

Section 1: Introduction for Substitute School Nurse

The purpose of this document is to assist the substitute school nurse in understanding the responsibilities and expectations of school nursing in Albemarle County Public Schools.

Role of School Nurse in the Mission of Albemarle County School System

The primary mission of the Albemarle County School System is to provide and promote a dynamic environment for learning through which all students acquire the knowledge, skills, and values necessary to live as informed and productive members of society. It is the mission of the school nurses to support the stated mission of the County of Albemarle School Division. The vision of school nurses is to promote the health and wellness of students and staff in order to enable the optimal fulfillment of the learning goals as stated in the above mission statement. This is accomplished by the implementation of health services including but not limited to: the care of ill and injured students and staff; administration of medications and performance of other skilled nursing procedures; management of outbreaks of communicable diseases by determining criteria for exclusion and return-to-school; health screenings; health education; health counseling of students and parents; compilation of health related data; consultation with teachers, parents, area physician, health department, and other agencies; and ensuring the physical safety and well-being of students and staff by vigilant evaluation of the physical environment. The school nurse performs health services that are in compliance with federal, state, and local laws governing the implementation of these services.

Qualifications: A minimum of an LPN license, at least one year supervised nursing experience, must have current CPR certification and be familiar with current first aid practices.

Substitute Specific Information

Substitute nurses' performance may be evaluated by the school administrator. If a substitute nurse does not meet expectations he/she may be removed from the substitute roster.

Substitute nurses are expected to comply with all of the requirements and expectations delineated by the Department of Human Resources for substitute teachers. See **Appendix A: Albemarle County Public Schools Substitute Employee Information**

Section 2: Information for Substitute School Nurses

Universal Precautions

Universal precautions are to be taken when handling any bodily fluid. The requirements are as follows:

1. Latex or latex free disposable gloves are to be used when touching any body fluid.
2. Any spill of body fluid is to be cleaned with wearing gloves and using Virex 256 solution (or a bleach solution) and paper towels.
3. Wash hands before and after every procedure and after removing gloves.
4. If skin contact occurs with body fluids immediately and thoroughly wash hands with soap and water.
5. Do not recap, bend, or break needles. Dispose of needles, pins, lancets, etc. in designated sharps box.

Responsibilities of the Substitute School Nurse

1. Introduce yourself to the front office staff at the school. Find out where to sign in.
2. Wear a substitute identification badge at all times.
3. Locate health forms and other health information.
4. Locate the list of students with medical conditions, special instructions, and care plans, if any.
5. Locate the medication log, the flip chart *First Aid Guide to School Emergencies*, and emergency information on each student including parent contact information.
6. Have office associate show you clinic visit documentation system.
7. Learn how to use the telephone and intercom system.
8. Remember that all student information – health and personal -- is to be kept confidential.
9. Obtain the key to the medication cabinet. The cabinet must be kept locked at all times. Carry the key with you. Return the key to the principal or designated personnel at the end of the day.

Clinic Procedures:

1. **Administering medication:**
 - Locate the medication log and the file of parent/guardian permission for medication.
 - Written parent permission and instructions must be on file in order for school personnel, including substitute, to administer any medication – prescription or over-the-counter. Physician signature is required for any prescription medication.
 - Medication is to be kept locked at all times except when it is being dispensed.
 - Remember the 5 rights:
Right student **Right** time **Right** route
Right medication **Right** dose

- Check the medication log for daily medications. If a student does not report to the clinic at the designated time, find out from office staff if the student is absent and how to reach the student if present (note: do not announce that the student has not received medication to the teacher but simply request that the student report to the health office).
 - Signature/initials are required whenever you administer any medication.
 - All medication is to be provided by parents in original containers – not baggies, envelopes or other containers. Medication in individual packing may be in a bag.
 - Field trips: If a field trip is scheduled the school nurse is responsible for preparing medication to give to the teacher prior to the field trip – this includes daily as well as PRN medications. The school nurse also provides the teachers with a First Aid kit for field trips – this should already be assembled.
 - All controlled substances must be counted upon receipt and documented – the form should be with the medication log. Any medication sent home with a parent/guardian must be recorded.
 - In accordance with state law, students are permitted to self-carry inhalers and epinephrine auto-injectors if the proper paperwork is on file. This generally applies to students in the middle and high schools only.
2. **Medical Emergencies:** Refer to the flip chart *First Aid Guide for School Emergencies* located in the clinic. If you determine a 9-1-1 call is warranted be sure to tell the 9-1-1 dispatcher the precise problem as far as you know. Have the office staff notify the parent/guardian. Have the office staff copy the emergency card (back and front) to give to the rescue squad personnel. See Appendix C for Emergency Procedures.
 3. **Communicable conditions:** Refer to the chart in Appendix B for criteria for school exclusion.
 4. **Documentation:** All clinic visits must be documented. Find out the documentation system from the office personnel. All medication given must be recorded.
 5. **Clinic Visit Management:** Provide basic first aid to students and staff for illness and injury complaints. Consult *Clinical Guidelines for School Nurses* (located in most school clinics) or www.medlineplus.gov for instructions on how to manage certain conditions in the school setting.
 6. **Vision and Hearing Screening:** The state requires that schools provide vision and hearing screenings to all students in grades 3, 7 and 10 as well as students new to the district. Please see the website for instructions and procedures: <http://schoolcenter.k12albemarle.org/education/components/docmgr/default.php?actiondetailid=45141&catfilter=6584>
 7. **Albemarle County Policy and Practice** Consult www.k12albemare.org/schoolnurses for policy and practice guidelines. Access the School Nurse Manual by clicking that key on the navigation bar.
 8. **Accident Reports:** If a student is injured due to an accident, an accident report must be filed. Ask the office staff personnel for an *Accident Report Form*. If a staff member is injured due to an accident at school a *Workman's Compensation Form* must be completed. This is usually the responsibility of a designated person

other than the nurse, but the nurse may be the first to see the injured staff member. Ask the office staff whose responsibility this is at that particular school.

9. **Standing Order for Emergency Epinephrine:** Per new legislation mandating that all public schools stock epinephrine for administration to any student believed to be experiencing symptoms of anaphylaxis, all schools have standing orders and floor-stock epi-pens. This is not intended to replace the need emergency medication for those already diagnosed with severe allergies – their medications and forms should be provided by their parent/guardian. All schools have signed standing orders for the epinephrine.
10. **Questions/Concerns** If you have any questions or concerns while serving as a substitute nurse you may call Eileen Gomez, RN MSN at 973-8301.

Section 3

Appendix A: Albemarle County Public Schools Substitute Employee Information

Employment: Albemarle County Public Schools reserves the right to hire or assign substitutes at its sole discretion. Persons hired on a substitute basis are considered to be at-will employees, and may be dismissed with or without cause at any time without any further obligation on the part of the Albemarle County Public Schools. Work is not guaranteed or implied.

Prior to starting in your position, you must have completed the following:

- Application
- Temporary Employee Personal Data Sheet
- I-9
- Federal and State Tax Forms
- Fingerprints
- Child Abuse Registry Check
- Negative TB Test Results
- Review of County Policies (HR orientation presentation)

*HR will only accept completed packets

Information/Communication www.k12albemarle.org

The County Schools' Webpage is the primary source of internal communication. It contains pertinent communications including: policies, forms, job postings, department information & resources.

Smoking and Alcohol Policies

According to the Albemarle County School Board Policies, smoking is prohibited in any County school building, on school grounds, or at any County event.

The County wants to ensure a safe, healthful and productive environment for employees. All County employees shall be responsible for reporting evidence of the use of drugs or alcohol by staff or students to their supervisors or school administrators. Employees may be directed to submit to testing upon reasonable suspicion of a violation of this policy, and will be transported to the test site by his or her designee.

Background Checks Albemarle County Schools require criminal background checks prior to employment. Employment is conditional upon satisfactory clearance. It is the policy of the School Board that ALL employees must report to their managers any ARRESTS as well as CONVICTIONS that occur during employment and/or breaks of service. This includes occurrences when you are both actively working for the County and between assignments. Failure to do so may result in immediate dismissal. The Board reserves the right to do periodic criminal background checks.

Discrimination Albemarle County is an Equal Opportunity Employer. It is the policy of the Board not to discriminate against any employee because of race, color, religion, age,

sex, disability, national origin, pregnancy, sexual orientation* or marital status. Discrimination for any of the above reasons is prohibited in recruitment, examination, appointment, training, promotion, retention, discipline, and any other aspects of Human Resources administration.

*Should not be interpreted to render lawful any conduct prohibited by the laws of the Commonwealth of VA.

Use of Technology: The Board defines acceptable use of the computer, Internet, E-Mail, voicemail, phone, and network systems. Abuse may consist of either excessive or unacceptable use. Albemarle County reserves the right to monitor, review and audit an employee's use of these systems at any time. Use of these systems implies consent to County monitoring and acceptance of the County's acceptable use policy.

Standards of Conduct: Violations of unacceptable conduct policy may result in immediate dismissal. Individual schools or departments may have additional standards of conduct as defined by the principal or supervisor. Check with your substitute coordinator.

Minimum Expectations:

- Timely and regular attendance
- Appropriate application of time
- Satisfactory work performance
- Appropriate attire
- Courteous and professional behavior toward the public and fellow employees

Examples of Unacceptable Conduct:

- Obscene or abusive language
- Unauthorized use or misuse of County property or records
- Inadequate or unsatisfactory job performance
- Threatening or coercing employees

Harassment (Sexual or Otherwise): Harassment will not be tolerated by the County. Harassment may be direct or indirect, intentional or not, between any genders and any levels of staff and/or students. Any behavior or material that you believe that COULD be perceived as harassing should not occur. This includes potentially offensive jokes, emails, pictures, websites, etc.

It is illegal for any employee to harass another employee, student, or visitor by: making unwelcome sexual advances or requests for sexual favors, or engaging in verbal or physical conduct of a sexual nature; making submission to or rejection of such conduct a basis for employment decisions affecting the employee; or creating an intimidating, hostile, or offensive working or educational environment by such conduct. Incidents of sexual harassment will be investigated and may result in termination of employment with the County.

Contact Human Resources to bring forward any complaints or questions about harassment

Safety: Your supervisor will give you job-specific safety training, if applicable. Please ask questions if you are unsure about any procedures, equipment, etc. We hope that all of our employees are safe and free from injury; however, accidents do occur. You are required to report every injury, no matter how minor, within 12 hours to your supervisor. Your supervisor will provide you information on seeking medical attention if necessary. Note: If referred to a medical facility, do not give your personal medical insurance information.

**Visit www.k12albemarle.org
to review the full policies of topics such as:**

- Smoking
- Alcohol/Drug Free Workplace
- Criminal Background
- Discrimination
- Technology Usage
- Standards of Conduct
- Harassment

School Locations: Albemarle County is very large! Please make sure you know where each school is located before selecting locations on your application. Only select those schools to which you are willing to travel. However, you may change your locations at any time by contacting HR.

Appendix B: Frequently Asked Questions

How do I determine when to send a student home?

This can be a challenge for any school nurse. In general, children should be sent home when they present with a fever (≥ 100 F), are vomiting, having diarrhea, or feeling ill. Discerning the cut-off can be difficult, especially for the substitute nurse. Vague complaints in the absence of a fever are generally a judgment call. One can always try to call a parent and report the complaint with a comment such as “Johnny is complaining of a stomachache, it began midmorning during Science. He does not have a fever, is not feeling hungry, and feels slightly nauseous. I am calling to see how you want me to handle this.” Office staff may be of some help in that they may be able to tell you whether the child has frequent complaints, has parents who want to be notified no matter what, or has parents who do not want to be notified except under dire circumstances. Sometimes a teacher will report that the child is really not himself and request that you call a parent.

Can I compel a parent to pick up a student if the parent says they can’t or won’t?

You can compel a parent if the child has a fever, is vomiting and doesn’t have an explanation such as motion sickness, a reaction to a nauseating stimulus, etc. or is really injured and requires medical attention. Report the situation to an administrator if the parent refuses under these sorts of conditions. Short of these situations, parents may choose for their child to remain at school.

Can I give Tylenol or Ibuprofen without parent permission?

No, in Albemarle County parent permission is required for all medication. If a child has a high fever (over 104) Ibuprofen or Tylenol can be administered with parent permission over the phone. Check the emergency card and/or health form to see that the child is not allergic to the medication before administering. This also applies if a student has hives or other signs of a serious allergic reaction -- with parent phone permission you may administer Benadryl. In both cases parents need to pick the student up and then can sign the permission form.

What should I do if I have a sick or injured child and cannot reach a parent?

Each parent/guardian is supposed to provide emergency contacts – individuals who have permission to pick-up a student if parents can’t be reached. Many nurses do not call emergency contacts for routine illnesses. Often a student will remain in the school clinic for quite some time until a parent is reached.

What if I suspect child abuse?

A school administrator should be notified. He/she may be able to provide a history and can help decide if Child Protective Services (972-4010) should be called.

My clinical experience is in hospital nursing. Do you have any tips I might find helpful in the school setting?

Assessment of a complaint might be a bit different in this setting. The one piece of objective data you can obtain for any illness complaint is temperature. See above for school exclusion for fever. Beyond that you might consider the following:

- When did it start? This is a great way to determine how acute the problem is. If the student says 6 months ago, the situation probably isn't too pressing.
- On a scale of 1 to 10 how much does it hurt?
- Where does it hurt?
- Does this happen often? What do you usually do to manage it?
- How does the school nurse usually handle this complaint?

Section 5

Appendix C: School Emergency Response Procedure

In case of actual or potential/suspected medical emergency school personnel should follow the procedure below:

- 1) School personnel will notify the office immediately by:
 - Phone or intercom if available
 - Radio if available
 - Send responsible person for the administrator or school nurse
- 2) The school nurse, administrator, or designee will call 9-1-1, if necessary.
- 3) The student should not be moved unnecessarily while waiting for the administrator or nurse.
- 4) If necessary, suspend all other class activities until the ill/injured student has been attended.
- 5) Only approved First Aid techniques* may be used by teacher to halt excessive bleeding of an injury.

For all calls to EMS / 9-1-1 school personnel should do the following:

- The school nurse or other trained person will stay with the injured/ill student or staff member and administer first aid and support as needed.
- Call or delegate call to 9-1-1. State specifically the reason for the call (i.e. diabetic emergency, injury from a fall, etc.)
- Provide or delegate the provision of student information and parent contact information from Power School to EMS personnel.
- Station somebody near entrance of school to direct EMS personnel
- Make every attempt to reach parent/guardian.
- Remain calm.
- Remove other students and unnecessary staff from the scene.
- Determine in advance with administrator which school personnel will accompany student in ambulance if parents cannot be reached.
- Provide a report of the history of incident:
 - a. Time of onset and precipitating factors
 - b. Significant health history, if known, including present medications
 - c. If student lost consciousness and for how long
 - d. Note characteristics of seizure or other incidents
 - e. Any medication given or other intervention and time administered
 - f. Other relevant information
 - g. Give transport personnel name and contact information of school personnel should ER personnel need more information.

* Utilizing Universal Precautions, staff will don protective gloves and will put pressure on the bleeding wound using sterile gauze if available, or paper towels, tissues, napkins, or clean cloth if not. Blood spills need to be cleaned following OSHA standards