

### TESH REQUIRED DISCLOSURES AND DISCLAIMERS – SLIDE 1 OF 4

- o To receive contact hours for this event you must:
  - Sign in, completing all fields of the sign in sheet
  - Be present for the entire event
  - Complete and return an evaluation.
  - Evals and sign in sheets must be received (fax, email, snail mail, or scanned attachment) by the DHHS School Health Program before a certificate is issued.

*Thank you for joining us today. The TESH planning committee appreciates your suggestions for future programs.*

### TESH REQUIRED DISCLOSURES AND DISCLAIMERS – SLIDE 2 OF 4

- o Our presenters today have no real or perceived conflicts of interest, or financial or commercial influences, to disclose that might bias the content of our program.
- o Same goes for the planning committee.
- o There will be no discussion of off-label or unapproved used of medication in this program.

### TESH REQUIRED DISCLOSURES AND DISCLAIMERS – SLIDE 3 OF 4

*WE ARE RECORDING...*

- o The presenters have consented to this program being recorded.
- o This session is being recorded for later on-demand viewing.
- o TESH program archives are found at [www.answers4families.org](http://www.answers4families.org).

### TESH REQUIRED DISCLOSURES AND DISCLAIMERS – SLIDE 4 OF 4

- o The opinions and viewpoints expressed in this program are the sole responsibility of the presenter, and do not necessarily reflect the views, policies, or positions of:
  - The Nebraska Department of Health and Human Services;
  - The Nebraska Statewide Telehealth Network or our participating member locations; or
  - CNE-Net, the continuing education arm of the North Dakota Nurses Association.
- o For more information about TESH, Telehealth Education for School Health, please contact: [kathy.karsting@nebraska.gov](mailto:kathy.karsting@nebraska.gov)

**THANK YOU!**

**SCHOOL NURSING  
101:  
WELCOME TO SCHOOL!  
September, 2011**

### SCHOOL NURSING 101



**PRESENTED BY TAMMY DEAN,  
RN, BSN**

- o Experience – 17 years
- o School District – Bridgeport Public Schools, K-12<sup>th</sup> grade, C-2 Classification with total enrollment of 520-560 students
- o Member of Nebraska School Nurses Association and Central Nebraska School Nurses Association
- o Farmwife; Mother of four adult sons (28, 26, 23, and 21); Grandmother of two ©

**SCHOOL NURSING = MANY  
REWARDS!**



**I. EQUIPPING THE HEALTH OFFICE  
MEDICAL SUPPLIES**

- |   |                                    |
|---|------------------------------------|
| o Band-aids (1x3", ¾ x 3", dots, large) | o Athletic tape (1/2 inch, 1 inch) |
| o 4x4 gauze                             | o Safety pins                      |
| o 2x2 gauze                             | o ACE wrap (1, 2, 3, 4 inch)       |
| o Combination dressings (ABD'S)         | o Cotton tip applicators           |
| o Kling (2 inch, 3 inch)                | o Tongue depressors                |
| o Coban                                 | o Sharps container                 |

**SUPPLIES CONTINUED...**

- |                                       |  |
|---------------------------------------|--|
| o Alcohol wipes                       | o Nit combs                                |
| o Hydrogen Peroxide                   | o Hot/cold gel packs and disposable covers |
| o Bactine                             | o Sanitary napkins and tampons             |
| o Triple Antibiotic Ointment          | o Eye irrigation solution                  |
| o Hydrocortisone Ointment             | o Contact lens solution and cases (2)      |
| o Antifungal Ointment                 |  |
| o TUMS/peppermints                    |  |
| o Acetaminophen (Adult and Childrens) |  |

**SUPPLIES CONTINUED...**

- |                                 |                               |
|---------------------------------|-------------------------------|
| o Arm slings                    | o Biohazardous red waste bags |
| o Disposable pillow case covers | o Medicine cups               |
| o Masks                         | o Thermometers/shields        |
| o Gloves (non-latex)            | o Throat lozenges             |
| o Eye patches                   | o Cough drops                 |
| o Ziploc bags                   | o Tooth necklaces             |

**EQUIPMENT CHECKLIST**

- |  |                            |
|--|----------------------------|
| o Stethoscope  | o Nail clippers            |
| o Blood pressure cuff – pediatric, adult and large adult | o Tweezer/splinter remover |
| o Thermometers   | o Otoscope                 |
| o Emesis basin   | o Flashlight               |
| o Scissors/tape cutters                                  | o Dental emergency kit     |
| o Ring cutter  | o Peak flow meters         |
|  | o Splints                  |
|  | o Percussion hammer        |

### EQUIPMENT CONTINUED...

- o Cervical collars
- o Wheel chair
- o Crutches
- o Scale
- o Warming blanket
- o Ambu bag
- o AED
- o Double lock cabinet for medications
- o Emergency Response Packs – Nebulizer/Masks/Tubing, Albuterol, EpiPens – Jr. and Adult, Checklist, and other first aid supplies
- o File cabinet for student health records
- o Computer ☺ hopefully!

### OFFICE SUPPLIES...

- o Clipboards
- o Pencils/pens
- o Notebooks for class lists and student contact information
- o Large desktop appointment calendar/wall calendar
- o Nursing Referral Forms (<http://www.national-schoolforms.com>)
- o Paper clips
- o Copies of forms – New
- o Large bulletin board
- o Three hole paperpunch
- o Scotch tape/dispenser
- o Stapler

### MORE OFFICE SUPPLIES...

- o Student Packets, physicals, waivers, immunization requirements, vision examination forms, medical history forms, medication administration forms, asthma action plans, diabetic self-management plans, verification of varicella forms, NE. rules and regs summations

### COPIES OF RESOURCES ON HAND...

- o <http://www.hhs.state.ne.us/SchoolHealth/schoolstatutesandrules907.pdf> Nebraska Statutes and Rules and Regulations pertaining to school health
- o <http://www.hhs.state.ne.us/SchoolHealth> Overall View of the Nebraska School Health Program
- o <http://public.dhhs.ne.gov/FORMS/Home.aspx> School Health Forms

### MORE RESOURCES...

- o [http://www.hhs.state.ne.us/immunization/school\\_i.htm](http://www.hhs.state.ne.us/immunization/school_i.htm) School Immunization Requirements
- o <http://www.hhs.state.ne.us/LifespanHealth/Immunization/NESIIS/docs/Schools1.pdf> NESIIS – Nebraska State Immunization Information System

### II. PREPARING FOR THE FIRST DAY OF SCHOOL

- o FIVE CLIPBOARDS:
  1. New Students-JR/SR High School
  2. New Students – Elementary
  3. Kindergarten
  4. Seventh Grade
  5. Special Needs/IHP's



"PREP" - ARATION - "GET READY"  
 THINGS TO DO IN ADVANCE TO MAKE YOUR FIRST DAY GO BETTER! WORK ON FOCUS GROUPS FIRST!

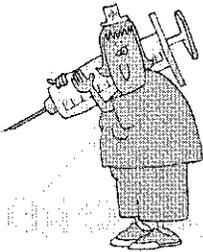
- o KINDERGARTEN
  - April - Invite parents to Kindergarten Registration through the school newsletter, school website, local town newspaper, and letters to parents of preschoolers. At registration the school nurse hands out a "New Student Packet." In this packet is an introductory letter to the parent regarding the school nurse and her available services as well as her contact information. Also included in the packet is a physical form, a vision examination form and vision resource list, a medical history/emergency contact information form, and a medication administration form.

### KINDERGARTEN CONTINUED...

- o May - Kindergarten Roundup (orientation)
  - Kindergarten enrollees get the opportunity to attend school for a half day. Encourage parents to return physicals and vision examination forms by this day. May also have some parents that have had the opportunity to have immunizations updated by this time!

### SEVENTH GRADERS

- o April - send letters to parents of all 6<sup>th</sup> grade students regarding required immunization boosters and physical examinations for 7<sup>th</sup> grade entry
- o Include information in the school newsletter, school website, and local town newspaper
- o Encourage return of required paperwork by August at the 7<sup>th</sup> Grade Orientation



### NEW STUDENTS

<ul style="list-style-type: none"> <li>o Out-of-state transfers                             <ul style="list-style-type: none"> <li>• Physical</li> <li>• Immunization Record</li> <li>• Vision exam</li> <li>• Medical History/Emergency Contact Information</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>o In-state transfers                             <ul style="list-style-type: none"> <li>• Immunization Record</li> <li>• Medical History/Emergency Contact Information</li> </ul> </li> </ul>
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### TO WAIVER OR NOT TO WAIVER? IT'S NOT OUR CHOICE...IT'S THE LAW.

- o While we would like all students to have the necessary medical assessments to enhance their educational experience, it is the parent's right to refuse a physical and/or vision exam in writing. Check your school district's policy to see what forms they are using for this.
- o Regarding immunizations, Nebraska law allows parents to waive immunizations only for medical reasons or religious reasons. These waivers are available at

<http://www.hhs.state.ne.us/immunization/schooli.htm>

### IN YOUR ABSENCE...



- o Provide a "New Student Checklist" (see Slide #15) for your school secretary along with a "New Student Packet" that contains all the necessary forms when students/families are registering in your absence.

### OTHER RESPONSIBILITIES TO "PREPARE" FOR...



- o Emergency Response Team staff training
- o Medication Administration staff training
- o Crisis Team meeting
- o Universal Precautions staff training
- o Coaching staff meeting – hydration, concussion guidelines, infection control

### COMPLIANCE

HTTP://WWW.SOS.NE.GOV/RULES-AND-REGS/REGSEARCH/RULES/HEALTH\_AND\_HUMAN\_SERVICES\_SYSTEM/TITLE-175/CHAPTER-3.PDF

- o It's the law that immunizations records be submitted to the school prior to attendance
- o Discuss options with administrators so that you know you have administrative support no matter what your school approach is going to be or in the event of student exclusion
- o Remember, students can be "provisionally" enrolled and attending school as long as they have submitted information that they are in the process of completing the requirements and can demonstrate their efforts.



### NESIIS

- o Nebraska State Immunization Information System
  - <http://www.hhs.state.ne.us/nesiis/schools.htm>

At no cost, the Nebraska Department of Health of Human Services is offering school medical staff view only access to the NESIIS in order to view and print the immunization histories of enrolled students within their respective school.

### NESIIS CONTACT INFORMATION

- *NESIIS Training/Registration Coordinator:*  
*Michelle Hood*  
*402-471-3727*  
*Michelle.hood@nebraskagov*
- *NESIIS Help Desk Coordinator:*  
*nesiishelp@dhhs.ne.gov*  
*888-433-2510*  
*402-471-0133*

### IV. SCHOOL HEALTH SCREENINGS

- o Nebraska Revised Statute 79-248

"Every school district shall cause children under its jurisdiction to be separately and carefully inspected, except as otherwise provided in this section, to ascertain if a child is suffering from (1) defective sight or hearing, (2) dental defects, or (3) other conditions as prescribed by the Department of Health and Human Services. Such inspections shall be conducted on a schedule prescribed by the department and shall be based on current medical and public health practice. If such inspection determines that any child has such condition, the school shall notify the parent of the child in writing of such condition and explain to such parent the necessity of professional attendance for such child."

<http://uniweb.legislature.ne.gov/laws/statutes.php?statute79-248>

### NEBRASKA REVISED STATUTE 79-249

- o "The Department of Health and Human Services shall adopt and promulgate rules and regulations for conducting school health inspections, the qualifications of the person or persons authorized to make such inspections, and the health conditions to be observed and remedied and shall furnish to school authorities the rules and regulations and other useful materials for carrying out the purposes of sections 79-248 to 79-253. The department may make available to schools methods for the gathering, analysis, and sharing of school health data that do not violate any privacy laws."

- o Currently, there is a steering committee working on a periodic screening schedule for all schools in Nebraska.
- o <http://uniweb.legislature.ne.gov/laws/statutes.php?statute=79-249>

### NEBRASKA REVISED STATUTE 79-250

- o "During each school year the school district shall provide the inspections required by section 79-248 for the children then in attendance. As children enter school during the year, such inspections shall be confirmed upon their entrance."
- o This has changed from the previous requirement of completing health screenings in the "first quarter." Schools now have the entire year to complete screenings.
- o <http://uniweb.legislature.ne.gov/laws/statutes.php?statute=79-250>

### HEALTH SCREENINGS AT BRIDGEPORT PUBLIC SCHOOLS



### YEARLY SCHEDULE

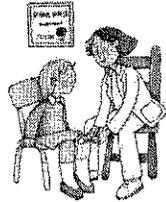
- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>o Elementary (1<sup>st</sup> – 5<sup>th</sup> Grade)           <ul style="list-style-type: none"> <li>• September               <ul style="list-style-type: none"> <li>o Lion's Club Screening Van: Vision &amp; Hearing</li> </ul> </li> <li>• As time allows               <ul style="list-style-type: none"> <li>o Dental/Hts/Wts during P.E. time</li> </ul> </li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>o Secondary (6<sup>th</sup>- 11<sup>th</sup> Grade)           <ul style="list-style-type: none"> <li>o After May 1<sup>st</sup> Enhanced Health Screenings – vision, hearing, hts, wts, BMI, posture, dental, blood pressure, heart rate, immunization status</li> </ul> </li> </ul> |
|---|---|

### HOW TO DECREASE STRESS...

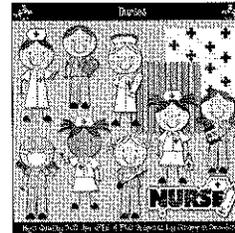


### RECOGNIZE YOUR LIMITS!

- o Prepare
- o Plan
- o Prioritize
- o Practice
- o PLAY!



### NETWORK...



ANNUAL SUMMER SCHOOL NURSE CONFERENCE –  
FIRST WEEK OF JUNE/KEARNY, NEBRASKA 2012

PROFESSIONAL SCHOOL NURSE ORGANIZATIONS –  
NEBRASKA SCHOOL NURSES ASSOCIATION  
CENTRAL NEBRASKA SCHOOL NURSES ASSOCIATION

SCHOOL NURSE LIST SERVE – SNCONSULT

CAROL TUCKER, RN, BSN, DEPT. OF HHS, SCHOOL  
AND CHILD HEALTH PROGRAM – NE. SCHOOL  
NURSE CONSULTANT

### REACH OUT...

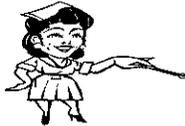
- o I am always ready and willing to talk to anyone that has questions or ideas about school nursing. Please feel free to contact me in the future!
- o EMAIL: [tdean@panesu.org](mailto:tdean@panesu.org)
- o Work phone: 308-262-0346
- o Home phone: 308-489-5527



Questions?

### WHO I AM

- o Kay Duncan, RN, MAA, CPN
- o LPS School Nurse since 2000
- o Health Services Coordinator
- o School nurse at an elementary school



### IMPORTANT THINGS TO REMEMBER:

- o We've all had the 'first day' nerves.
- o There is always someone to help you.
- o It's OK to say "Let me check on that and get back to you."
- o You can't do it all the first day, or the 2<sup>nd</sup> day, or the 3<sup>rd</sup> day...
- o It's ok to cry & to laugh!
- o "It's my first year as a school nurse."

### YOUR HEALTH OFFICE

- o Must haves:
  - Thermometer
  - Ice Packs
  - Telephone list
  - Handbook
  - Band-aids
  - Classroom passes
  - Health Concerns List

### BEFORE THE BELL RINGS...

- o Updated class lists
- o Staff meeting
- o Lists of students who need to meet entrance requirements, ie immunizations, physicals, vision evaluations
- o List of students with health needs

### YOUR ADMINISTRATOR

- o Have a meeting before school starts to understand their thoughts about the role of the health office and the school nurse
- o What are their thoughts about students starting who are not in compliance with requirements
- o What types of situations would they like to know about

- o Important to make sure to touch base with the administrator during the school year ~~~ not just with what is going wrong, but what is going right!@
- o Important to talk about confidentiality and what you can and cannot share with teachers and staff

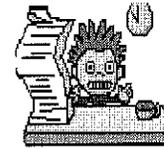
- Maintaining open, honest communication throughout the school year is vital
- Remember, as the school nurse, you are the 'outsider' in the educational world
- Be sure the secretary is your BFF

### STUDENT HEALTH RECORDS

- At LPS all of our student records are on the computer
- During the year, we retain hard copies of:
  - Dental visits
  - Doctor visits
  - Medication consent forms
  - Action plans
  - These are all discarded at the end of the year

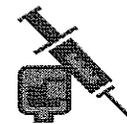
- We keep hard copies of physicals, health histories and immunization records & some preschool information
- Keep doctor's notes if they have a diagnosis or something vital to the student's health information
- Keep doctor's note if a student has an issue w/ absenteeism

- Action plans are kept until we receive a new one or until the student is transferred



- Immunization records—ours are fairly easy to tell if a student is in compliance or not since our system automatically tells us that.
- Keep a list of which students are complete and who needs which immunizations
- If a student is not compliant, usually parents will take them to get the immunization if you tell them the student will be excluded from school

- Remember if parents get upset about you requesting/requiring the immunizations, physical exam, dental exam or vision evaluations, it is a state requirement, not just a school requirement.

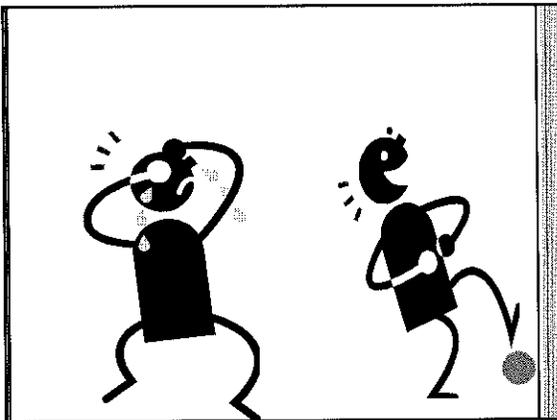


## RESOURCES

- o My favorite resource is my fellow school nurses; we are very fortunate in LPS to always have someone to turn to
- o Kathy Karsting is another of my favorite resources
- o The school nurse listserv is another valuable resource
- o Our health services handbook

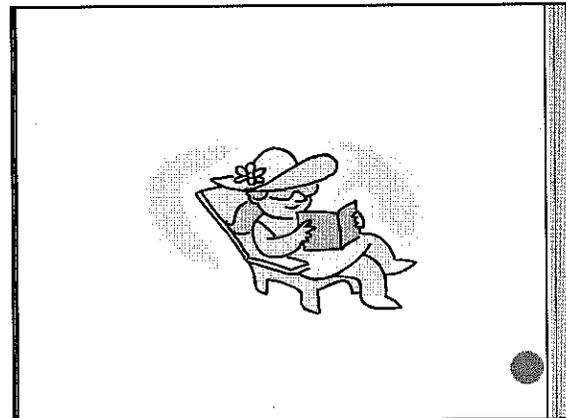
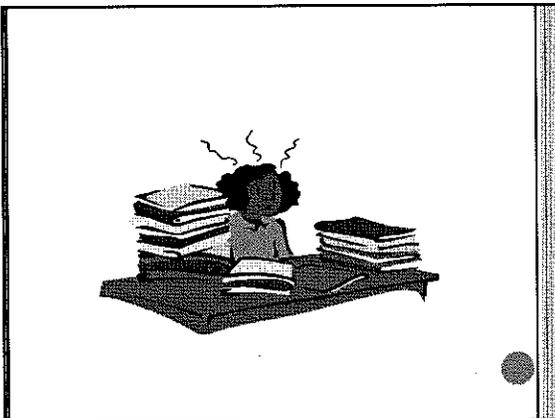
## SENSE OF HUMOR

- o You have to have a sense of humor to survive any job and school nursing is no exception
- o You will find something to laugh at everyday in this job, even if it's yourself
- o Just remember it's better to laugh than cry (although that helps too!)



## MANAGE STRESS

- o Take a deep breath
- o Have a drink of cool water
- o Go for a walk around the building or outside if you can
- o Take a lunch break!!!!
- o Leave work on time, and in most cases, leave work at work

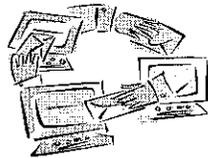


## PACE YOURSELF

- o Be a list maker—consider it a great day if you are able to cross off more than one item a day
- o Remember, no matter how organized you are, or how well you have your day planned, it can all go down the tubes with the first serious injury, angry parent phone call, upset staff person, etc. that you get

- o Don't think of it as a bad day if you didn't get everything done you set out to.
- o If you made a child feel better about themselves, if you dried some tears, gave a hug, made someone smile, helped a parent, you had a great day as a school nurse!

- o Please feel free to contact me if there is anything I can do to help you have a great school year.
- o [kduncan@lps.org](mailto:kduncan@lps.org)



Questions?