Middle School Nurses Program Accountability/Work plan

**School Nurse Ongoing Goals and Objectives:**

- Consistent with the State Board of Education Policy #04A107, Alamance-Burlington Schools will make available a registered nurse for assessment, care planning, and ongoing evaluation of students with special health service needs in the school setting. The school nurse shall determine the level of personnel (licensed or unlicensed) needed to perform the care at school and with the school administrator(s) will identify appropriate persons to provide care. The school nurse shall delegate health care tasks and procedures according to his/her professional judgment in compliance with the North Carolina Nursing Practice Act.

- School nurses use their knowledge of the nursing process, current nursing standards, and principles of growth and development to facilitate and enhance competent practice in the school setting. School nurses practice under the guidelines of the North Carolina Nurse Practice Act. (Legal Ref. G.S. 90-171.19; 90-171.20; T21:36.0221; T21:36.0224; T21:36.0225)

- School Nurses will comply with FERPA by maintaining confidentiality of student records and information.

- Participate as a member of the Student Support Service Team at each assigned school.

- Available upon request to attend Student Assistance Team/RTI team in assigned schools if schedule allows.

- Available upon request to attend IEP, Section 504 meetings if schedule allows. Attend monthly discipline networking meetings.

- Attend assigned committee meetings as scheduled.

- Attend zonal meetings as scheduled.

- Participate in CFST Initiative as needed

- Review and manage medication administration per ABSS policy and procedures.( ABSS School board policy 3.7.4)

- Comply with Senate Bill 911—a state law requiring the State Board of Education to adopt and disseminate guidelines for development & implementation of individual diabetes care plans and to require local board of education to implement these guidelines.

- Comply with Asthma Bill (NC G.S.115-375.2) authorizing students to possess and self-administer medication and its guidelines.

- Coordinate with the Public Health Dental Hygienist to promote dental health services and to assist in follow-up of students referred for dental evaluations and care by follow-up letters, phone calls, or home visits as necessary.
Middle School Nurses Program Accountability/Work plan

School Nurse Ongoing Goals and Objectives cont.:

- Collaborate and coordinate with the School Health Educator and prevention health specialist.

- Comply with Senate Bill G.S.115C-375.2 Epinephrine Bill. Coordinate and/or teach designated staff in initial training and annual retraining of emergency use and storage of epinephrine auto injectors.

- Coordinate and/or teach American Red Cross Adult CPR/AED/ Standard First Aid courses to designated staff members in August, June, and as needed.

- Collaborate with appropriate administration to establish training dates to comply with ABSS mandatory annual training for OSHA, general diabetes, asthma, seizures and medication administration. (RECOMMENDATION: THIS SHOULD OCCUR BEFORE STUDENTS ARRIVE ON CAMPUS).

- Middle School/SNFI nurse representative to attend quarterly SHAC meeting as assigned.

- Plan, coordinate, and conduct health education classes as requested for students and employees.

- Health screening activities will be conducted to identify specific health problems which may be a deterrent to student educational performance in school. School nurses will coordinate follow-up referrals as needed.

- Promote wellness awareness and activities among students and/or staff members.

- Coordinate and participate in establishing, revising, and implementing school health policies in cooperation with school personnel and community resources and agencies.


- ABSS school nurses will document student encounters via PowerSchool. Documentation will comply as required by the North Carolina Nurse Practice Act. The purpose is to maintain adequate records of services rendered and to assist in referral and follow up procedures. (School Board Policy: 3.7.3)

- School Nurses will review certificates of immunization for completion and accuracy of dates according to NC immunization requirements. (ABSS school board policy ______: Legal Ref: G.S. 130A, ART 6, G.S. 130-152)
School Nurse Ongoing Goals and Objectives cont.:

- School Nurses will review certificates of immunization for completion and accuracy of dates according to NC immunization requirements. (ABSS school board policy ______; Legal Ref: G.S. 130A, ART 6, G.S. 130-152)
- School Nurses will respond to emergency medical situations when notified.
- The school nurse will be available for assessment, developing a health care plan, and ongoing evaluation of students with special health service needs in the school setting.
- The school nurse will be responsible for training and monitoring the delegation of tasks performed by staff that is designated by school administration to perform medical technology procedures in the school setting.
Middle School Nurses Program Accountability/Work plan

*July/August Responsibilities*

- Distribute Physical Education/Health Forms through designated personnel in all Schools the first week of school.
- Coordinate ABSS Staff trainings for General Diabetes, Asthma, Seizures, Concussions, MRSA, Intensive Diabetic Care Management, and OSHA/Blood borne Pathogens, Medication Administration and Epinephrine Administration with school administration. Resources: Medication Administration Power Point Presentation and Manual, Beginning of year Power Point Presentations are available on Google Drive in School Nurse Station under “School Nurse Trainings”
  - Provide Intensive Diabetic Training in collaboration with ARMC Lifestyle Center for ABSS Diabetic Care Managers.
  - Begin to identify students with chronic illness and begin development of health care plans. Communicate with parents and staff regarding student health needs.
  - Begin to process incoming medication forms and medications per ABSS policy and procedure.
  - Provide instruction to appropriate staff for medical technology in the classroom.
  - Provide ongoing supervision to ensure the procedure is performed appropriately and documentation is accurate. Monitor the students’ response to care in the school setting.
Resources for Medical Technology are in Google Drive>School Nurse Station> “Medical Technology at School” folder. G.S. 115c-307 (c).
  - Coordinate review of immunizations as required by current law. Provide follow-up for students not in compliance. Follow-up will include letters, phone calls and home visits as appropriate.
Resources for immunization requirement can be found at www.immunizenc.org.
  - Provide direct care for the assessment, planning and evaluation of student acute or chronic health issues and first aid needs. School nurses will communicate with parents, and staff related to the student care needs, and documents the encounter in Power School. The school nurse will make referrals to appropriate resources.
Middle School Nurses Program Accountability/Work plan

September Responsibilities:

- Plan to meet with the principal of every assigned school to discuss plans for the new school year and review school nurse work plan.
- Continue identification of students with chronic illness and begin development of health care plans. Communicate with parents and staff regarding student health needs.
- Continue to process incoming medication forms and medications per ABSS policy and procedure.
- Begin to process incoming medication forms and medications per ABSS policy and procedure.
- Continue review of immunizations as required by current law. Provide follow-up for students not in compliance. Follow-up will include letters, phone calls and home visits as appropriate.
- Begin vision screenings for referred students and plan for grade level screenings. Begin follow-up on referrals for vision care. Follow-up will include letters, phone calls and home visits as appropriate.
- Provide direct care for the assessment, planning and evaluation of student acute or chronic health issues and first aid needs. School nurses will communicate with parents, and staff related to the student care needs, and documents the encounter in Power School. The school nurse will make referrals to appropriate resources.
October Responsibilities:

- Continue identification of students with chronic illness and development of health care plans. Communicate with parents and staff regarding student health needs.
- Continue to process incoming medication forms and medications per ABSS policy and procedure.
- Continue review of immunizations as required by current law. Provide follow-up for students not in compliance. Follow-up will include letters, phone calls and home visits as appropriate.
- Continue vision screenings for referred students and plan for grade level screenings. Follow-up on referrals for vision care. Follow-up will include letters, phone calls and home visits as appropriate.
- Submit state immunization Report online and give copy to lead Nurse by end of month.
- Submit identified “Data Points” to lead nurse as requested.
- Attend State School Nurse Conference as scheduled. (Optional)
- Provide direct care for the assessment, planning and evaluation of student acute or chronic health issues and first aid needs. School nurses will communicate with parents, and staff related to the student care needs, and documents the encounter in Power School. The school nurse will make referrals to appropriate resources.
Middle School Nurses Program Accountability/Work plan

**November Responsibilities:**

- Continue identification of students with chronic illness and development of health care plans. Communicate with parents and staff regarding student health needs.
- Continue to process incoming medication forms and medications per ABSS policy and procedure.
- Continue review of immunizations as required by current law. Provide follow-up for students not in compliance. Follow-up will include letters, phone calls and home visits as appropriate.
- Continue vision screenings for referred students and plan for grade level screenings. Follow-up on referrals for vision care. Follow-up will include letters, phone calls and home visits as appropriate.
- Perform medication book audit.
- Provide direct care for the assessment, planning and evaluation of student acute or chronic health issues and first aid needs. School nurses will communicate with parents, and staff related to the student care needs, and documents the encounter in Power School. The school nurse will make referrals to appropriate resources.
Middle School Nurses Program Accountability/Work plan

December Responsibilities:

- Continue identification of students with chronic illness and development of health care plans. Communicate with parents and staff regarding student health needs.

- Continue to process incoming medication forms and medications per ABSS policy and procedure.

- Continue review of immunizations as required by current law. Provide follow-up for students not in compliance. Follow-up will include letters, phone calls and home visits as appropriate.

- Continue vision screenings for referred students and plan for grade level screenings. Begin follow-up on referrals for vision care. Follow-up will include letters, phone calls and home visits as appropriate.

- Provide direct care for the assessment, planning and evaluation of student acute or chronic health issues and first aid needs. School nurses will communicate with parents, and staff related to the student care needs, and documents the encounter in Power School. The school nurse will make referrals to appropriate resources.
January Responsibilities:

- Continue identification of students with chronic illness and development of health care plans. Communicate with parents and staff regarding student health needs.

- Continue to process incoming medication forms and medications per ABSS policy and procedure.

- Continue review of immunizations as required by current law. Provide follow-up for students not in compliance. Follow-up will include letters, phone calls and home visits as appropriate.

- Continue vision screenings for referred students and plan for grade level screenings. Follow-up on referrals for vision care. Follow-up will include letters, phone calls and home visits as appropriate.

- Submit Mid-Year Prevent Blindness Report to lead nurse as instructed.

- Submit identified “Data Points” to lead nurse.

- Schedule mid-year evaluation with zonal lead nurse and rubric review.

- Provide direct care for the assessment, planning and evaluation of student acute or chronic health issues and first aid needs. School nurses will communicate with parents, and staff related to the student care needs, and documents the encounter in Power School. The school nurse will make referrals to appropriate resources.
Middle School Nurses Program Accountability/Work plan

**February Responsibilities:**

- Continue identification of students with chronic illness and development of health care plans. Communicate with parents and staff regarding student health needs.

- Continue to process incoming medication forms and medications per ABSS policy and procedure.

- Continue review of immunizations as required by current law. Provide follow-up for students not in compliance. Follow-up will include letters, phone calls and home visits as appropriate.

- Continue vision screenings for referred students and plan for grade level screenings. Follow-up on referrals for vision care. Follow-up will include letters, phone calls and home visits as appropriate.

- Medication Book Audit

- Provide direct care for the assessment, planning and evaluation of student acute or chronic health issues and first aid needs. School nurses will communicate with parents, and staff related to the student care needs, and documents the encounter in Power School. The school nurse will make referrals to appropriate resources.
Middle School Nurses Program Accountability/Work plan

March Responsibilities:

- Continue identification of students with chronic illness and development of health care plans. Communicate with parents and staff regarding student health needs.

- Continue to process incoming medication forms and medications per ABSS policy and procedure.

- Continue review of immunizations as required by current law. Provide follow-up for students not in compliance. Follow-up will include letters, phone calls and home visits as appropriate.

- Continue vision screenings for referred students and plan for grade level screenings. Follow-up on referrals for vision care. Follow-up will include letters, phone calls and home visits as appropriate.

- Submit identified “Data Points” to lead nurse as requested.

- Provide direct care for the assessment, planning and evaluation of student acute or chronic health issues and first aid needs. School nurses will communicate with parents, and staff related to the student care needs, and documents the encounter in Power School. The school nurse will make referrals to appropriate resources.
April Responsibilities:

- Continue identification of students with chronic illness and development of health care plans. Communicate with parents and staff regarding student health needs.

- Continue to process incoming medication forms and medications per ABSS policy and procedure.

- Continue review of immunizations as required by current law. Provide follow-up for students not in compliance. Follow-up will include letters, phone calls and home visits as appropriate.

- Continue vision screenings for referred students and plan for grade level screenings. Follow-up on referrals for vision care. Follow-up will include letters, phone calls and home visits as appropriate.

- Begin to conduct a review of Tdap and Meningococcal status of current 6th grade students for the upcoming school year.

- Provide direct care for the assessment, planning and evaluation of student acute or chronic health issues and first aid needs. School nurses will communicate with parents, and staff related to the student care needs, and documents the encounter in Power School. The school nurse will make referrals to appropriate resources.
Middle School Nurses Program Accountability/Work plan

**May Responsibilities:**

- Provide direct care for the assessment, planning and evaluation of student acute or chronic health issues and first aid needs. School nurses will communicate with parents, and staff related to the student care needs, and documents the encounter in Power School. The school nurse will make referrals to appropriate resources.

- Complete identification of students with chronic illness and development of health care plans. Communicate with parents and staff regarding student health needs.

- Continue to process incoming medication forms and medications per ABSS policy and procedure.

- Complete review of needs for Tdap and Meningococcal immunizations for current 6th grade students for the upcoming school year.

- Complete review of immunizations as required by current law. Provide follow-up for students not in compliance. Follow-up will include letters, phone calls and home visits as appropriate.

- Continue vision screenings for referred students and plan for grade level screenings. Follow-up on referrals for vision care. Follow-up will include letters, phone calls and home visits as appropriate.

- Schedule EOY evaluation with zonal lead nurse.

- Submit “Data Points” to Lead nurse as requested by May 29th.

- Submit final School Nurse Activity Report to lead nurse by May 29.

- Submit State Annual School Nurse End of Year Report to lead nurse by May 29.

- Submit EOY Prevent Blindness Report to lead nurse by May 29.

- Submit final CFST Data to lead nurse by May 29.

- SNFI Annual Report to lead nurse by May 29.

- Plan and conduct 5th and 8th grade student transition meetings and complete transfer of student health records.

- Send letters to parents about picking up medications at school.
Middle School Nurses Program Accountability/Work plan

**June Responsibilities:**

- Provide direct care for the assessment, planning and evaluation of student acute or chronic health issues and first aid needs. School nurses will communicate with parents, and staff related to the student care needs, and documents the encounter in Power School. The school nurse will make referrals to appropriate resources.

- Get nurse office ready for upcoming school year.

- Batch records from current year and store.

- Give out Diabetes Packets to diabetic students/parents for upcoming year.
  
  Diabetes packets can be found on Drive>School Nurse Station> Diabetes folder.

- Restock forms for medication book, health forms book, etc...

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*I have read and reviewed this work plan and understand the roles and responsibilities of the ABSS School Nurse for the school year ________.*

_____________________________    ____________

School Nurse Signature                                                   Date

_____________________________    ____________

Lead Nurse Signature                                                     Date

_____________________________

Principal Signature                                                        Date