

2011–12 Assessment of District Student Health Services Instructions

Thank you for taking time to complete this District Assessment. The data will be used by the Office of Superintendent of Public Instruction (OSPI) and Educational Service Districts (ESDs) to document:

- Health services in districts.
- The incidence of complex health issues in schools.
- Related trends (*student health and staffing*).

If you have any questions, please contact your regional School Nurse Corps (SNC) Nurse Administrator. Contact information is available at: <http://www.k12.wa.us/HealthServices/SchoolNurse.aspx>.

You may complete the district assessment on paper or in Excel and send to the **ESD SNC Nurse Administrator**. (The Excel version is available from the **ESD SNC Nurse Administrator**).

Throughout the assessment, please answer all questions as completely and accurately as possible, based on your current knowledge and available information. **Round all numbers to the nearest whole number.**

This information is not a direct reflection of your practice, but rather a reflection of the services available given financial, physical, and time constraints. Data provides a snapshot of health services and related needs at the time you complete the assessment.

SECTION 1 – SCHOOL DISTRICT

1. Enter the district name.
2. Enter the **official** district Class – I or II (check with District Office if you are unclear).
3. Enter the total number of students in the district. This includes the **head count** (not FTE) for all students under the care of the district during school or school sponsored activities. Include pre-schools, home-school students, and alternative students.
4. Enter the number of schools (not necessarily equal to the buildings) within the district.
5. Enter the furthest distance between school buildings to the nearest mile.
6. Check each box that helps to fund nursing services in your district.

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SECTION 2 – HEALTH SERVICES

1. Enter, in each category (a through d), how many licensed nursing hours per week the district provides based upon employee job classification.
 - 1c. “Other Registered Nurse (RN)” may include those employed by hospitals, agencies, local health jurisdictions, independent contractors, etc.
Enter the number of RN hours funded by the School Nurse Corps (SNC).
2. If your district purchased or contracted additional hours through the SNC, check yes and indicate the number of hours per week. If not, check no.
3. Enter, in each category (a through d), how many licensed nursing hours per week the district provided for 1:1 care based upon employee job classification.
 - 3c. “Other Registered Nurse” may include those employed by hospitals, agencies, local health jurisdictions, independent contractors, etc.
4. Enter the number of hours per week the district provided funding dedicated specifically for health room assistants performing health room activities. (This does not include the secretary who does health room activities as part of his/her regular secretarial job).
5. Enter the *number* of RNs in each category (a through d) according to the highest level of education completed.
6. Enter the number of RNs in each category (a and b) that hold certification.
7. Check the box(es) of any of the following services your district received from the ESD SNC Nurse Administrator.
 - A. Direct Nursing Services: School nurse services performed on site, e.g. developing Individual Healthcare Plans (IHPs) or Emergency Care Plans (ECPs), coordinating and/or providing health screenings, overseeing immunization records, delegation and supervision of unlicensed staff in administration of medications or providing medical procedures, etc.
 - B. Program Management: Oversight of activities related to SNC program goals and objectives.
 - C. Consultation and Technical Assistance: This may be phone/email consultation, on site consultation, training, or technical assistance.
 - D. Resources: Examples include use of the SNC resource library; requesting or receiving materials, supplies, sample forms, etc.
 - E. Professional Development and Training: Provided or contributed to training or continuing education opportunities through various regional meetings or in-services such as SNC, the School Nurse Organization of Washington, K–20, etc.
 - F. Mentoring and Orientation: Provided mentoring, guidance, and/or support for all nurses and orientation for nurses new to school nursing.

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8. Check each box to indicate if your district provides the services described. Enter the total number for each category noted in the table.
- Count all medications: daily, as needed (PRN) and emergency medications. Count the number of medications ordered, not doses administered.
 - Count all medical treatments ordered, not times per day treatment is provided. Examples of medical treatment may include tube feedings, catheterizations, oral suctioning, glucose monitoring, etc.
 - Indicate the number of students referred for vision and hearing.
9. Check each box in the table to indicate if your district has a written and approved policy and procedure meeting *current* requirements. If a SNC RN has contributed to the development for this school year, please check the SNC contribution box. Contributions may include involvement in creating, reviewing, revising, and/or training for any of these policies and procedures during this school year. The WSSDA and OSPI references here are to guide your search of district policies and procedures.
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|---|------------------------------------|
| a. Accommodating Students with Diabetes: | WSSDA 3415 |
| b. Asthma: | WSSDA 3419 |
| c. Catheterization: | WSSDA 3417 |
| d. Child Abuse, Neglect, Exploitation Prevention: | WSSDA 3421 |
| e. Confidential Communications: | WSSDA 4020 |
| f. Emergency Treatment: | WSSDA 3418 |
| g. Employee Job Description: | WSSDA 3417 |
| h. Infection Control Program (Staff): | WSSDA 6512 |
| i. Infectious Disease: | WSSDA 3414 |
| j. Life-Threatening Health Conditions: | WSSDA 3413 |
| k. Life-Threatening Allergies: | WSSDA 3419 |
| l. Medication Administration: | WSSDA 3416 |
| m. Medication Errors: | OSPI Bulletin No. 34-01, June 2001 |
| n. Nutrition and Physical Fitness: | WSSDA 6700 |
| o. Student Health/Health Screening: | WSSDA 3410 |
| p. Student Immunization: | WSSDA 3413 |
| q. Student Records: | WSSDA 3231 |
| r. Concussion | WSSDA 3422 |

SECTION 3 – STUDENT DATA

1. Indicate the number of **health conditions**, not the number of students with health conditions in each category listed in the table. For “other” you may use another page. Total each column.

For example: If you have one student with diabetes, depression, and migraine headaches count and record each of the three conditions.

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Emergency Care Plans (ECPs) are guidance for nonlicensed staff providing emergency care for students with health concerns.

Individual Health Plans (IHPs)/504 Plans are *broad comprehensive plans* that may include components such as procedural guidelines and teaching plans used by the health professional to document assessed needs, diagnosed problems, interventions, and expected outcomes for daily management of students with health concerns. Accommodations implemented in the IHP minimize the need for emergency interventions.

In some cases the nurse may include an ECP and an IHP in one document. In this scenario count this document as both an ECP and an IHP. For example: A student has an ECP as well as an IHP for the severe allergies. In this case both the ECP and the IHP should be counted.

Both ECP and IHP completion means that assessment, plan development, related training and ongoing RN supervision are **all** in place.

2. Indicate the number of **students** in each severity level as described in the Staff Model.

Use the *Staff Model for the Delivery of School Health Services*, (<http://www.k12.wa.us/HealthServices/pubdocs/SchHealth.pdf>) to determine the number of students in each severity level. A brief explanation of the staffing model:

- **Level A (Nursing Dependent)** students require 24 hours a day, frequently one-to-one skilled nursing care.
- **Level B (Medically Fragile)** students require a full-time nurse in the building.
- **Level C (Medically Complex)** students require an RN one day a week and access to a nurse the rest of the week.
- **Level D (Health Concerns)** students require their health care needs assessed at least once a school year by a RN. Required monitoring varies from biweekly to annually.
- **Co-morbidity or single student with multiple concerns:** Placement of a student at a particular level requires nursing judgment considering all conditions and any other life situations which may increase or decrease the student's need for nursing availability. A student's severity level may change during the year; therefore, record the severity level of a student at the time of the district assessment. Students should be listed only **one** time in **one** category (A, B, C, or D) at their highest severity level.

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For example: For a student with three diagnoses: diabetes, depression, and migraine headaches, determine and record one severity level considering the student's multiple diagnoses and other life situations.

Based upon previously reported data, the greatest discrepancy is determining whether to place a student in level C or D. In order to provide consistency in our data we request the following:

If a student requires medication and/or a medical treatment (including prn's) at school **and** a nursing care plan, the student is most often a level C. All students with life-threatening health conditions should have a nursing care plan and medication/treatment orders in place. There may be exceptions to this guidance based upon clinical nursing judgment. Some students may need more or less RN time resulting in you (the nurse) placing them in level B or D.

3. Only complete columns A, F, and G. When the results are sent to the ESD, the SNC Administrator forms will calculate the shaded columns B, C, D, E, H, and I.
 - A. Enter the total number of buildings within your district. If campus buildings have a small student population and are in very close proximity (walking distance within 2–3 minutes) you may count them as one building. Please remember to use your nursing judgment.
 - F. For each building (or group of buildings in close proximity) with Level B students Count 40 hours per week. For each building (or group of buildings in close proximity) with Level C students that do not have Level B students count 8 hours per week. Do not subtract current hours in building. Enter the total hours for all buildings.
 - G. Enter the total number of RN hours needed for the district. Determining RN hours needed requires your nursing judgment. Consider 1:1500 ratio, severity levels as well as other individual student, school population, and building needs. Be prepared to share how you determined the number of hours needed when you discuss the district assessment with administration.

The instructions below will help you manually complete ALL fields if you are interested.

- A. Enter the total number of buildings within your district. If campus buildings have a small student population and are in very close proximity (walking distance within 2–3 minutes) you may count them as one building. Please remember to use your nursing judgment
- B. Enter the total number of students in the district. This includes the head count for all students under the care of the district during school and school sponsored activities such as, pre-schools, home-school students, and alternative students. Refer to section 1 Number 3.
- C. Enter the number of Level B students in your district. Refer to section 3 number 2.
- D. Enter the number of Level C students in your district. Refer to section 3 number 2.

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- E. Enter the total number of students multiplied by 40, then divided by 1500, equals the 1:1500 nurse to student ratio.
 - F. For each building (or group of buildings in close proximity) with Level B students count 40 hours per week. For each building (or group of buildings in close proximity) with Level C students that do not have Level B students count 8 hours per week. Do not subtract current hours in building. Enter the total hours for all buildings.
 - G. Enter the total number of RN hours needed for the district. Determining RN hours needed requires your nursing judgment. Consider 1:1500 ratio, severity levels as well as other individual student, school population, and building needs. Be prepared to share how you determined the number of hours needed when you discuss the district.
 - H. Enter the total number of RN hours (excluding 1:1 time) currently assigned to your district. Take section 2 number 1 and subtract section 2 number 3 for the total number of RN hours.
 - I. Enter the difference between column H and column G by subtracting H from G.
4. Share how you are measuring student academic or health outcomes such as reduced absenteeism or improved grades, which are a result of nursing interventions.
 5. Provide at least one anecdotal story about how your nursing assessment and interventions have positively impacted a student or a staff member. Your success stories support quantitative data. Your stories paint the picture for others illustrating what nurses do in schools and how they affect children, families, and staff.
 6. Data Collection: software may be health room specific, like “SNAP,” or a general school package like “Skyward.” You may also keep records with an application such as Excel.
 7. Unmet Needs: To be completed with school and/or district administrator.

SECTION 4 – SCHOOL NURSE DATA

This section must be completed by SNC nurses. HOWEVER, ALL nurses are encouraged to complete and discuss this information with their administrators. If you have a question or concern, contact the regional ESD SNC Nurse Administrator.

1. School Nurse Corps Funded RN Contribution: District administration and each building administrator should have understanding of and input into this section. Schedule an appointment with your district superintendent or appropriate administrator to review and discuss your findings. Be ready with specific examples without compromising confidentiality.

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SECTION 5 – OTHER INFORMATION

Please attach any additional comments on any aspect of the assessment.

Return your completed assessment to your regional ESD SNC Nurse Administrator.

Thank you!