

STATEMENT OF PURPOSE:

School health services strengthen and facilitate the educational process by improving and protecting the health status of students and school personnel.

AUTHORIZATION/LEGAL REFERENCE:

State Board of Education Rule 2121.5

http://education.vermont.gov/documents/EDU-FinalEQS_AsAdopted.pdf

16 V.S.A. 1422 - Vision and hearing tests

<http://legislature.vermont.gov/statutes/title/16>

18 V.S.A. 1001-Reporting communicable diseases <http://legislature.vermont.gov/statutes/chapter/18/021>

18 V.S.A. 1121 - Immunizations required prior to attending school

<http://legislature.vermont.gov/statutes/section/18/021/01121>

33 V.S.A. Chapter 49 -Child welfare services

<http://legislature.vermont.gov/statutes/chapter/33/049>

26 V.S. A. Chapter 28 Nursing: Vermont Professions and Occupations

<http://legislature.vermont.gov/statutes/chapter/26/028>

Memorandum of Understanding: VT Agency of Education and VT Department of Education

<http://healthvermont.gov/local/school/documents/MOUSchoolHealthServices.pdf>

Memo: School Nurse Leader: School Health Services Delivery Model

http://healthvermont.gov/local/school/documents/school_health_services_memo_vdh_aoe_201505.pdf

Joint Guidance to the Application of FERPA and HIPAA (November 2008)

<http://www2.ed.gov/policy/gen/guid/fpco/doc/ferpa-hipaa-guidance.pdf>

REQUIRED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLES:**Required Reports:**

- **Infectious Disease Reporting (see Manual section: Communicable Disease)**
- **Child Abuse and Maltreatment Reporting (see Manual section: Child Abuse and Neglect)**
- **Vermont Annual Immunization Reporting (see Manual section: Immunizations)**
- **Vermont Annual School Nurse Report on Asthma, Insurance, and Well Care Visits, Dental Exams (see Manual section: Health Appraisals)**
- **Screening as required by law (see Manual section: Screening)**

Standards of Practice:

- Provides that all mandated screenings are completed; rescreens all students with failed results and refers those with validated failure results
- Dispense medication according to the Standards of Practice: School Health Services Manual (See Medication Section 22)

- Maintain health records in accordance with FERPA (See Confidentiality in Manual section) for students and maintain school personnel health records (if kept) may need to comply with [HIPAA confidentiality Rules](#) (Your school or supervisory union’s business office or school attorney may verify record retention procedures and confidentiality rules regarding employees and HIPAA)
- As mandated:
 - Report suspected child abuse and neglect.
 - Serve as a resource to school’s interdisciplinary* team in the recognition and reporting of child abuse and neglect.
 - Report infectious diseases to Health Department
 - Provide leadership for the provision of school health services
 - Maintain current nursing license from the VT Board of Nursing and a school nurse/associated school nurse licensure from the VT Agency of Education

Care Coordination:

- Carries out health appraisals and refers students to the medical home or, in collaboration with the medical home, to medical specialists for unmet needs.
- Ensure that updated emergency and health information on students is collected annually

Public Health:

- Review students’ immunization records for school entry and attendance requirements.
- Assist families with accessing immunizations and healthcare.

Quality Improvement:

- Annually each school within the Supervisory Union/School District will collect data requested for the Vermont Department of Health, Annual Vermont School Nurse and Immunization Status Report. This data will be submitted by January 1 each year. The school nurse shares/presents relevant data to school administrators and school boards as appropriate.
- This data includes: student’s health insurance status, annual medical home well care visits, annual exams in their dental home, immunization status for school entry requirements, asthma prevalence, and the use of written asthma management plans (Asthma Action Plan) See Manual section: 18_Immunizations.
- Youth Risk Behavior Survey data is useful in identifying population based risk factors that is supervisory union or community specific to your school/s.
- Assist with completion of the School Health Profile survey in coordination with the principal and health educator, as needed.
- Consider using evaluation tools for self-evaluation and for sharing with leadership:
 - See School Health Services Evaluation (this Manual, Evaluation section)
 - School Health Index: <http://www.cdc.gov/healthyschools/shi/index.htm>

Leadership:

- “Health services, including health appraisal and counseling, communicable disease control, mental health, and emergency and first aid care, shall be made available in a confidential manner to students in each school. These health services shall be delivered in accordance with the school district’s written policies and procedures which shall be developed in collaboration with parents and community health resources.

The Vermont Department of Health recommends that schools and supervisory unions implement the School Nurse Leader School Health Services Delivery Model [preferred: School Nurse Leader Model or Framework], which is consistent with the principles of the national Coordinated School Health Model, to ensure appropriate access and [nursing] coverage across their district or supervisory union.”
(VT AOE: [EQS \(2014\)](#) pg. 14)

For more information, please see State Board of Education Rule 2121.5 (link insert here), and this memorandum regarding the School Nurse Leader Model:

http://healthvermont.gov/local/school/documents/school_health_services_memo_vdh_aoe_201505.pdf

* Interdisciplinary Team: “An interdisciplinary team is a group of healthcare professionals from various disciplines that work together to help patients with physical, psychological, social, and financial support. The term “multidisciplinary teams” is also used to mean the same thing. Team Based care is a newer term and is more frequently used in Primary Care Practices called “Medical Homes,” but the concept is gaining ground in all healthcare settings (See team based care). Patient care is often complex and coordination among professionals is important to provide the best possible treatment. The interdisciplinary team comes together so everyone knows the plan to help meet the patient’s individual needs. The team can involve professionals such as physicians, nurses, psychologists, social workers, occupational or physical therapists and dietitians. Interdisciplinary teams generally work within a healthcare facility, such as a hospital setting, to coordinate care for a patient.” NICHE, p. 1.

http://www.nicheprogram.org/interdisciplinary_team. Retrieved Jan. 20, 2016

SUGGESTED SCHOOL NURSE ROLES:*Standards of Practice:*

- Develop protocols, training, supervision and evaluation for delegated activities
- Assess, plan, implement and evaluate the health needs of students and the school environment
- Cultivate a relationship with and develop a memorandum of understanding between the school and a community consulting physician to consult as needed, i.e. policy and systems level health issues, stock emergency medication orders

Care Coordination:

- Act as a case manager for 504 students with chronic health conditions that impact their educational programs
- Develop, implement, and evaluate individual student healthcare plans as needed
- Act as a liaison between school personnel, families, health care professionals and the community

Public Health:

- Assist on health education curriculum development teams and provide programs for students, staff and families
- Educate the school community about chronic health conditions and infectious diseases
- Promote staff health by developing and/or implementing wellness programs
- Provide and or coordinate health education information to students and staff

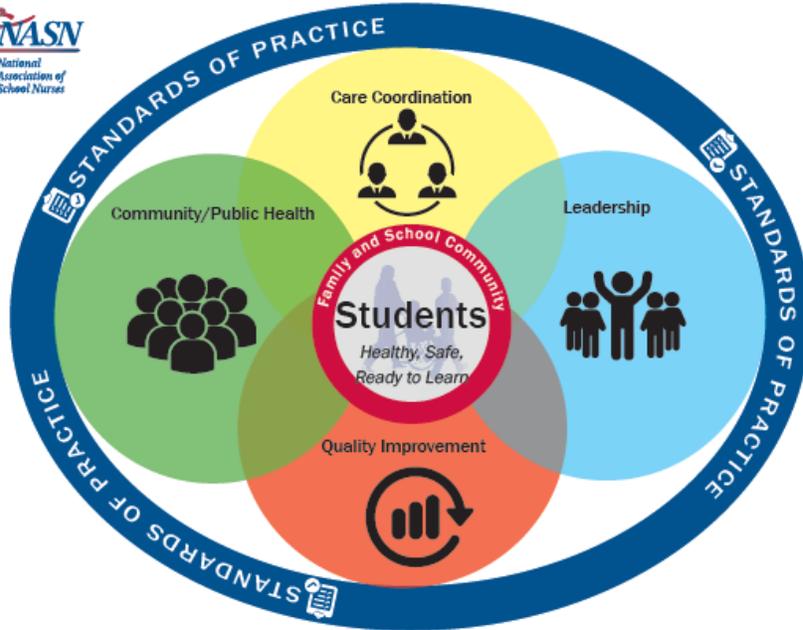
Quality Improvement:

- Engage in evaluation of health services in collaboration with administration
- Pursue professional development opportunities
- Identify School Effectiveness/Improvement Plan or Capacity Assessment

Leadership:

- Participate in developing a School Nurse Leader Model in your supervisory union/school district
http://healthvermont.gov/local/school/documents/school_health_services_delivery_model.pdf
- Participate on the Whole School, Whole Community, Whole Child (WSCC) Team as defined by the Centers for Disease Control and Prevention (CDC): <http://education.vermont.gov/documents/edu-whole-school-whole-community-whole-child.pdf> The school nurse may represent one or more of the ten domains of the WSCC or serve in a team coordinator capacity
- Serve on the school crisis/all-hazard management response team
- Work to align and integrate school health services goals with School's Effectiveness/Improvement Plan through collaboration with school administration and other district school nurses

Framework for 21st Century School Nursing Practice™



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Rev. 10/28/15

Framework for 21st Century School Nursing Practice™

NASN's *Framework for 21st Century School Nursing Practice* (the *Framework*) provides structure and focus for the key principles and components of current day, evidence-based school nursing practice. It is aligned with the Whole School, Whole Community, Whole Child model that calls for a collaborative approach to learning and health (ASCD & CDC, 2014). Central to the *Framework* is student-centered nursing care that occurs within the context of the students' family and school community. Surrounding the students, family, and school community are the non-hierarchical, overlapping key principles of *Care Coordination*, *Leadership*, *Quality Improvement*, and *Community/Public Health*. These principles are surrounded by the fifth principle, *Standards of Practice*, which is foundational for evidence-based, clinically competent, quality care. School nurses daily use the skills outlined in the practice components of each principle to help students be healthy, safe, and ready to learn.

Standards of Practice	Care Coordination	Leadership	Quality Improvement	Community/Public Health
<ul style="list-style-type: none"> Clinical Competence Clinical Guidelines Code of Ethics Critical Thinking Evidence-based Practice NASN Position Statements Nurse Practice Acts Scope and Standards of Practice 	<ul style="list-style-type: none"> Case Management Chronic Disease Management Collaborative Communication Direct Care Education Interdisciplinary Teams Motivational Interviewing/Counseling Nursing Delegation Student Care Plans Student-centered Care Student Self-empowerment Transition Planning 	<ul style="list-style-type: none"> Advocacy Change Agents Education Reform Funding and Reimbursement Healthcare Reform Lifelong Learner Models of Practice Technology Policy Development and Implementation Professionalism Systems-level Leadership 	<ul style="list-style-type: none"> Continuous Quality Improvement Documentation/Data Collection Evaluation Meaningful Health/Academic Outcomes Performance Appraisal Research Uniform Data Set 	<ul style="list-style-type: none"> Access to Care Cultural Competency Disease Prevention Environmental Health Health Education Health Equity Healthy People 2020 Health Promotion Outreach Population-based Care Risk Reduction Screenings/Referral/Follow-up Social Determinants of Health Surveillance

ASCD & CDC. (2014). *Whole school whole community whole child: A collaborative approach to learning and health*. Retrieved from <http://www.ascd.org/ASCD/pdf/siteASCD/publications/wholechild/wscce-a-collaborative-approach.pdf>

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RESOURCES:

Centers for Disease Control and Prevention: Whole School, Whole Child, Whole Community (2014)
<http://www.cdc.gov/healthyyouth/wsccl/>

Maughan, E., Bobo, N. Butler, S., Schantz, S., Schoessler, S. (2015). Framework for 21st Century School Nursing Practice Framework Principle: Care Coordination Framework Principle: Leadership Framework Principle: Public Health Framework Principle: Quality Improvement Framework Principle: Standards of Practice. *NASN School Nurse*. July. (30) 4. Pp. 218-231, doi: 10.1177/1942602X15589559. Retrieved from:
<http://nas.sagepub.com/content/30/4/218.full.pdf+html>

Michael, S.L., Merlo, C.L., Basch, C.E., Wentzel, K.R., and Wechsler, H. (2015). [Critical Connections: Health and Academics \(pages 740–758\)](#). Article first published online: 6 OCT 2015 | DOI: 10.1111/josh.12309 Retrieved Dec. 15, 2015 at <http://onlinelibrary.wiley.com/enhanced/doi/10.1111/josh.12309/>

National Association of School Nurses - <http://www.nasn.org/>

- Position Statement - School Nurse Workload: Staffing for Safe Care (Adopted January 2015)
<http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatements/tabid/237/smid/824/ArticleId/803/Default.aspx>

School Health Policies and Practices Study (SHPPS). (2015). Division of Adolescent and School Health, National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention.
<http://www.cdc.gov/healthyyouth/data/shpps/index.htm>

Vermont Agency of Education –

- Educator Licensing and Endorsements: <http://education.vermont.gov/licensing>
- VT Standards Board for Professional Educators 5440-65 School Nurse Revised (3/20/13)
http://education.vermont.gov/documents/EDU-Rule-5440_Supplement_A_Licensing_Endorsements.pdf#page=118
- Improving School Effectiveness:
<http://education.vermont.gov/school-effectiveness>
- School Improvement and Restructuring Handbook
http://education.vermont.gov/documents/EDU-School_Effectiveness_Handbook.pdf
- Whole School, Whole Community, Whole Child (WSCC)
<http://education.vermont.gov/documents/edu-whole-school-whole-community-whole-child.pdf>

Vermont Department of Health - <http://healthvermont.gov/local/school/index.aspx>

Vermont State Board of Nursing -

- Position Statements: a current list is found here: <https://www.sec.state.vt.us/professional-regulation/list-of-professions/nursing/position-statements.aspx>
Here are a few of the many position statements relevant to school nursing.
 - Abandonment (Oct 2015)
<https://www.sec.state.vt.us/media/716284/PS-Abandonment-2015-1012.pdf>
 - APRN/RN/LPN Scope of Practice plus Decision Tree (Sep 2015)
<https://www.sec.state.vt.us/media/710148/PS-APRN-RN-LPN-Scope-of-Practice-final-9-14-2015.pdf>

Vermont State School Nurses' Association (VSSNA) - <http://www.vssna.org/>

Vermont Agency of Education – VT Standards Board for Professional Educators 5440-65 School Nurse Revised (3/20/13) http://education.vermont.gov/documents/EDU-Rule-5440_Supplement_A_Licensing_Endorsements.pdf#page=118

SAMPLE POLICIES, PROCEDURES AND FORMS:

Role of the School Nurse: NASN Position Statements - Role of the School Nurse (Revised 2011)
<http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatements/tabid/237/smId/824/ArticleId/87/Default.aspx>

Role of the School Physician (Jan. 2013) *Pediatrics*. 131 (1) COUNCIL ON SCHOOL HEALTH
<http://pediatrics.aappublications.org/content/131/1/178>

Sample: Memorandum of Understanding for School and Consulting Physician (MOU)

Guidelines for Establishing School Nurse Workloads: Staffing for Safe Care

Sample SN/ASN Job Description from the Vermont State School Nurses' Association

Guidelines for Establishing School Nurse Workloads: Staffing for Safe Care

(Excerpt: National Association of School Nurses (2015). School Nurse Workload: Staffing for Safe Care)

The determination of adequate nurse staffing is a complex decision-making process (ANA, 2014; Weston, Brewer, & Peterson, 2012). Individual state laws which regulate nursing practice to protect public health, safety and welfare must be followed. Student acuity status must be determined, as well as student care needs, including medications, health procedures, care coordination, case management, and staff training / supervision. In addition, a community health needs assessment will identify the social determinants that impact the health of students so that school nurses and administrators can plan to address those needs. Social determinants of community health and health disparities must be accounted for when determining school nurse staffing including how students and their families are affected by (CDC 2011b, 2014a; Fleming, 2011; Meyer, 2012; USDHHS, 2014b):

- Health behaviors, health condition and disease prevalence, immunization levels;
- Socioeconomic status, employment, education level;
- Housing status, food security, transportation access;
- Social and cultural supports and influences, discrimination;
- Access to healthcare, health insurance, and social services;
- Environmental stresses; and
- Language and communication barriers.

RECOMMENDATIONS

NASN and the National Association of State School Nurse Consultants (NASSNC) (2012, 2014) assert that every student needs direct access to a school nurse so that all students have the opportunity to be healthy, safe, and ready to learn. In order to achieve adequate school nurse staffing, NASN recommends:

- Using a multifactorial health assessment approach that includes not only acuity and care but also social determinants of health to determine effective school nurse workloads for safe care of students.
- Developing evidence-based tools for evaluating factors that influence student health and safety and for developing staffing and workload models that support this evidence.
- Conducting research to determine the best models for school nurse leadership in school health, such as RN only, RN-led school health teams, and RNs certified in the specialty practice of school nursing.
- Increasing involvement of school nurses at national, state, and local levels in policy decisions that affect the health of students. (excerpt from National Association of School Nurses, 2015)

Additional factors to consider when establishing safe school nurse to student population ratios

1. **The number of students with special or chronic health needs:** Students needing health procedures or nursing tasks due to less stable health conditions require time specifically from the nurse, i.e. airway management, non-routine medications. Student needing routine health tasks require training for and supervision of unlicensed assistive personnel (UAP) UAPs from the school nurse, i.e. *routine* urinary catheterization, tube feedings.
2. **The number of buildings the nurse covers;** the travel time and the fact that the nurse is not always present to carry out such things as first aid and medication administration limits coverage that she/he can provide.

3. **The staffing patterns;** the use of unlicensed and licensed personnel such as administrative assistants and LPN's to cover the health office in the nurse's absence or to augment health services. The delegation of nursing tasks to UAPs requires training, supervision and evaluation by the school nurse. Adequate time must be available for these functions.
4. **Clerical support:** For the nursing staff to complete nursing responsibilities, clerical staff are needed as support for filing the individual health plans, data entry, and ensuring that the health forms and immunization records are completed.
5. **The amount of time and responsibility the nurse has for health education and instruction planning;** coordination, planning and lesson preparation can require large amounts of time away from other school nursing tasks. The more the nurse is involved with health education the smaller the number of students must be to allow for proper follow through in the area of health services.

SAMPLE LICENSED SCHOOL NURSE JOB DESCRIPTION

It is the position of the Vermont State School Nurse Association (VSSNA) based on research, that daily access to a licensed, registered-school nurse can significantly improve a student's health, safety, and ability to learn. To meet the health and safety needs of students, and the school community, the school nurse workloads should be determined at least annually, using student and community specific health data.

Qualifications:

- Bachelor's or Master's degree from a nursing program accredited by the National League for Nursing (NLN) or the Commission on Collegiate Nursing Education (CCNE).
- Current license as a Registered Nurse (RN) in the state of Vermont.
- Current certifications in: CPR with AED, and first aid.
- Four years of clinical nursing experience, preferably in community health or pediatrics, beyond nursing education.
- Hold a current Vermont Educator's License with an endorsement as a school nurse.
- Must participate in a mentoring program matched with a school nurse for 1-2 years for new positions.

ROLES AND RESPONSIBILITIES**Healthcare Provider**

- The **School Nurse** strengthens and facilitates the educational process by modifying or removing health related barriers to learning in individual students and by promoting an optimal level of wellness for students and staff.
- The **School Nurse** as part of the school team, assumes responsibility and accountability for the assessment of the health needs of a student, a plan of action, implementation, and evaluation of the plan.
- The **School Nurse** practices in accordance with the current standards and functions as defined by the Vermont Nurse Practice Act, the ANA code of ethics and Standards of Practice: School Health Services.
- The **School Nurse** delegates and supervises specific health care duties to a designated person(s) in the school setting. This practice is done in accordance with the accepted standards of nursing as defined by the ~~Vermont State Board of Nursing~~ [the Vermont Nurse Practice Act].
- The **School Nurse** will serve as the direct link between the school, health care providers, families and community agencies to assure access and continuity of health care for the students.
- The **School Nurse** will provide care, relevant instruction to student, faculty and families for student care, health counseling and guidance to students. Promotes a healthy school environment. Monitors, reports and recommends changes for safety hazards and sanitary conditions in the school environment, at least annually.
- The **School Nurse** alerts the Vermont Department of Health of reportable communicable diseases when identified and compiles and submits required health data annually.

- The **School Nurse** participates as the health professional member on a variety of teams, including the child education evaluation teams that develop Individual Education Programs (IEPs), 504 Plans, Educational Support Team (EST) recommendations, and other specialized plans for students.
- The **School Nurse** develops, implements, and/or oversees the implementation of procedures and protocols for the prevention and management of injuries and acute and chronic illness.
- It is highly recommended each **School Nurse** maintains membership to professional associations to keep current with advocacy, resources, legislation, and research.

Leadership

- The **School Nurse** collaborates with community organizations and Health Care Providers in order to promote student and family health in the school and larger community.
- The **School Nurse** acts as a professional leader within the school representing health issues as well as school community professional issues.
- The **School Nurse** may act in leadership roles such as department head, mentor and member of leadership teams.
- The **School Nurse** collaborates and acts as a consultant with administration and teachers in order to ensure that comprehensive health education is offered in school.
- The **School Nurse** uses research based practices and reviews health office data in order to inform their practice.

Health Education

- The **School Nurse** uses the health services as a means of teaching health.
- The **School Nurse** acts as a resource person and consultant for health education in the classroom setting.
- The **School Nurse** provides in-service training for health related issues as indicated.
- The **School Nurse** provides information and counseling to the staff and parents concerning individual student health problems, including participation in 504's, ESTs, IEPs, and other meetings as needed.
- The **School Nurse** provides staff and parents with information on current health practices and health issues, including identifying and dealing with health problems and locating resources
- The **School Nurse** teaches health related topics in classrooms in collaboration with a licensed teacher as needed.

Evaluation:

- **School Nurse** receives supervision and evaluations from building or district administrators using the same schedule as other teaching staff using the School Nurse/Associate School Nurse job description and the nurse's professional development plan. The **School Nurse** will be evaluated based on school nurse practice as determined by The Nurse Practice Act , (V.S.A Title 26, Chapter 28), the American Nurses Association's (ANA) Code of Ethics by a Peer or Nurse Leader.
- The **School Nurse** maintains professional competencies through in-service, educational conferences, professional meetings, and/or self-selected professional growth activities. Meets the requirements for continuing relicensure per the VT Agency of Education.

VSSNA Accepted 5/16/2015

SAMPLE ASSOCIATE SCHOOL NURSE JOB DESCRIPTION

It is the position of the Vermont State School Nurse Association (VSSNA) based on research, that daily access to a licensed registered school nurse significantly improves student's health, safety, and ability to learn. To meet the health and safety needs of students, and school communities, school nurse workloads should be determined at least annually, using student and community specific health data.

Qualifications:

- Associate's Degree/Diploma from a nursing program accredited by the National League for Nursing (NLN)
- Current license as a Registered Nurse (RN) in the state of Vermont
- Current certifications in: CPR, with AED and first aid.
- Four years of clinical nursing experience that shall include community health or pediatric nursing beyond nursing education
- Current Vermont Educator's License with an Associate School Nurse (544065A) endorsement. Must participate in mentoring program matched with a school nurse for 1-2 years for new positions.

ROLES AND RESPONSIBILITIES**Healthcare Provider**

- The **Associate School Nurse** strengthens and facilitates the educational process by modifying or removing health related barriers to learning in individual students and by promoting an optimal level of wellness for students and staff.
- The **Associate School Nurse** practices in accordance with the current standards and functions as defined by the Vermont Nurse Practice Act, the ANA code of ethics and Vermont Department of Health's Standards of Practice: School Health Services.
- The **Associate School Nurse** delegates and supervises specific health care duties to a designated person(s) in the school setting, in accordance with the accepted standards of delegation as defined by the ~~Vermont State Board of Nursing~~ [the Vermont Nurse Practice Act].
- The **Associate School Nurse** will serve as the direct link between the school, health care providers, families and community agencies to assure access and continuity of health care for the students.
- The **Associate School Nurse** will provide care, relevant instruction to student, faculty and families for student care, health counseling and guidance to students. Joins with other school and community members to promote a healthy school environment. Monitors, reports and recommends changes for safety hazards and sanitary conditions in the school environment, at least annually.
- The **Associate School Nurse** alerts the Vermont Department of Health of reportable communicable diseases when identified and compiles and submits required health data annually.

- The **Associate School Nurse** contributes as the health professional member on a variety of teams, including the child education evaluation teams that develop Individual Education Programs (IEPs), 504 Plans, Educational Support Team (EST) recommendations, and other specialized plans for students.
- The **Associate School Nurse** develops, implements, and/or oversees the implementation of procedures and protocols for the prevention and management of injuries and acute and chronic illness.
- It is highly recommended each **Associate School Nurse** maintains membership to professional associations to keep current with advocacy, resources, legislation, and research.

Health Education

- The **Associate School Nurse** uses the health services as a means of teaching health.
- The **Associate School Nurse** provides in-service training for health related issues as indicated.
- The **Associate School Nurse** contributes information and counseling to the staff and parents concerning individual student health problems, including participation in 504's, ESTs, IEPs, and other meetings as needed.
- The **Associate School Nurse** provides staff and parents with information on current health practices and health issues, including identifying and dealing with health problems and locating resources

Evaluation

- The **Associate School Nurse** receives supervision and evaluations from building or district administrators using the same schedule as other teaching staff using the Associate School Nurse job description and the nurse's professional development plan. The **Associate School Nurse** will be evaluated based on school nurse practice as determined by Vermont Nurse Practice Act (V.S.A Title 26, Chapter 28) and the American Nurses Association (ANA) Code of Ethics by a Peer or Nurse Leader.
- The **Associate School Nurse** maintains professional competencies through in-service, educational conferences, professional meetings, and/or self-selected professional growth activities. Meets the requirements for continuing relicensure per the VT Agency of Education.

VSSNA Accepted 5/16/2015 [edited Sharonlee Trefry 2/19/2016]