in compliance with State law for all new entering students to the school district k-12.

Coordinates kindergarten screening with PC office staff, and participates as the receptionist on screening days, checking in students, collecting information for health records and cum folders, and disseminating information to parents concerning required documentation.

INDIVIDUAL SCHOOL DUTIES

Pond Cove

Although the numbers of health office visits has not changed much over the past few years, the acuity of student needs has increased which often requires more nursing time per visit. Two factors that contribute to this are: one, the numbers of students with chronic health conditions has increased from 23% of student population in Fall 2009 to 33% of student population in Fall 2010; and two, in addition, due to the developmental level of elementary students, children with chronic health needs require more direct nursing supervision and intervention than children with

similar diagnoses who are older and more independent with their health care. (eg. A first grade child with diabetes is unable to understand relationship between blood glucose numbers and treatment, or manage own insulin pump, etc., so is dependent on the nurse to monitor and manage care numerous times during the school day. Middle and High School students are usually independent with their diabetes management and require minimal supervision unless there is a diabetic crisis. Elementary children who require inhaled asthma medication need supervision to appropriately coordinate their breathing with the administration of the medication.)

Climate Committee - I participate in the PC Climate Committee which develops and implements activities and programs to foster positive relationships and build connections between students, as well as between students and adults within Pond Cove. This Committee is a partnership of parents, administrators, grade representatives and specialists within the Pond Cove community.

Health Education - Curriculum review and co-teaching a new puberty education program for students in Grade 4 with the PC Health Teacher. This program will include a parent educational evening in March, 2011 prior to the initiation of student classes.

Wellness Coordinator for Pond Cove School - providing leadership for the PC school-based wellness team, to promote 5210 activities for students, families and staff. Coordinator/Liaison for CE District-wide Wellness/Coordinated School Health Committee, and co-chair of the core planning team that has attended the Me DOE sponsored Maine Schoolsite Health Promotion Conference for the past 3 years.

Middle School

Student Advisor - I am responsible for 14 students as their advisor. During the daily 20 minute advisory period I am responsible for the academic monitoring of my students and the implementation of climate activities based on monthly themes. I also schedule, prepare, and facilitate twice yearly student-involved parent conferences for each of my advisees. The fact that I am not a classroom teacher for my advisees creates a greater demand for conference preparation as I gather input from the academic staff for each child.

Health Education - Curriculum review and pending responsibility to teach puberty education to female students.

School Wellness Committee - Monthly meetings to develop school-wide climate activities based on monthly themes.

SmartPATH Co-coordinator - With another staff member, I coordinate the MEA Benefits Trust employee wellness program called "Hike the Himalayas."

High School

Concussion management: For the past two years, Cape Elizabeth High School has been a pilot school for concussion management of high school athletes. Working closely with Dr. William Heinz, Administration and the Director of Guidance, the HS Nurse has developed a protocol for students sustaining concussions or traumatic brain injuries. Coordination of care for students who have sustained a concussion with parents,

physicians and school personnel following initial diagnosis, reintegration into academic participation and following recovery. This includes, but is not limited to, the following: initiating the academic protocol and individual health plans for students, communicating with families, physicians, rehabilitation services and staff as the student progresses during their recovery, referral to Instructional Support as necessary, providing education to families and staff concerning the identification and care of students post injury.

Advisor for SEED: Advisor for an after school club, Students Encouraging Empowering Decisions. This club supports and provides substance free alternative activities for HS students, outside of school hours.

Active member of HOPE: HOPE, Healthy Outreach for Prevention and Education, is a community coalition which began approximately 3 years ago. It is comprised of school administration and staff, parents, law enforcement and members of the Cape Elizabeth community all working together to find ways to provide opportunities for education and prevention of substance abuse within the Cape Elizabeth community.

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School Nurse Summer Work:

In June of 2010 the Physical Exam policy was revised. Due to the new requirements the HS nurse and Health Office Administrative Assistant began working 2 weeks prior to the start of preason to process all of the incoming Health Questionnaires, Physicals and IMPACT consent forms. This resulted in a significant amount of extra hours for both individuals, 66.5 for the nurse and 60 + hrs. for the Administrative Assistant. This extra time is not covered in the current contract or budget.

For the past 5 years (Summer 2006 – Summer 2010), the Cape Elizabeth School Nurses have worked an additional 3 days beyond their regular contract to accomplish district work under the direction of the Superintendent. Specific tasks that have been accomplished include:

- Policy development/revision:
 - Blood Borne Pathogens Exposure Control Plan
 - Medication Administration
 - Concussion
 - Physical Examination
 - Latex
 - AED – still needs more development
- Development of protocols and procedures to support above Policies
- Development of new forms and parent communications related to these policies, protocols and procedures
- New Accident/Injury report form for students/employees/visitors
- AED/first aid kit placements throughout the district
- Develop and update of Staff Development Trainings:
 - Medication Administration Training for Unlicensed Assistive Personnel
 - Blood Borne Pathogens
 - Diabetes Care including Glucagon injection administration
 - Epipen Training
 - Basic first aid class for staff
 - Psychotropic Medications for IS staff
 - New nurse orientation planning
- Student health record update and transfer:
 - Grade 4 to Grade 5
 - Grade 8 to Grade 9
 - Grade 12 to exiting student files

Sept 1 2010 - Dec 31 2010	Pond Cove		Middle School		High School	
	Numbers	% of Student	Numbers	% of Student	Numbers	% of Student
Allergy	34	6%	76	14%	17	2%
Asthma/Respiratory	75	13%	46	8%	77	14%
Cardio-Vascular	1	0%	2	0%	7	1%
Concussion	2	0%	2	0%	34	6%
Diabetes/other endocrine	1	0%	3	1%	6	1%
Gastrointestinal	13	2%	10	2%	10	2%
Hearing/Vison deficits - severe	5	1%	1	0%	9	1%
Immune Disorders	7	1%	3	1%	6	1%
Multiple Physical Handicaps	4	1%	0	0%	2	0%
Musculo-Skeletal Disorders	6	1%	1	0%	11	2%
Neurological (Migraines, Autism/Aspergers)	22	4%	15	3%	25	4%
Oncology/Hematolo Disorders	2	0%	0	0%	3	0%
Psychiatric/Behavio (includes ADD/ADHD)	24	4%	19	4%	107	19%
Renal Disorders	2	0%	1	0%	3	1%
Seizures Disorders	6	1%	3	1%	3	1%
Reproductive Health			0	0%	3	1%
Reportable Infectious Diseases	4	0%	3	1%	4	1%
Screenings	Pond Cove		Middle School		High School	
Hearing	330		2		3	
Vision	330		2		138	
Ht/Wt/ BMI	239					
Health Plans	Pond Cove		Middle School		High School	
504/IEP nurse involved for health plan consultation	12	2%	10	2%	43	8%
Nurse/Parent Generated Health Plan	10	2%	21	4%	54	10%

Sept 1 2010 - Dec 31 2010	Pond Cove	Pond Cove	Middle School	Middle School	High School	High School
Physician Generated Health Plans	65	11%	49	9%	66	12%
School Health Office Activity	Pond Cove		Middle School		High School	
Health Office Visits	2753		2172		3349	
Medications Administered	545		1044		1011	
Students dismissed-ill	220		120		243	