Introduction to Per Diem/Substitute School Nursing in Massachusetts

The speaker has no conflict of interest to declare

Program Overview

- Credentials
- Essential School Health Services
- Per Diem Orientation
- Student Health Records/Computerized Health Records
- Legal Documentation
- Medication Administration Regulations
- Example Orientation/District Checklist
- Training Resources
- Resources
Credentials

Districts requirements may include but are not limited to:

- MA RN License (BSN preferred)
- CPR Certification
- Malpractice Insurance (ex NSO)
- Current CORI on file with school
- Related nursing experience (pediatrics, public health, community health etc)

School District may require:

- 1st Aid certification
- MA Department of Elementary and Secondary Education (DESE) initial licensure (explained in Resource Section)

Definition of School Nursing

...National Association of School Nurses 2010 [www.nasn.org]

"School nursing is a specialized practice of professional nursing that advances the well-being, academic success and life-long achievement and health of students.

To that end, school nurses facilitate positive student responses to normal development; promote health and safety, including a healthy environment; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy, and learning."

Components of Essential School Health Services
Per Diem School Nursing

The role of the school nurse (and per diem nurse) is to minimize or eliminate medical/health barriers to education.

- In addition to or in the absence of the school nurse, an RN can take on the role of per diem school nurse. He/she must abide by the Massachusetts Nurse Practice Act as well as policies and procedures of the school district.

- Per Diem nurses must have an active MA RN license, some nursing experience within pediatrics, community or public health or similar related experience.

- You must be compensated in some fashion for your professional nursing services: (per diem pay, tuition relief etc.) to be covered for your work under the school district Tort Claims Act.

M.G.L. c.32A, s.2 provides that public employees “shall be liable for injury or loss to property or personal injury or death caused by the negligent or wrongful act or omission of any public employee acting within the scope of his office or employment.”

- The student assignment for the per diem nurse can be anywhere from 200-1,000 students plus staff. (Check position job description for responsibilities)

School Health Services Resources

- The district Nurse Leader should provide you with the Policy and Procedures for that school district.

- The Department of Public Health School Health Manual 2007 is a 1,300 page document with all regulations, mandates and necessary information to answer any question you may have regarding school health services in MA. Many offices have a hard copy (2 binders) or you can access it at www.maclearinghouse.com (Click on Catalog of Materials, then click on School Health).

- The DPH Medication Regulations can be accessed in the Resources section of this presentation. DPH Medication Regulations

- As to what nursing duties you can perform in a school setting, please refer to the Framework for Decision Making Nursing Practice Activities

Student Health Records Information

- ALL student health records are confidential (computerized/paper).

- You should be trained and familiarize yourself with the computerized program utilized within the district.

- Follow the policy and procedures of the school district that apply to health records.

- Student Health Records are part of the student temporary record.

DESE Student Record regulations : DESE Regulations

NASN Recommended Guidelines for Protecting Confidentiality of Student Health Information
Computerized Health Records

- Some examples of computerized student health record software:
  - Healthmaster
  - SNAP
  - MMS
  - iHealth
  - Other

Security of student health records and ability to retrieve statistical information is vital!

Documentation

- Remember, if you don't document it, you didn't do it!
- You should be trained on the district computerized system to be able to access student records for special health care needs, medications and alerts.
- Student health records include: office visits, nurses notes, immunization records, screening records, individual health care plan (IHCP) and Emergency Care plans if applicable.
- Purpose of documentation is to promote quality student health services, provide a legal record, advance school health programs and improve student health outcomes.

Documentation con't

- Documentation must be objective, accurate, concise, timely organized and you must use standard abbreviations.
- Student health records are educational records covered under FERPA (Family Educational Rights and Privacy Act).
  - Requires parental permission for discussion with outside prescribers
  - Access to student health records by a school employee must have a "legitimate educational interest": Need to know value.
- HIPPA (Health Insurance Portability and Accountability Act) covers other primary care health care settings including School Based Health Centers.
**FAX and Email**

- A fax is considered confidential **ONLY** if you have a "dedicated fax line".
- Email is **NOT** private; considered public documents especially for those working for public agencies (ex public schools)
- Can use faxed orders: can **NOT** use email orders.
- Can use verbal (telephone) orders: follow up with written or faxed order within 3 school days.

**Examples of Orientation Checklists**

- Your district Nurse Leader may have an Orientation Check List for you to follow.

- This is an example of an Orientation Checklist shared by Marie DeSisto, Nurse Leader of the Waltham Public Schools.

  Example: [Per Diem Nurse Orientation Checklist](#)

**Example of Per diem job description**

- Paula Dowd, the Braintree Nurse Leader has shared her per diem/substitute nurse job description, health office information sheet and an “End of the Day” note.

  [Braintree Public Schools per diem information](#)
Medication Administration in MA Schools

Please familiarize yourself with the DPH Medication Regulations.

Please watch the On line program “Medication Delegation in MA Schools” on the School Health Institute website or attend one of the 5 Med Del programs offered each year: www.neushi.org

As in any traditional health care setting, within the school setting you need an order from a licensed prescriber as well as parent permission to administer medications including over the counter medications.

Many districts have "Standing Orders" for certain medications (acetominophen, ibuprofen, benadryl, and epinephrine as examples). These are orders from the district School Physician that allows you administer these medications after a thorough nursing assessment. You also need parent permission to administer Standing Order meds.

As a per diem nurse, you may not be familiar will all students, so please make sure you are identifying the correct student when administering meds... Many districts have student pictures on their student record, med container or epi-pen.

Review the 5 RIGHTS.
(Right Student, Right Medication, Right Dosage, Right Time, Right Route)

ALL medication administrations MUST be documented (computerized documentation within the student record OR on paper record per district policy)

Medical Care, Emergency Preparedness & Response

24% of all MA students have a diagnosed special health care need.

As a per diem school nurse, you must be familiar with appropriate treatment of the following:

- Severe Asthma
- Anaphylaxis
- Diabetes
- Poisoning
- Chemical Exposure
- Head Injury
- Spinal Cord Injury
- Substance Abuse
- Uncontrolled Seizure
- Trauma
- Burns
- Eye Injuries
- Cardiac/Respiratory Arrest
- Mental Health issues
- Suicidal ideation or attempt
- Any other condition that a student or staff member may present with.
District/Health Office Checklist

- Make sure you are familiar with:
  - Procedures to get in touch with the nurse leader, principal, secretary, teachers, parents (dialing outside lines, use of walkie-talkies etc) and emergency personnel. Location of student’s family contact information.
  - Where and how medications are stored (location of keys etc) and how administration is documented.
  - Special health care needs of students (students with diabetes, asthma, seizure disorders, life-threatening allergies, medications etc.
  - Emergency response protocols and how to contact EMS
  - Universal Precautions equipment/materials.
  - Forms used: Accident reports etc.
  - How 5A are filed for students in that school. Mandated reporter training can be accessed here. http://middlesexvac.org/

**Look for the purple box on the bottom left column.**

Mandated Screening Training

- If in your role as a per diem school nurse you will assist with Mandated Screenings (vision, hearing, BMI, or postural screening), you can register for a day long training via the School Health Institute website www.neushi.org. These trainings are held 3-4 times per year.
- You can take online trainings to familiarize yourself with these procedures at www.neushi.org under the On Line Programs section of the website.

Epipen Training

If in your role as a per diem school nurse you are asked to provide epi-pen training to staff, you can refer to the Medication Administration Training Manual in the Links and Resources section of the School Health Institute website. www.neushi.org

http://www.foodallergy.org
Food Allergy Action Plan
What is DESE Licensing?

- **Department of Elementary and Secondary Education**
  
  **Initial License** - An educator license issued to a person who has completed a bachelor's degree, passed the Massachusetts Tests for Educator Licensure (MTEL), completed a professional preparation program approved by the Commissioner, and met other eligibility requirements.

  **For School Nurses: (all grade levels)**
  
  Achieve a passing score on the Communication and Literacy Skills test (Register at [www.doe.mass.edu/mtel](http://www.doe.mass.edu/mtel))

  Valid license to practice as a Registered Nurse in Massachusetts.

  Possession of a bachelor's or master's degree in nursing

  A minimum of two full years of employment as a Registered Nurse in a child health, community health, or other relevant clinical nursing setting

  Completion of an orientation program based on the requirements for delivery of school health services as defined by the Department of Public Health (Introduction to School Nursing in Massachusetts offered twice each school year by the Northeastern University School Health Institute)

  Register at [www.neushi.org](http://www.neushi.org)

  For information on DESE Educator Licensure, go to the DESE website and click on Educator Licensure

  [http://www.doe.mass.edu/](http://www.doe.mass.edu/)

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**Resources**

- **MA Board of Registration in Nursing Nurse Practice Act**

- **Massachusetts School Health Manual 2nd edition 2007**

- **Massachusetts Department of Public Health School Health Unit**

- **The Massachusetts School Nurse Organization**

- **Northeastern University School Health Institute**

- **NASN Standards of Professional School Nursing Practice**