



Office of School Health

Preparation Guide for Covering Nurses

When reporting to a new school assignment nurse will complete the following:

- Report to school's administration office
- Introduction to principal and office staff
- Obtain keys for medical room, medication cabinet, narcotic cabinet, file cabinet and storage cabinet (if applicable)
- Call contract liaison within 20 minutes of arrival to medical room
- Locate red fanny pack (contains Epipen, Epipen Jr., CPR face mask and gloves)
- Locate emergency supply bag and Yellow BRT Medication Carrying Kit
- Locate and review covering nurse folder
- Locate and review medication binder (identify students receiving daily medication and treatment services)
- Locate referral forms, reporting forms and blank MAFs
- Open medication cabinet:
 - Check medications for concordance with MAF and expiration dates
 - Locate stock Ventolin inhaler
 - Complete Control Substance Count Sheet (as appropriate)
 - Locate thermometer, stethoscope, and safety retractable lancets and insulin safety needles (if needed)

Walk-ins:

- Document all visits in walk-in log and ASHR or 103S
- Notify parent of medical room visit (telephone call and 12S or SH10)
- Issue referrals as needed (E12S, O12S etc.)
- Initiate case management as needed
- Follow-up for prior visits as needed (i.e. 911 calls)

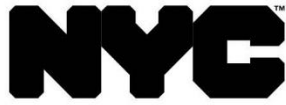
MAFs/Nursing Services:

- Contact OSH nursing supervisor upon receipt of new MAF and prior to administration of medication
- Review MAF with OSH nursing supervisor for approval
- Follow directions of OSH nursing supervisor regarding faxing and processing MAF
- Long-term contract agency nurses may approve MAFs and notify nursing supervisor
- Always auscultate student's lungs before and after administering rescue inhaler

Communication/Call OSH supervisor if:

- Unable to locate keys, supplies, discrepancy in medication count, etc.
- An emergency occurs
- Work day must be extended due to emergency
- Communicable disease, food-borne illness, blood and body fluid exposures occur
- Guidance/direction/clarification is needed regarding OSH policy and protocol
- If you need guidance with DMAF, diabetes management or unexpected diabetes events
- Call 911 and notify principal and OSH supervisor for emergencies including but not limited to:
 - A student with Diabetes with a blood glucose level elevating above target during the day and you are unable to contact PCP and/or parent
 - A blood glucose meter reading, "Hi" or "High" for a student with diabetes who may or may not be symptomatic and you are unable to contact PCP and/or parent

*Contract agency work day is 7 hours in public schools and 6 hours in non-public schools. Nurses must not leave school/yard premises during assignment. An addition to the scheduled workday must have OSH supervisory approval.



Office of School Health

Medical Room Standardization

Keys:

- Medical Room key maintained in General Office at night (known by supervisor)
- Medication keys secured in Medical Room (keys should be labeled)
- Keys kept in possession while in the school building
- Principal maintains copy of keys

Medication Binder and Log Book:

- Maintain in locked file cabinet or in top medication drawer at night (labeled)

Memo Folder:

- Contains all OSH memos and important papers and maintained in desk drawer or file cabinet

Coverage Nurse Folder:

- Contains Biographical List, Organizational Sheet, School Information Sheet, School Contact Numbers, Regional Contact Information, HFA Maintenance Form and Preparation Guide for Covering Nurse

Emergency Bag:

- Is easily accessible during the day and locked in cabinet after school hours
- Yellow BRT Medication Carrying Kit is easily accessible for an emergency evacuation

Red Fanny Pack:

- Contains Epipen 0.3 mg, Epipen 0.15 mg, CPR mask and gloves
- Red Fanny Pack should be in your possession during the school day

Medication Cabinet:

- All medications stored in a plastic bag with student's name and class
- Medication expiration dates can be noted on Medication Administration Record
- Thermometer stored in upper section of Medication Cabinet
- BD Genie Safety Lancets and Insulin Safety Needles maintained in Medication Cabinet

File Cabinet/Storage Cabinet:

- Maintain labeled epinephrine trainers (must be stored in a separate location than medicine)
- Neatly organize forms and label drawers and shelves
- At least one of each form should be kept on file

Forms posted on Bulletin Board:

- Table of Organization, Lunch schedule
- Supervisor/BND contact information, Contact Liaison information
- Communicable Disease Reporting Form
- Diabetes Manual
- HFA Placard
- Preparation Guide for Covering Nurse Placard
- Disinfection and Cleaning Schedule for Office of School Health

Posters in medical room:

- Cover your cough
- Hand Hygiene



Office of School Health (OSH) Contract Nurse Preparation Guide rev 2017

Office of School Health (OSH) appreciates your services.

Information below is supplemental and does not replace in-person agency education regarding OSH policies and procedures. Contact the OSH or Agency Supervising Nurse (SN) as needed.

OSH Covering Nurse Folder

- ✓ Call the OSH liaison listed in the folder daily within 20 minutes of arrival to the assignment
- ✓ Review /Request lists from the Secretary: Biographical lists, Cross reference lists, class lists
- ✓ Review/Request lists from OSH: Chronic Diagnosis lists, Principal's lists

OSH Medical Room Inventory

- ✓ Check Medical Room Medication Inventory for medications supplied by OSH for school use
- ✓ Call OSH ASAP if unable to locate keys or necessary student medications/equipment for the day
- ✓ Carry the red "fanny pack" (contains the Epi pens, CPR mask, gloves) where needed
- ✓ Locate Diabetes supplies and OSH safety lancets/insulin pen safety needles/syringes (Refer to the OSH Safety Sharps Protocol and Dear Provider letter)
- ✓ Call OSH Supervisors for missing, used, damaged items and to coordinate replacement (sample is attached)

OSH "Stock Medications" to schools receiving OSH services

- ✓ Stock Ventolin —All schools receive one (1) for use with individual spacers (Know your **Enhanced Asthma School Intervention "EASY" Protocol** for acute respiratory assessment, medication management and emergency protocols for written/verbal asthma orders)
- ✓ Stock Flovent- one is ordered from OSH **ONLY** if for students with Flovent controller medication orders in school .-This Flovent will then be used for subsequent students with Flovent orders
- ✓ Stock Epi pens for:
 - Elementary — One 0.3 mg and one 0.15mg injector (**Know the OSH Non-specific Standing Order for RNs**)
 - Epi pens for Junior High School- One 0.3 mg auto-injector
 - Epi pens for High School-One Adult 0.3 mg auto-injector
- ✓ **OSH trains school staff selected by the Principal to use Epi pens for student-specific Epi pen orders**
- ✓ Epi pens for Pre-K- One 0.3 mg and one 0.15mg (Kept with the Nurse until Pre-K staff are trained at which time the Epi pen is stored in a centralized, accessible secure location chosen by the Pre-K site).

Review the Medication Binder for Students' current orders for:

- ✓ Pre-Gym Asthma Medication Orders and gym schedules
- ✓ Diabetes Treatments -check Student's order and equipment prior to their scheduled medical room arrival
- ✓ Medication Binders- Call Agency Supervising Nurses to assist with Med Binder set-up for School Year 17/18

Documentation

- ✓ Document all student encounters on the Log Book AND
- ✓ **Document on the 103S (PAPER STUDENT HEALTH RECORD)** in the file cabinet
- ✓ Document medications and treatments in the medication binder
- ✓ **USE ASHR if TRAINED**

Communication

- ✓ Call parents to inform them of the clinical aspect of the nurse-student encounter
- ✓ Issue applicable referrals to all students who received nursing services (2 forms in the case of a head injury)
- ✓ **KNOW YOUR FORMS** to issue and/or transcribe returned referrals: SH 10, 12S, C12S, E12S, 012S
- ✓ Call 911 for emergencies and notify the principal, OSH SN and Agency SN ASAP after the call

Receiving new Medication Administration Forms (MAF) s

If the nurse receives a new "Asthma MAF" for a standard (STD) Albuterol order (2 Puffs), this automatically includes an "EMS dose (6 puffs)" for respiratory distress:

- ✓ Review the form for completion
- ✓ Implement the standard (Albuterol) order then call the OSH SN to discuss forwarding copies
- ✓ Albuterol/Ventolin/Pro-Air are the same medication. Xopenex is not.
- ✓ Call OSH SNs regarding nebulizer orders

Call OSH SNs ASAP for all other MAFs and procedure orders prior to implementing them.

Call OSH SNs if needed to clarify medication orders or if supply does not match the order

All MAFs belong in the medication binder- they may be labeled with a temporary stickie as "pending approval."

If the nurse receives a New Diabetes Medication Administration Forms (DMAF):

- ✓ Call the OSH Supervisor ASAP to inform them of new DMAFs
- ✓ **Review the Emergency Glucagon order (top left of the DMAF) and if ordered, accept Glucagon from the parent**
- ✓ New DMAFs must have Office of School Health MD approval before **the nurse can perform** blood glucose testing or inject insulin or supervise diabetes procedures
- ✓ (The OSH Supervisor will direct the nurse if to fax it directly for approval or if the supervisor will do so)
- ✓ All nurses can treat symptoms of a low blood sugar with oral carbohydrate sources as long as a student can swallow, even prior to DMAF approval.
- ✓ Accept and implement written and verbal DMAF amendments from PCPs
- ✓ Some DMAFs may include orders for Dexcom 5 Continuous Glucose Monitoring (CGM)
- ✓ Some DMAFs may include orders for parental input form insulin doses

Student Follow-up (Case Management)

- ✓ **Nurses should speak with the "504 Coordinator" in the school about accommodating students with Diabetes**
- ✓ Transcribe student activity recommendations from the PCPs' notes onto the 103S
- ✓ **Inform a School point person/Principal of the recommendation** (E.g. no gym, no contact sports, front seat, etc.)
- ✓ Document your conversations-Use discretion not to reveal confidential diagnoses



Other Supplemental Nursing Services in Office of School Health

An Individualized Educational Program (IEP) is a written document of mandated individualized services from various disciplines to "improve educational results for children with disabilities." Most of the students that receive nursing services are driven by their current IEP.

School Aged Students with Nursing Services on an IEP may attend a public school or non-public school (NPS).

These students may be mandated for any of the following related nursing services of a non 1:1 nurse (school nurse), a 1:1 nurse in school or a transportation nurse.

Registered Nurses administer medications and treatments under a prescribed medical regimen.

An IEP mandates services. **It does not fill the criteria for a complete nursing order for nursing care.**

Office of School Health (OSH) requires the following when related nursing services are mandated on an IEP.

- **A student's prescribing healthcare provider completes orders on the DOE MAF forms (medication administration forms) for the current school year which is September through June and through August if the student attends a DOE summer program.** Orders should include the student's treatments and/or medications to be administered during the school day. Orders must specify care and parameters for every medication and/or treatment. (E.g., Oxygen, type of food, feeding frequency, medications, and specific times).
- **Prior to implementation, these orders should be reviewed by a Registered Nurse Supervisor within the Contracting Agency who is familiar with the OSH policies and procedures and**
- Blank DOE MAF packets are available to the public on the NYC Department of Education website under the "Office of School Health" tab at www.schools.nyc.gov
- Parents may also obtain blank DOB MAF packet forms from their schools.
- OSH Central Nursing Office mails blank DOE MAF packets to parents/guardians with students in NPS who have either a 1:1 Nurse in school and/or transportation nurse (TN) prior to the start of the school term for the student's prescribing healthcare to complete.
- The DOE MAF forms must be completed and signed by both the prescribing healthcare provider and the parent/guardian for services to be initiated.
- **The parent should forward orders to the Contracting Agency and keep a copy of those orders.**
- Nurses providing 1: 1, transportation or trip services should request the orders from the servicing agency before their assignment.
- **The Contracting Agency cannot provide skilled nursing services during school or transportation until the Contracting Agency has received current completed MAF orders for the current school year. The Contracted Agency must receive both the NAD orders and the parent consent page for every medication and/or treatment order.**

1:1 Nursing Service is defined as one nurse assigned to remain with a specified student during the entire school day or any school sanctioned activities including extended day and school trips. The student always remains with the nurse in close proximity in order to receive prescribed services and monitoring of the student.

- A 1:1 nurse accompanies the student in the ambulance in the absence of the parent in the event of an emergency and 911 is required.
- The 1:1 nurse is not released from her assignment until the parent/guardian arrives to the hospital.

Trip Nursing Services allows all students with current nursing needs to participate in school trip/school sanctioned activities.

- The assigned trip nurse and the school nurse are required to meet fifteen (15) minutes before the start of the trip to receive report and gather current DOE MAF orders, trip plan service record and needed equipment/supplies to service students on the trip.
- The trip nurse accompanying the student(s) on the trip must travel on the same DOE authorized vehicle as the student(s) requiring nursing services during transportation to and from the trip.
- The agency should take into account the trip requirements, location, and activities and assign nurses accordingly.
 - Day trips- may extend past normal school hours.
 - Extended day or Overnight Trips: require valid twenty-four (24) hours MD orders on DOE MAF forms for all students with nursing needs. The agency should also receive a copy of the trip itinerary which is sent home to the parents/guardians of the attending students.

Transportation Nursing (TN) Services can only be conducted via NYC Department of Education (DOE) authorized vehicles for approved student transport.

- The contracted nurse meets the student with a parent/guardian or appointed designee at the nearest DOE assigned vehicle pick-up point designated by the Office of Pupil Transportation (OPT).
- **Transportation services are during transport to and from school and not in the student's home.**
- The parent supplies the nurse with the necessary equipment/supplies to perform the nursing needs as per the current school year's MD orders on the DOE MAF forms.
- The transportation nurse accompanies the student to the School in the DOE authorized vehicle, hands off the student and gives report to the school nurse.
- In the event the school nurse is absent, or the covering school nurse has not arrived, the TN must wait with the student at the school until arrival of nursing coverage or the parent/guardian.
- The transportation nurse picks up the student from the school nurse, accompanies the student home on the DOE authorized vehicle and hands off the student & gives report to the parent/guardian or appointed designee at the assigned vehicle drop-off point.

All Contracted Nurses should notify their Agency Nursing Supervisors for:

- Discrepancies in the doctor's orders they receive for student(s)
- Changes in the student(s) actual condition
- Unauthorized requests to carry out nursing services to treatments not ordered by a PCP or not on a current DOE MAF forms.
- Incomplete orders
- Changes in student's addresses or phone numbers or school placements



1:1 PREPARATION GUIDE FOR NURSES

1:1 Assignment prep meeting

- This can be arranged in advance to the start date, unpaid, in person or via zoom.
- Express confidence in your ability to care for the student.
- Familiarize yourself with student's equipment and medications.
- Notify the case manager of any deviations from provided MD orders or assessment information.
- The case manager may be present.
- Most assignments require business casual attire, no jeans, no sneakers, no scrubs.
- Have a clean, professional appearance. ID badge, bag w/stethoscope, BP cuff, thermometer, and hand sanitizer.

If your assignment includes transportation on the bus

- Confirm the bus pickup time with parents in advance.
- Ensure that you can make it to the student's home or bus depot on time for bus pickup.
- You are not permitted to enter a student's home once assignment begins. Curb to Curb only.
- Parents bring the student out to the curb to meet you.
- Call or text attendance line (516) 545-0300 once you are with your student.
- Call or text attendance line if you are going to be absent or if parent cancels/student sick.
- The timesheet for transportation must be initialed by the parent at pick up and drop off.

While on bus with student

- Be attentive!
- If emergency medication needs to be administered, have the bus driver pull over, if a bus matron is present have them call 911 while you administer medication as directed.
- Notify parents immediately, document events and interventions once the student is stable.

Medications

- Parents should provide all prescribed medications on MD order in the original packaging with prescription label. Name, date, medication, route, frequency, expiration date.
- All medications provided must match written orders provided by the case manager.
- Parents cannot provide medications in prefilled syringes, plastic baggies, or unmarked containers, It is your responsibility to remind them you are required to have original packaging.
- Check bag for all medications prior to receiving student from parent.
- Remember "6" Rights of medication administration: Name, medication, dose, route, frequency, expiration date, documentation.
- If a medication is expired you cannot administer, parents must replace, notify case manager immediately if medication provided is expired.

Equipment

- Any equipment provided must match MD orders, suction machine, nebulizer, oxygen concentrator, kangaroo pump, etc.
- If you do not have written orders for equipment, it cannot be used, no matter what the parent says, no exceptions.
- Check bag for all equipment prior to receiving student from parent.
- Students may not be permitted to go to school if the necessary equipment is not available or provided. Call Horizon for directions in this situation.



1:1 PREPARATION GUIDE FOR NURSES

While at the school with student

- Introduce yourself to the student's teacher, health office nurse, principal, etc.
- Familiarize yourself with the school setting.
- Find out who is authorized to sign your timesheet each week.

Emergencies/911 calls

- You will decide to call 911 or parents first with your student.
You can call Horizon supervisor for guidance.
- Some parents prefer to be notified to make the decision to send to ER or come pick up and bring to own MD, both can occur.
- When in doubt or if you cannot reach the parents, use your nursing judgment, call 911.
- Parents/principal may disagree, but it is your judgment call, you are responsible for the student.
- Parents can always decide not to send students once EMS arrives.
- Once the parent arrives, your shift is over.
- If a parent picks the student up early, your shift is over.
- You are not permitted to enter the parents' vehicle. You must call Horizon to notify, and we can assist you back to your car or you can make your own arrangements.
- If the parent does not arrive at school, you may be required to go in the ambulance. At the hospital, you will not provide care, you are there as chaperone. Once the parent arrives your shift is over.
- If you need transportation from the hospital, contact Horizon.

Timesheets/Nurses Notes

- Timesheets must be filled out in their entirety, correctly, and written legibly.
- Must have all signatures from parents and school administration.
- Do not fill it out in advance.
- Timesheets cannot be processed without proper signatures.
- If you are having trouble getting signed, call your case manager.
- You are never to leave your student unattended to go find someone to sign.
- Must be submitted at the end of each week by Friday via **Mail:**
Horizon Healthcare Staffing
20 Jerusalem Ave. 3rd floor
Hicksville, NY 11801
- Nurse notes should reflect what occurred during your shift, student's status, medications administered, treatments provided, post status, changes, concerns.
- Remember if you don't document it, you didn't do it.
- Sign, and date all nurse's notes.
- All nurses are expected to write notes for each shift, this includes transportation only shifts.

24-hour on call line (516) 217-2575

- If you are sick and will not be able to be at your assignment the next day, notify the on-call as soon as possible so we can find coverage for you.
- If you know your student is not attending school, notify the on-call so they can find you alternative work.

Questions / Concerns / Changes to care

- Call your Case Manager.

IEP vs. 504 Plan

**OFFICE OF SCHOOL HEALTH
DISTRICT 75**

District 75 Programs Special Needs Students

District 75 (D75) provides citywide educational, vocational, and behavioral support programs for students with significant challenges, such as:

- **Autism Spectrum Disorders (ASDs)**
- **Significant cognitive delays**
- **Emotional disturbances**
- **Sensory impairments**
- **Multiple disabilities**

Support is provided in a wide variety of settings and locations around NYC, including:

- **Special classes co-located in school buildings**
- **Stand-alone School building where all students have IEPs**

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**SCHOOL
HEALTH OFFICE
NURSE COVERAGE**

***Proof of Vaccination for COVID-19 is no longer mandated but still encouraged for the 2022-2023 school year.**

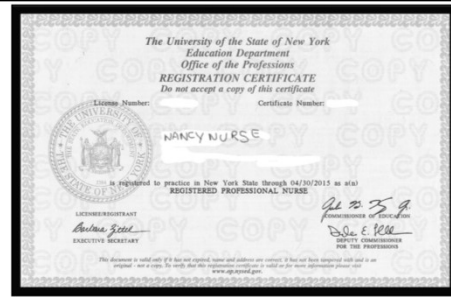
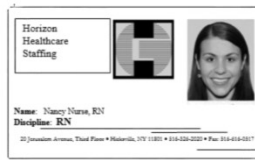
Masks remain mandated for School nurses and 1:1 Nurses in NY City Schools*

- **School Coverage nurses** – A nurse for one building, possibly containing one or more schools.
- **Trip Nurses** accompany students on school trips with students who require treatments or medications.
- **1:1 nursing service** is provided when mandated on students' Individualized Education Programs (IEPs)*. This can be a full day including transportation and school, or it can be school only.
- **Transportation nurses** accompany students in DOE/District authorized vehicles only.
- **Summer Camp Nurses** – Day Camp and Sleepaway Camps available

*An Individualized Educational Program (IEP) is a written statement of the District's plan to provide services in the least restrictive environment (LRE).

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Registered Nurses On Duty.



Nurses who service the DOE/OSH must:

- Carry a copy of their NYS current registration certificate or state ID.
- Carry DOE and or Agency Identification.

Send a head shot or indicate to your recruiter that we can use your License/Id photo for your Horizon ID that will be mailed to you.



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1:1 Nursing Services



1:1 Nursing Services

1:1 Nurses are assigned to remain with the student at all times during the school day and administer prescribed care and treatment with the Medication Administration Forms (MAFs).

1:1 Nurses carry students' medications and equipment throughout the school day.

1:1 Nurses accompany the students in the ambulance if 911 is called in school.

The 1:1 Nurse should:

- Meet the school coverage Nurse.
- Give MAF orders from the parents, to the School Nurse. Especially if orders have changed in any way.
- Obtain a "portable chart" from the medical room with orders and documentation tools to work with and document daily.
- Return the "portable chart" to the medical room at the end of the school day to remain as Health Office documentation.
- The documentation is the property of the DOE/District.
- ALL NYC DOE 1:1 Nurses must PHYSICALLY MAIL their notes and Timesheets to Horizon at the end of each week.
- NO EXCEPTIONS!

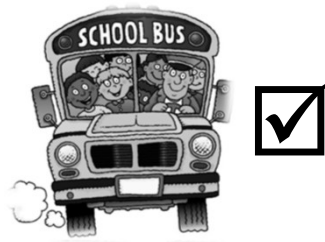
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Important note for all 1:1 and Transportation Nurses.

Never get off a school bus if the parent/guardian is not present at the curbside.

You can only travel in a School Bus. No other vehicle is approved

You are ***never*** to ride along in a student's family vehicle.
Or shared ride (Uber, Lyft, taxi) with family/caregiver present.



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IDENTIFYING SCHOOLS IN NYC

School Populations & Settings



- Universal Pre-K (UPK) 3/4-year-old – Can be stand alone or within an Elementary school
- Elementary Schools
- Middle (Junior High) Schools
- High Schools
- Charter Schools (District 84 schools identified in every borough)
- D75 Programs – students with Individual educational plans (IEPs) – can be stand alone or co-located
- Non –Public Schools
- Co-located schools – Any combination of the above
- School Based Health Centers (SBHC) – operated by their named hospitals within school sites (may need help with staffing)

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IDENTIFYING SCHOOLS IN NYC

Public School and Charter School Identification:

- ▶ NYC DOE assigns District, Borough and Number (DBNs) to school:
- NYC DOE assigns individual “osis numbers” to NYC students

Non-Public schools (NPS) and Private Schools

- NPS’ are identified by name – please also use the borough (for accurate identification)
- NPS students are identified by name and Date of Birth (DOB)

Borough	Borough code	NYC DOE School Districts	DBN School identification examples
Manhattan	M	1,2,3,4,5,6	02M555/02M888 (co-located eg)
Bronx	X	7,8,9,10,11,12	12X222
Brooklyn	K	13,14,15,16,17,18,19,20,21,22,23	23K144
Queens	Q	24,25,26,27,28,29, 30	29Q893
Staten Island	R	31	31R999
Administrative Districts:		District 75 Citywide programs	75K555 75M222
Non-Public Schools and private schools identify by name		Charter Schools coded 84, all boroughs <small>(DBN)</small>	84X333 84Q002

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Office of School Health (OSH)

Office of School Health (OSH):

A joint program of the NYC Department of Education (DOE) and the New York City Department of Health and Mental Hygiene (DOHMH). This keeps the role fairly standardized.

Provides:

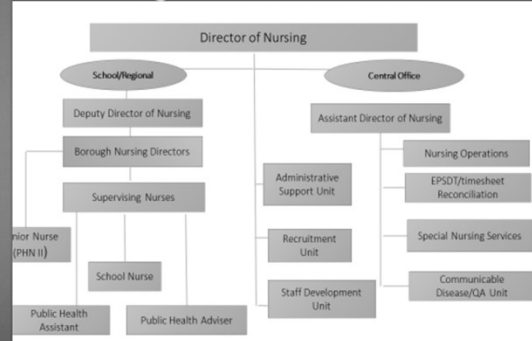
- ▶ Public health services for New York City’s 1.3 million students in approximately 1800 Public and Non-public Schools and Afterschool Programs
- ▶ Direct care, Referrals, Case management and Health education
- ▶ Blended Nursing Services: Permanent Staff and Contract Nurses

Roles:

Agency Nursing supervisors educate, provide policy guidance and evaluate nurse performance

OSH works with agencies during nursing services

Office of School Health Nursing Organizational Chart



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CLINICAL TEAMS: OSH AND AGENCIES

Supervising Medical Physicians (SMD) – Supervise OSH Field Physicians

Field Physicians – Examine students, may prescribe asthma meds for school use, provide CATCH services.

Borough Nurse Directors – Manage borough nursing services.

Nursing Supervisors (DSN / PHN III) – Supervise school nurses and PHN IIs. Assist PHN IIIs.

Contract Agency Nursing Supervisors – Educate and supervise contract Health office and 1:1 Nurses.

Registered Nurses (OSH and Agency RNs) – Perform direct care. Case manage.

Public Health Advisors (PHADVs) – Screen students, provide first aid, administer some student-specific emergency meds as trained, chaperone MD exams, observe self-directed students with some meds, issue referrals.

Public Health Assistants (PHASSTs) – Provide first aid, assist with MD exams, assist with clerical tasks and record maintenance.

*PHADVs/PHASSTs do not currently work in D 75 health offices.

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OSH INITIATIVES

Asthma

- Enhanced Asthma School Intervention (EASI): Includes clinical assessment.
- pathways for in school actions and follow up.
- Inhaled corticosteroids (ICS): Prevention program to administer the ICS medication.
- (Flovent) daily in school with an MD order.

Obesity

- Healthy Options and Physical Activity – HOP

Mental Health

- Screening the At-Risk Students – STARS

Reproductive Health

- Connecting Adolescents to Comprehensive Health (CATCH) High Schools Only.



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WALK-IN ASSESSMENTS

Walk ins are student nurse encounters that may include:

- Illness or injuries on site or complaints about effects of illness or injuries that occurred off site (concussion, animal bite).
- Suspected or actual emergencies on school premises.
- A “same day” follow up after an earlier visit (Asthma medication, head injury, diabetes f/u).
- Daily, PRN medications and Treatments on MAFs/DMAFs/TAFs.
- Follow up after an acute or chronic illness, hospitalization, or surgery. Follow up for a recent 911 call (case management).



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WALK-IN ASSESSMENTS: RESTRICTIONS

- Temperatures are taken via ThermoScan touch free thermometers.
- Auscultate lungs or bowels, light abdominal palpation may only be performed over clothing.
- Students may point to areas of discomfort. They can self-assess (in the bathroom) and then report their findings.
- If a student is comfortable showing the area, a 2nd adult must be present.
- Paras or 1:1 RNs may describe altered student behaviors or responses for students who are non-verbal (D75).

It is not appropriate for a School nurse to:

- Undress a student.
- Expose a student's genitals.
- Examine a student's genitals.



Unless an MD order is in place to perform these actions.

Note: A medically-prescribed-treatment-non-medication form must be present for the nurse to perform or supervise a catheterization.



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WALK-IN ASSESSMENTS: ROUTINE ENCOUNTERS

- Log all student encounters in the medical room logbook.
- Triage students to prioritize assessments and treatments.
- Assess complaints, signs/symptoms. Review chronic diagnosis lists.
- Obtain vital signs. Especially if contacting an MD.
- Review and implement medication orders.
- Call 911 when necessary.
- Call parent/guardians and issue referrals (12S, SH10).
- Document in the 103S Paper Health Record or in ASHR.



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TREATMENT POLICIES AND PROCEDURES



- Auscultate lungs before and after Metered Dose Inhaler (MDI) use or any respiratory treatments.
- Assess and confirm proper Gastrostomy tube placement by listening for air or by aspirating gastric contents (Remember to return what is withdrawn in the piston syringe).
- Provide privacy.
- If you are unfamiliar with procedures or treatments look them up online!

☰ YouTube

G-Tube feeding demo

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TRANSLATION SERVICES

- Translation Services are available for School nurses and physicians.
- Staff may assist with some translation of non-confidential matters.
- It is important to document if you use the service or the staff member to assist you.

NYC DOE Language Line Phone Number:

- 1-866-874-3972
- Office of School Health
- Client ID # : 502004
- Access Code: 070119



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SCHOOL TRIP POLICY

Prepare a "Trip Bag" with First aid and some PPE for trip Nurse.
Request Trip Medication from parents if needed. For example: Albuterol, Epi-Pen, Inhaler.

- Review Med Binder for Nurse dependent / Supervised students
- Fill out the Supervised Student List - to speak with School Staff
- Conference with Teachers/School Administrators to inform you at least 2 weeks in advance of trip. Some schools have a trip schedule for the entire School Year
- Elementary School – Speak with Guardians to discuss if they will be going on trips.
- Let parents know all effort will be made to obtain a nurse, but in event there is no Nurse available the decision will be made by the Principal consulting with the parent if student will be going on trip. Students can not go on trip without meds or with expired meds.
- Fill out the Trip request list and FAX to OSH Liaison - Request 2 weeks before start of trip
- Fill out the Trip Planning Form for each student with an MAF/DMAF
- Complete Nurse report. Give all medications and student's equipment that is needed to the trip nurse.



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