METRO NASHVILLE PUBLIC SCHOOLS

School Nurse Program, Field Trips and Health Related Procedures

6.400.7p

LAST REVIEWED: January 2022

Standard Operating Procedure Outline

Category:	**Students**		*Department:*	Student Health Services	
Procedure:	**School Nurse Program, Field Trips and Health Related Procedures**				
Policy Reference # :	6.400	*Version:*	1.0	Date Revised:	January 2022

Operational Objective(s)

To outline Student Health Services procedures in the school to ensure compliance with State law and State guidelines.

Procedures

A. Field Trips Requiring Nurses

Before submitting a field trip request for approval to the Principal, the school nurse should be consulted to identify students receiving school nurse services and to determine their needs in regard to the planned field trip. If a student normally requires a nursing procedure and will be attending an in-county field trip, a signed, approved field trip form must be faxed to the Metro Public Health Department (MPHD) School Nurse Office (340-7792) a minimum of two (2) weeks prior to the trip date. For out-of-county or in-state overnight trips, the form must be faxed four (4) weeks prior to the trip date. For out-of-state trips, the form must be faxed to both the Director of Student Health Services and the School Nurse Office, eight weeks prior to the trip to ensure that nurses are licensed in the state(s) where travel occurs.

If a nurse is required for a student(s) for a field trip that extends beyond regular school hours and/or regular school days, **schools will be responsible for the additional nursing service cost including costs for an out-of state(s) temporary nurse license if required.** In lieu of nursing services, a parent/guardian may **choose** to accompany their child on the trip but the parent/guardian cannot be required to attend the field trip.

If a **nurse is required**, the nurse will be available to provide required nursing services to identified students with a medical provider order, and to provide first aid and emergency services for all students, staff and official chaperones on the trip. Field trip expenses incurred by the nurse should be included in determining the overall cost for the field trip. In addition, the nurse will be paid for travel time, student activity time and for emergency services as may occur after students have retired for the evening. On a regular school day, schools are responsible for all hours beyond the regular nurse 7.25 hour paid workday. Schools are responsible for all nurse wages on non-school days. The overtime rate is at one and a half (11/2) of the regular hourly rate and is paid after 8 hours daily and beyond 40 hours a week.

Principals will need to contact the Director of Student Health Services to receive a cost estimate for the additional nursing cost based on the **field trip agenda, dates and destination**. Some states provide nurse licensure through a Nurse Licensure Compact and some states require a temporary nurse license. The temporary license application process may require as long as eight weeks and schools are responsible for this cost. If a trip is canceled or if a nurse is no longer needed after the temporary license application has been made, the school will still be responsible for the application fee.

B. Health Equipment and Supplies

Individual schools are responsible for the purchase and cost of health-related supplies and equipment including clinic supplies/equipment through 2316 funds budgeted to the local school. Examples of basic health, first aid and safety supplies include: rubber gloves, band-aids, a small refrigerator for medication storage only, and thermometers. A replenished First Aid kit will need to be available at each school for emergency use.

C. Health Screenings

Hearing and Vision Screenings State mandated vision and hearing screenings are provided for all students in grades K, 2, 4, 6 and 8. Information regarding screening requirements and scheduling will be provided to principals in advance by the designated vendor. Vision and hearing equipment is available through the Department of Exceptional Education for screenings deemed necessary in grades outside of the designated grades. Schools conduct color perception screenings in first grade.

Dental Screenings Dental screenings and education are provided on a rotating basis to elementary and middle schools meeting the community eligibility provision. Parents have the option for a free oral examination and dental sealant(s) for his/her child. Principals will be contacted by the designated vendor to schedule the screenings.

Coordinated School Health Screenings for Schools The State of Tennessee requires blood pressure, height and weight measurements for all students in grades K, 2, 4, 6, 8 and one grade in high school. Information regarding screening requirements and scheduling will be provided to principals in advance by the MNPS Coordinated School Health Specialists.

D. Medical Waste Disposal & Sharps Containers

Each school is provided a sharps container and medical waste container. Medical waste containers are to be used for the disposal of items that have been exposed to blood or other infectious materials/agents (e.g., gloves, clothing, bandages) when providing medical treatment to any person at school. Sharps containers are for needles/lancets disposal. The medical waste container shall be kept in a locked closet other than a closet where cleaning items are kept. Ensure the medical waste container is lined with the bag that accompanies the container. For pick-up of either the Hazardous Waste Container or red Sharps Container when full, a work order is to be placed in School Dude.The containers will be collected by the designated vendor. **For questions concerning medical waste pick-up or** if schools need additional red sharps boxes or red hazardous waste bags**, contact the Coordinator of Environmental Health at 615-862-4300.**

Medications are not to be placed in the medical waste container or sharps box. For disposal of medications including Epi-pens see **Procedure 6.405.1p Administration of Medication and/or Assisting with Self-Administration of Medications**.

E. Diaper Disposal

The Metro Public Health Department has approved the disposal of diapers in the dumpsters used for general waste. Odor can be reduced by double bagging the diapers and sealing them prior to disposal.

F. School Nurse Program

Each school is served by a school nurse although the time at the school may vary based on required medical procedures. Health care procedures and medications will be administered in accordance with the ***Guidelines for Health Care in the School Setting (April 2019*** from the Tennessee Department of Education. If the school requires numerous procedures, a site-based nurse may be assigned. The principal's responsibilities are the following:

- **Contact the School Nurse Office at 615-340-7781** when a student with health-related concerns enrolls in the school. You may also want to inform the local school nurse contact but the **required contact** is directly to the School Nurse Office.
- **Call the School Nurse Office** at **615-340-7781** if a nurse does not show for a procedure and appropriate arrangements will be made to provide a substitute nurse quickly.
- Provide adequate clinic space. Access to a sink, cot, a locked space for medication, small refrigerator for medication storage (as needed), a locked file cabinet for health records, computer network and printer access, and a phone are the minimal clinic necessities.

Individual Health Plan (IHP) and Emergency Care Plan (ECP) for Students – Registered nurses employed or contracted by MNPS are required to complete an IHP and/or ECP (TCA §49-50-1602) for students with acute or chronic health issues.

One-On-One Services – The determination that a student requires "one-on-one" care or other high intensity nursing care shall be made by the nursing director or designee. If MNPS decides to provide "one-on-one" or other high intensity nursing care, despite a determination by the nursing director or designee that it is not medically necessary, the service will not be covered under the existing contract for nursing services. Principals shall have no authority to accept doctor's orders and assign one-on-one nursing services. Upon invitation, the nursing director or designee shall attend all individualized education program (IEP) team meetings and determine future review dates for change of health status.

Student Health Related Records and Forms

School health documents are part of the educational record and Family Educational Rights and Privacy Act (FERPA) guidelines shall be followed for any disclosure of information.

Health Forms – The following health forms are available on an **as needed** basis:

- **Individual Health Plan (IHP) and Emergency Care Plan (ECP) - (**available through the school nurse). Only School Nurses (RNs) can develop an IHP and/or ECP for a student. School nurses will place the IHP/ ECP in the cumulative student record (orange health folder) when the student's specialized services begin.
- ***Request for Medical Procedure*** **form and** ***Request for Nurse Directed Medication Administration*** **form are** available from the school nurse. School nurses will place the completed form or forms in the cumulative student record (orange health folder) when the student's specialized services begin.
- **Request for: Assisted Self-Administration of Medications (Prescription or Non-Prescription)** (available electronically from the Director/Coordinator of Student Health Services). The returned forms shall be maintained in a secure manner as determined by the principal and available only to appropriate staff. After placing the medication assistance information in **MNPS health management software program**, the original request form is to be maintained in the cumulative record in an orange file folder. This form must be completed by the parent/guardian of any child with medication needs (including asthma inhalers) while at school or at a school-related event.
- **Student Health History-** This form is used by school nurses to collect student health history and to identify students with health needs. The forms will be provided in the school opening packet and as students enroll throughout the school year. Parent participation is voluntary.

Transfer of Other Health Related Information (Student Blue Chart)

All student health information is stored electronically in the district's health management software program. The district's health management software program is the primary method for documenting medical procedures and medication administration during the school day. The Student Blue Chart is only used to house hard copies of doctor's orders, written communication, and provide a place for substitute nurses not familiar with the district's health management software program to document care. When a student transfers between MNPS schools during the school year, school nurses at those locations will transfer all health related information from the Student Blue Chart. For students transferring out of the MNPS District, the Student Blue Chart will be returned to the School Nurse Health Office for archiving.

At the end of the school year, the school nurse will complete an "End-of-the-Year Individual Health Summary" on each student that required procedures. The school nurse will relocate the Student Blue Chart to the School Nurse Health Office. Students will be tracked in the summer to determine which MNPS schools they will attend in the fall. The school nurse will deliver the Student Blue Chart to the appropriate school for the start of the new school year. Inactive Student Blue Charts will remain secured at the School Nurse Health Office until archived in accordance with MPHD policy.

G. Related Procedures and Guidelines

Cardiopulmonary Resuscitation (CPR) and First-Aid Training

The State encourages schools to have at least one, and preferably more, school staff trained in CPR

and first-aid (TCA § 49-5-414). Yearly reporting is required to the State Department of Education concerning the number of trained staff at each school.

Diffusers (I.e. used for essential oils), Scented Candles and Other Scent Producing Products

Diffusers (i.e. used for essential oils), scented candles and other scent producing products should not be used in the classroom/school. Students and staff can be sensitive to scents which can produce headaches, trigger or aggravate seizures and asthma as well as other medical conditions.

Performance Measure/Accountability

Continuous evaluation of procedures to ensure safety and compliance with all regulations

References/ Authority

TCA § 49-5-414

TCA § 49-50-1602

TCA § 49-6-5005

Family Educational Rights and Privacy Act (FERPA)
Guidelines for Health Care in the School Setting (Tennessee Department of Education) (April 2019).