

## **I. Policy Statement**

The Board of Education of Howard County recognizes the relationship between student health and student academic achievement. Optimal health and safety is the shared responsibility of the individual, the family, and the school system. The Board affirms its intention to provide, with the assistance of the Howard County Health Department, school health services in compliance with statutory and regulatory mandates for students with the primary goal of supporting students' participation in the educational process.

The Board further affirms its intention to provide necessary emergency health care within the scope of the health services program.

## **II. Purpose**

The purpose of this policy is to establish guidelines for the provision of health care in the school setting as outlined under existing federal, state, and local laws and regulations as well as system policies.

## **III. Definitions**

- A. Emergency – For purposes of this policy, a serious health situation or occurrence that happens unexpectedly and demands immediate attention.
- B. Health Appraisal – The process by which a designated school health services professional identifies health problems that may interfere with learning.
- C. Health Assistant – An individual assigned to a designated school to provide delegated nursing services under the supervision of a nurse. Under COMAR 10.27.11.03, the nurse may delegate the responsibility to perform a nursing task to a certified nursing assistant (CNA). As a minimum requirement, a Howard County Public School System (HCPSS) health assistant must be a certified nursing assistant and certified medication technician (CMT).
- D. Health Records – State mandated health screening forms such as immunization records, hearing and vision screening records, and other documents, including but not limited to medication administration records, individual health care plans, medical reports, and documentation of health room visits.

- E. Howard County School Health Council (HCSHC) – An advisory committee developed by the Superintendent of Schools and the Health Officer of the Howard County Health Department in accordance with the requirements of COMAR 13A.05.05.13 to advise the Superintendent and Health Officer. HCSHC is comprised of parents, community professionals, students, and representatives from the Howard County Health Department and the Howard County Public School System.
- F. Nurse – An individual licensed by the Maryland Board of Nursing (MBON) to practice nursing as a registered nurse in accordance with COMAR 10.27.09. A HCPSS cluster nurse supervises and evaluates health assistants in more than one school. A HCPSS school nurse is assigned to one school and provides care to a population of students with complex health needs.
- G. Screening – A procedure to identify students who are at risk of having a health problem. Examples of screenings include, but are not limited to, hearing and vision, lead poisoning prevention, immunization compliance, and review of physical examination and health care provider status.

#### **IV. Standards**

- A. The school health services program will be designed to support student participation in the educational process through prevention, identification, early intervention, and remediation of specific student health problems. School health services which must be provided for all students within the educational setting in accordance with COMAR 13A.05.05, School Health Services Standards include, but are not limited to, the following:
  - 1. A health record will be created for each enrolled student. Health records will be reviewed and maintained in accordance with state requirements.
  - 2. A health appraisal for each student identified through the review of records as having health problems or concerns will be conducted in accordance with state requirements. Health services will be provided in accordance with the appraisal.
  - 3. Health screenings of students will be carried out in accordance with state mandated requirements, including screenings for immunization, physical examination, lead, and health care provider.
  - 4. Communicable disease prevention and control in the school setting will be provided jointly by the Howard County Health Department (HCHD) and the HCPSS.

5. Written procedures for emergency care management will be jointly developed by the HCPSS and HCHD and implemented by the HCPSS.
  6. Issues of parental consent and confidentiality will be addressed in accordance with state regulations and Policy 3611, Student Records and Confidentiality.
  7. Each school will maintain a separate health suite in compliance with state requirements.
- B. Licensure and certification of nurses and health assistants will be maintained in accordance with state and system requirements.
  - C. Nurses may only delegate nursing tasks to health assistants and other unlicensed employees in accordance with the Maryland Board of Nursing Nurse Practice Act.
  - D. At least one employee assigned to each school, other than nurses and school health assistants, will be currently certified both in first aid and cardiopulmonary resuscitation (CPR) according to state standards.
  - E. Nurses and health assistants will provide health services to HCPSS students during the regular school day.
  - F. Nurses and health assistants will provide emergency first aid to employees and visitors within the scope of their licensure/certification and employment. Routine health care services will not be provided to employees and visitors.
  - G. Nurses and health assistants will provide emergency medication or treatment for diagnosed medical conditions to employees only in accordance with the approved implementation procedures.
  - H. Health services employees will address health related issues through classroom, small group, and individual education. Health services employees will collaborate with instructional employees to provide such education as appropriate.
  - I. Activities of health services personnel related to provision of health services will have precedence over non-health care activities.
  - J. Professional development will be provided for health assistants and nurses to enable them to implement policy.
  - K. Formal supervision and evaluation of nurses and health assistants will be provided in accordance with Maryland Board of Nursing and system requirements.
  - L. School health services program information will be disseminated annually.

**V. Compliance**

- A. Cluster nurses are responsible for the formal supervision and evaluation of health assistants.
- B. The Health Services Coordinator/designee is responsible for the formal supervision and evaluation of professional registered nurses.
- C. School-based administrators are responsible for providing written input into the annual evaluation of health assistants and nurses assigned to their schools.
- D. The Health Services Coordinator is responsible for developing and implementing periodic audits as deemed appropriate.
- E. Nurses are responsible for ensuring compliance with Health Services procedures and state mandated services in the schools to which they are assigned.
- F. The Health Service Coordinator is responsible for ensuring that appropriate professional development is provided to health assistants and cluster nurses.
- G. The Superintendent will appoint a Health Services Office representative to the HCSHC.

**VI. Delegation of Authority**

The Superintendent is authorized to develop procedures for the implementation of this policy.

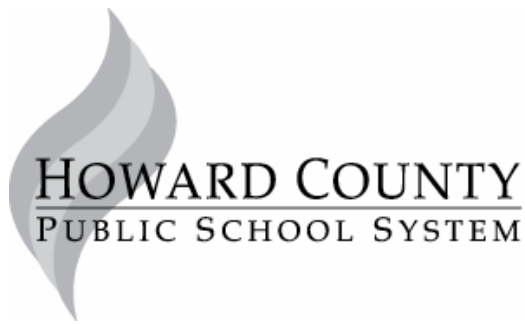
**VII. References**

- A. Legal
  - The Regulations of the U.S. Department of Health, Education, and Welfare; Title 34 C.F.R., Public Welfare, Part 99 (Privacy Rights of Parents and Students)
  - Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§1400 et seq.
  - Section 504 of the Rehabilitation Act of 1973
  - The Americans with Disabilities Act of 1990
  - The Annotated Code of Maryland, Education Article, §7-401 to §7-403.1
  - The Annotated Code of Maryland, Health Occupations Article, Title 8, Nurse Practice Act
  - COMAR 13A.05.05 -.15, School Health Standards
  - COMAR 13A.08.02, Individual Student Records
- B. Other Board Policies
  - Policy 1408 Employee Discipline
  - Policy 2331 Field Trips and Student Activity Trips

- Policy 3451 Alcohol, Other Drugs, Prescription Medication, and Over-the-Counter Products
- Policy 3611 Student Records and Confidentiality
- Policy 4112 Prevention and Control of Communicable Diseases
- Policy 4114 Students with Do Not Resuscitate Orders
- Policy 9521 Wellness through Nutrition and Physical Activity

C. Other  
Maryland State School Health Services Guidelines

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AMENDED: December 10, 1992  
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**POLICY 5100-PR**  
IMPLEMENTATION PROCEDURES  
**SCHOOL HEALTH SERVICES**

Effective: July 1, 2007

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**I. Provision of Health Care**

**A. Students**

1. The health assistant or nurse will conduct an initial review of student health records. If students are identified as having special health needs, the procedures under part 8 of this section should be followed.
2. Services will be provided in accordance with current guidelines found in the health services manual, "Requirements and Procedures for School Health Services."
3. Students who are in need of health care during the school day should be sent to the health suite with a pass except in the case of an emergency.
4. Students should have their health needs determined by the health services employee on duty.
5. Students who receive health care from health services employees will have their admission to the health suite recorded on the daily log. Information regarding the care provided will be recorded on the individual student health records as appropriate.
6. 911 should be called immediately if the needs of the student are determined to be sufficiently serious to require emergency medical services. Parents should be notified as soon as possible once the safety of the student is established. An administrator and the Office of Safety, Environment, and Risk Management should be notified of 911 calls as soon as possible.
7. Once care has been given, the student should be returned to class with a pass. If the student cannot return to class due to the nature or seriousness of the problem, the parent should be contacted to make arrangements for early dismissal.
8. Special Health Needs: The cluster nurse or school nurse will complete a health appraisal for all students with special health needs in accordance with State School Health Standards requirements and Maryland Board of Nursing Standards of Care. Special health needs are temporary or long-term health

problems arising from physical, emotional, or social factors or any combination of these factors. Students with special health needs may or may not be enrolled in a special education program. Identification may include referrals from parents, employees, and community professionals. Any student with complex health needs that cannot be met with current staffing and/or in the current school setting will be referred to the Health Services Coordinator in order to develop a plan of care.

**B. Employees and Visitors**

1. Care is only provided within the limits of existing resources and staffing. Routine health care services will not be provided.
2. Nurses and health assistants will provide emergency first aid to employees and visitors within the scope of their licensure/certification and employment.
3. Employees with diagnosed medical conditions that could result in episodes requiring the provision of emergency medication or treatment may request a medical accommodation by contacting the Office of Safety, Environment, and Risk Management. Services approved as reasonable accommodations would be provided consistent with doctor's orders and within the licensure and employment of staff.
4. First aid care should be provided in accordance with current guidelines found in the National Safety Council Recommendations and the health services manual, "Health Services Requirements and Procedures."
5. 911 should be immediately called if the needs of the employee or visitor are determined to be sufficiently serious to require emergency medical services. An administrator and the Office of Safety, Environment, and Risk Management should be informed of 911 calls as soon as possible.
6. When employees and visitors receive health services, a record of the care provided must be maintained. Worker's Compensation First Report of Injury or Illness and Employee Injury Reports must be completed as appropriate; daily logs and narrative reports must be completed.

**II. Mandated Programs**

- A. The Health Services Coordinator/designee will ensure that guidelines and procedures for the implementation of state mandated programs and activities, including documentation of immunization compliance, are current. The Health Services Coordinator/designee should collaborate with school administrators, the Howard County Health Department, the Maryland State Department of

Education, and the Maryland State Department of Health and Mental Hygiene when reviewing the guidelines and procedures.

- B. The school principal and the Health Services Coordinator/designee should work collaboratively to ensure that mandated programs are effectively implemented.
- C. Designated school health professionals in the health services office will make required reports to the HCHD, the Maryland State Department of Education, and the Maryland State Department of Health and Mental Hygiene according to current guidelines or instruction.

### **III. Records**

- A. Each enrolled student must have a student health record.
  - 1. If a student enrolls and does not have a health record, one must be developed.
  - 2. Students who are registered but not enrolled and who are receiving educational services such as speech, occupational therapy, or physical therapy must have a health record.
  - 3. Parents of students who are transferring from other HCPSS schools should have health records transferred to the receiving school at the time of transfer, using procedures described in Policy 3611.
- B. Each student health record must include all state and locally mandated health records, forms, and certificates. Other forms and documents such as parent notes, reports to parents, medical reports, medication orders, etc. should be added to the record as they are generated or received.
- C. A separate individual health record will be maintained in the health suite for each student enrolled in every school. Access to health records is guided by the Family Educational Rights and Privacy Act of 1974 (FERPA) and Policy 3611.
- D. When students withdraw, transfer, or graduate, the health record must be managed in accordance with Policy 3611.

### **IV. Supervision and Evaluation**

- A. Health Assistants
  - 1. Cluster nurses are responsible for supervising and evaluating health assistants in their clusters.

2. The frequency and duration of supervision activities is dependent upon Maryland Board of Nursing Criteria for Delegation.
3. The process used by cluster nurses to monitor the performance of health assistants may include observation, review of records, and consultation with school administrators.
4. Criteria for evaluation will include compliance with Health Services Performance Standards, and will be established using an evaluation tool designed for the purpose.
5. A formal evaluation will be conducted annually.
6. Principals/designees will provide written input to the annual evaluations using a form developed for the purpose. Principals will meet with health assistants to discuss their input and sign the forms.
7. Health assistants and principals will receive copies of signed evaluations. Originals will be filed in the Personnel File.
8. Cluster nurses will confer with principals regarding the development of action plans and for any evaluation with Needs Improvement or Unsatisfactory overall ratings.

C. Nurses

1. The Health Services Coordinator/designee is responsible for supervising and evaluating cluster nurses and school nurses.
2. The frequency and duration of supervisory visits will be determined according to specific needs.
3. The process used to monitor the performance of nurses may include observation, review of records, and consultation with school administrators.
4. Criteria for evaluation will include compliance with Health Services Performance Standards and achievement of goals, and will be established using an evaluation tool designed for the purpose.
5. Principals will provide written input to the annual evaluations using a form developed for the purpose. Principals will meet with nurses to discuss their input and sign the form.
6. Nurses and principals will receive copies of signed evaluations. Originals will be filed in the Personnel File.

**V. Licensure, Certification, and Professional Development**

- A. Nurses and health assistants must maintain current licensure and/or certification according to Maryland Board of Nursing requirements.
- B. Nurses and health assistants must maintain current certification in first aid, CPR, and the use of an Automated External Defibrillator (AED) from an approved program.

- C. Professional development will be offered on a regular basis for required certification.
- D. Nursing tasks will only be delegated in accordance with the Maryland Board of Nursing Nurse Practice Act. Training will be provided by the nurse to a health assistant or other unlicensed employees when a nursing task is delegated.

**VI. Health Room Coverage**

- A. When a health assistant or school nurse is absent for a half day or more, every effort will be made to assign a substitute nurse to a health room. The cluster nurse must be notified and plans put into place to provide care for students with special health needs.
- B. In the absence of a cluster nurse, arrangements will be made for supervision of affected health assistants by a nurse.
- C. There may be times when health room coverage by health employees is not available. Cluster nurses and principals are responsible for developing a plan for providing basic services in these situations.

**VII. Communication**

- A. A health services manual, "Requirements and Procedures for School Health Services," will be available in each school in the health suite and on the school system web site. These manuals will provide specific information and direction for the provision of health care in the school setting. Manuals will be revised and updated as necessary to be consistent with current standards of nursing and medical practice, and to reflect current state and federal requirements.
- B. Basic information regarding health services, including screening requirements and medication administration, will be published in the HCPSS Calendar and Handbook and on the system website.

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