Special School District

Health Services
Program Evaluation

Debra D’Arcy, Chair
Board Approved: May 12, 2009
As required by the Missouri School Improvement Plan (MSIP) standards, school districts must evaluate Health Services biennially. The question approved by the Board of Education for the present program evaluation was as follows: Has SSD developed and implemented a program for school health services including goals, objectives and service activities (e.g., policies, comprehensive health screenings, etc.) as required by MSIP Standard 8.12? The present evaluation includes a review of MSIP indicators related to health services and SSD polices and practices. Based on stakeholder review of the data, strengths, concerns and recommendations are noted.

Results

Strengths
- SSD currently has policies and procedures in place related to Health Services as required by MSIP Standard 8.12.
- Monthly nurses’ meetings have been well received by those in attendance.

Concerns
- Some nurses have difficulty attending monthly meetings due to duty time constraints.
- Use of the SIS computerized health record program is making very slow progress due to varying levels of computer skills among the nurses, the limited time and opportunities for training, as well as initial issues related to availability of adequate or readily accessible computers. Concerns have also been voiced that SIS is not a user-friendly health services application.

Recommendations
- Increase attendance at monthly meetings by providing substitute nurses to cover nursing assignments for those with schedule and duty conflicts. This would allow all of the District nurses to share their strengths with each other, with potential to share with partner districts in the form of in-service offerings.
- Develop a plan to ensure SIS training opportunities, computer access and support, and substitute nurses to cover nurse assignments during training for all SSD building and ECSE nurses to facilitate full implementation of the SIS system by the end of first quarter for the 2009-2010 school year. Investigate a “train the trainer” model, summer training opportunities and stipends to facilitate implementation.
- Explore software applications (e.g., modified SIS method, SNAP, Sapphire) for use by 1:1 nurses in partner districts to record health services information for students served.
- Collaborate with Technology Services with regard to technology and/or equipment needs to facilitate implementation of SIS and/or other health services software applications.
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Program Evaluation Question(s)
Has SSD developed and implemented a program for school health services including goals, objectives and service activities (e.g., policies, comprehensive health screenings, etc.) as required by MSIP Standard 8.12?

I. Program/Service Information

1. Name of Program or Services: Health Services Program

2. Personnel Responsible for Evaluation and Program (list):
   Debra D’Arcy RN, MSN, NCSN (Program and Evaluation)

3. Demographic Description of Program:
   Location(s): Eight SSD building health offices, 12 one on one sites in 10 partner districts (Affton=1, Brentwood=1, Ferguson/Florissant=1, Mehlville=1, Normandy=1, Pattonville=1, Parkway=2, Riverview Gardens=1, and Rockwood=3; 20 Early Childhood Special Education sites throughout the county.

   Number of staff: 33 total staff members, 30 staff RN’s, 1 staff LPN, 2 Health Room Assistants, 1 Effective Practice Specialist of Health Services

   Participants: Nurses, Effective Practice Specialist of SSD Health Services, Partner District Nurses, SSD Consulting Physician.

   Length of program/service: School year calendar, excluding extended school year program.

4. Date of Evaluation (Year/Duration):
   2008-2009

5. Goal/Objective of Program/Services:
   To provide supportive, professional and specialized health care services for the students and school staff for the purpose of moving all children forward in the educational process. Ultimately realizing that optimizing the health and well-being of students and staff has a direct impact on each student’s learning potential.

6. Brief description of relationship between program goals, CSIP and MSIP Standards:
   Program goals are related to MSIP Standard 8.12 (School Health Services), MSIP Standard 8.1 (Biennial Program Evaluation), CSIP Goal I (Student Performance) and CSIP Goal III (Facilities, Support and Instructional Resources).
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II. Evaluation Criteria for Programs/Services Offered (check type utilized)
MSIP Standard and Indicators
Review of Policies and Procedures

III. Description of Stakeholders Engagement in Program Evaluation:
• Debra D’Arcy RN, MSN, NCSN, Effective Practice Specialist
• Dr. David Campbell, MD, District Consulting Physician
• Jean Williams, RN, MS, Retired SSD Lead Nurse and Grant Writer
• Amy Wehr, RN, BSN, NCSN, Rockwood School District Lead Nurse.
• Carrie Homeyer, parent of student receiving SSD health services.

IV. Results
MSIP Standard
Fourth cycle MSIP Standard 8.12 notes that the district has developed and implemented a program for school health services which includes goals and objectives, service activities, and an evaluation design. DESE outlines three indicators in this area which are used to more fully define Standard 8.12. These three indicators are as follows:

• 8.12.1: The district has a written health services plan and health care services which include:
  o goals and measurable objectives aligned with the CSIP and student performance data
  o program evaluation criteria and procedures
  o board-approved written policies on the administration of medication, contagious and infectious diseases, immunizations for school children, confidentiality of health records, and child-abuse reporting
  o procedures for first aid and emergency care (including accident-reporting procedures and records of students served)
  o procedures for maintaining up-to-date cumulative health records including immunization records and emergency contact information
  o procedures for providing comprehensive health screenings, making referrals for identified health problems, and sharing information with parents/guardians
  o procedures for monitoring students’ chronic health problems and for developing strategies for addressing such problems to ensure individual students’ academic progress.

• 8.12.2: The health services plan and program is reviewed by a registered nurse and/or a consulting physician annually.

• 8.12.3: Program improvement strategies have been identified and implemented.
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Each of these indicators will be addressed below with regard to implementation at SSD.

Health Services Plan (8.12.1)
Goals and Objectives: To provide supportive, professional and specialized health care services for the students and school staff for the purpose of moving all children forward in the educational process. Ultimately realizing that optimizing the health and well-being of students and staff has a direct impact on each student’s learning potential.

Evaluation: Health Services is formally evaluated biennially as required by MSIP Standard 8.1. In addition, all nurses are responsible for submitting monthly reports of health services provided and their frequency (Appendix A). This is submitted to the EPS and totaled annually. Individual Health Care Plans (IHPs) are developed by the nurse to address specific health concerns and needs. These are updated annually by the nurse in conjunction with the parent and student’s physician. Emergency Care Plans (ECPs) are developed by the nurse to address how to react to potential emergencies that are student specific. These are then shared with the staff working with the student. The Special Health Care Needs Inventory for the State of Missouri (SHCN) is completed annually and reflects the acuity of health care needs of students provided services by SSD nurses (Appendix B).

Board Approved Policies: Documentation indicates the following Board policies were updated, discussed and are currently in place: EBB Communicable Diseases (contagious and infectious diseases), EBBA Illness and Injury Response and Prevention, EBBAA Health Care Directives (in process of update), JHC Student Health Services and Requirements, JHCB Student Immunizations, JHCD Administration of Medications to Students, JHCD-R Administration of Medications to Students-Regulation, JO Student Records (confidentiality of health records), JHG Reporting Child Abuse, GBEC Communicable Diseases-Employees, and GBEC Management of Bloodborne Pathogens.

First-Aid/Emergency Care: Students with a potential of a life-threatening emergency have a Emergency Action (Care) Plan developed by the nurse in conjunction with the parent and physician if needed. This written plan is shared with staff involved in the care of the student. Staff is trained on responding to the potential emergency. The nursing staff reports to the EPS the number of students with ECPs. Health Services is moving toward utilizing a standardized Seizure Action Plan developed by the Epilepsy Foundation, a Severe Allergy Action Plan and Asthma Action Plan developed by the Asthma and Allergy Foundation. Automatic External Defibrillators (AEDs) are located in each district school building and the central administration office. A team has been established at each location and trained by the building nurse(s) in CPR and use of the AED. The District’s Consulting Physician oversees the AED program which is reviewed and approved annually. The AEDs were upgraded to the most recent (2005) American Heart Association recommendations this year. Clinic visit logs are kept on each student receiving care. The district is in transition of fully implementing SIS computerized health record charting for health room visits. Accident/incident reports are currently recorded in triplicate on

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These are forwarded to the building administrator, insurance department and EPS of Health Services for further evaluation. The safety committee reviews the reports monthly and makes recommendations for any changes.

Cumulative Health Records: A computerized system for documenting health records will be fully utilized by the end of the first quarter of the 2009-2010 school year. SSD nurses are currently moving to use of the Student Information System (SIS) for immunization tracking and reporting, clinic visit log, medication documentation, tracking and identifying medical concerns and chronic health problems, tracking health screenings and referrals, etc. Implementation has been slow due to the varying levels of computer skills among the nurses, the limited time and opportunities for training, as well as initial issues related to availability of adequate or readily accessible computers. Concerns have also been voiced that SIS is not a user-friendly health services application.

Health Screenings/Referral/Information Sharing: Health screenings are performed per the State of Missouri Department of Health and Senior Services recommendations. Referrals are made for further evaluation if a problem is detected during the screening(s). Many of our students are difficult to test due to their disability and may be referred for further evaluation of hearing, vision, scoliosis or growth concerns to his or her private physician or to the District’s audiology department if related to hearing. The nursing staff shares resources with parents if they are unable to obtain the necessary follow up for their child or if financial constraints or access to care is problematic.

Monitoring Chronic Health Problems: Students with chronic health problems are identified on an ongoing basis. Once identified, IHPs are developed by the nurse in conjunction with the parent(s) and student’s physician to enable the student to overcome health-related barriers in the school setting. We have 12 nurses providing individualized nursing services to specific students with significant health concerns in partner districts enabling these students to attend school in the least restrictive environment.

Health Services Plan/Program Review (8.12.2)
The Effective Practice Specialist for Health Services (formerly referred to as Lead Nurse), the District Consulting Physician and the Director of Special Education review the Health Services Plan/Program Annually. Additions, deletions and revisions are completed when needed on an ongoing basis. Collectively, we review policy and procedures and relate them to the most updated best practice standards.

Program Improvement (8.12.3)
Health Services sets aside time for identifying and implementing improvement strategies during our monthly nurses meetings. Monthly meetings were newly established for the 2008-2009 school year. The meetings are held on the 3rd Tuesday of each month, August through May from 4:00PM to 5:30PM. Meeting agendas are included in Appendix C. Meetings allow for in-
servicing on a variety of current topics with guest speakers/presenters. In addition, these meetings facilitate communication between all district nurses, dissemination of materials and information, and professional and meaningful conversation on ways to improve and streamline paperwork needed to provide students with a healthy and safe school experience. This year we were in-serviced on cough etiquette and DVDs were distributed to each building and ECSE nurse to provide staff and students with cough etiquette education during cold and flu season. We also received updates and training on hearing and vision screening via on-line tutorials. In November, we had a guest presenter from Cardinal Glennon Children’s Hospital present on updates on tracheostomy care and management. In January, we provided CPR Health Care Provider class for our current RN staff who are not CPR instructors. In February, we brainstormed on better ways to obtain the necessary physicians’ orders prior to the start of school. In March, one of our SSD nurses who is a Diabetic Educator for Cardinal Glennon presented a workshop for the nurses. In April, we utilized small groups to address updating and streamlining forms for health services. In May, we are planning a presentation on cochlear implants and the Audiology department will be updating us on hearing screening and providing instruction on the use of Verbal Auditory Screening for Children (VASC). Monthly, we discuss SIS and the roll out plan for its use. Approximately 75% of the nurses attend the monthly meetings. Those attending voiced positive comments on the value of holding monthly meetings, receiving valuable information that impacts the care delivered, and the opportunity to have meaningful discussion with fellow nurses. It is a concern that some nurses have difficulty attending the meetings due to duty time constraints (e.g., building release times, accompanying student on bus, etc.). Use of substitute nurses to cover the few that have duty issues has met with some success.

V. Summary

Strengths

- SSD currently has policies and procedures in place related to Health Services as required by MSIP Standard 8.12.

- Monthly nurses’ meetings have been well received by those in attendance.

Concerns

- Some nurses have difficulty attending monthly meetings due to duty time constraints.

- Use of the SIS computerized health record program is making very slow progress due to varying levels of computer skills among the nurses, the limited time and opportunities for training, as well as initial issues related to availability of adequate or readily accessible computers. Concerns have also been voiced that SIS is not a user-friendly health services application.
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Recommendations

• Increase attendance at monthly meetings by providing substitute nurses to cover nursing assignments for those with schedule and duty conflicts. This would allow all of the District nurses to share their strengths with each other, with potential to share with partner districts in the form of in-service offerings.

• Develop a plan to ensure SIS training opportunities, computer access and support, and substitute nurses to cover nurse assignments during training for all SSD building and ECSE nurses to facilitate full implementation of the SIS system by the end of first quarter for the 2009-2010 school year. Investigate a “train the trainer” model, summer training opportunities and stipends to facilitate implementation.

• Explore software applications (e.g., modified SIS method, SNAP, Sapphire) for use by 1:1 nurses in partner districts to record health services information for students served.

• Collaborate with Technology Services with regard to technology and/or equipment needs to facilitate implementation of SIS and/or other health services software applications.

V. Action Plan for Recommendations as A Result of Program Evaluation

Person responsible to champion action plan:
Debra D’Arcy RN, MSN, NCSN, CNS BC, EPS Health Services

Timeframe for reporting updates to Board of Education: Bi-Annually

Date:_________
Signature of Administrator Responsible for Chairing Evaluation

Board Approved: 5/12/2009
APPENDIX A

SSD HEALTH SERVICES MONTHLY REPORT
SSD HEALTH SERVICES MONTHLY REPORT

Submitted by ________________________  Month/Year ______________
School/Area ____________________________  Attendance days __________
# Students _________  # Sites __________

**Health Room Visits**  **Referrals**  **Screenings**  **Referrals**
Illness ___________  ___________  Vision ___________  ___________
Injury ___________  ___________  Hearing ___________  ___________
Personal/Emo ___________  ___________  Lice ___________  ___________
Dental ___________  ___________  Hts/Wts ___________  ___________
Abuse/Neglect ___________  ___________  Scoliosis ___________  ___________
Incident Forms ___________  ___________  Nutrition ___________  ___________

**MEDICATION**
Rx ___________  ___________  Illness ___________  ___________
PRN ___________  ___________  Injury ___________  ___________

**SPECIALIZED HEALTH CARE TX**
BP ___________  ___________  Hepatitis A Vaccine ___________
Bl. Sugar ___________  ___________  Hepatitis B Vaccine ___________
Cath/Colost ___________  ___________  BB Path Referrals ___________
Resp. Tx ___________  ___________  Worker’s Comp ___________
Oral Suction ___________  ___________  PPD ___________
Trach Suction ___________  ___________  EMS CALLS AND REASONS
Tube Fdgs. ___________  ___________
Other ___________  ___________

**CASE /OFFICE MANAGEMENT**
Review or Create Health Record ___________
Individualized Healthcare Plans ___________
Emergency Healthcare Plans ___________  SUPPORT ROOM ___________
IEP/Care Tm. Meetings ___________  ___________  BUS RIDES ___________
Delegation Training ___________
Home Visits ___________

**CONTACT**
Parent ___________  ___________  ___________  ___________
Physician ___________  ___________  ___________  ___________
Social Worker ___________  ___________  ___________  ___________
Teacher ___________  ___________  ___________  ___________
Administrator ___________  ___________  ___________  ___________
Outside agencies ___________  ___________  ___________  ___________

**STAFF VISITS**  **REFERRALS**

**OTHER**

**EMS CALLS AND REASONS**

**SUPPORT ROOM**

**SENT HOME**

**CONTACT**

**PHONE**  **WRITTEN**  **VISIT**
SSD HEALTH SERVICES MONTHLY REPORT

HEALTH ED./PROMOTION – STUDENTS (List):

HEALTH ED/PROMOTION – STAFF (List):

COMMITTEE MEETINGS (List):

PROFESSIONAL DEVELOPMENT (List):

OTHER COMMENTS:
APPENDIX B

Special Health Care Needs Inventory for the State of Missouri (SHCN)
### INVENTORY OF STUDENTS WITH SPECIAL HEALTH CARE NEEDS
#### 2008 – 2009 School Year

**School District Name:** Special School District of St. Louis County  
**County:** St. Louis  
**RN Coordinator of Health Services:** Debra D’Arcy RN, MSN

Please enter the number of students in your school district that have been diagnosed or identified with the following special health care need(s) or health condition(s). Students may be entered more than once.

<table>
<thead>
<tr>
<th>Illness or Disability</th>
<th># of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergies – life threatening - Food</td>
<td>62</td>
</tr>
<tr>
<td>Allergies – life threatening - Insect</td>
<td>10</td>
</tr>
<tr>
<td>Allergies – life threatening - Latex</td>
<td>4</td>
</tr>
<tr>
<td>Asthma – on medication at home or school</td>
<td>445</td>
</tr>
<tr>
<td>Blind</td>
<td>35</td>
</tr>
<tr>
<td>Cancer</td>
<td>5</td>
</tr>
<tr>
<td>Taking Chemotherapeutic Medication</td>
<td>4</td>
</tr>
<tr>
<td>Chronic infection (e.g., Hepatitis, etc.)</td>
<td>4</td>
</tr>
<tr>
<td>Cleft lip and palate</td>
<td>5</td>
</tr>
<tr>
<td>Cystic Fibrosis</td>
<td>2</td>
</tr>
<tr>
<td>Daily special health care procedures</td>
<td></td>
</tr>
<tr>
<td>- Blood sugar check</td>
<td>13</td>
</tr>
<tr>
<td>- Catherization care</td>
<td>3</td>
</tr>
<tr>
<td>- Ostomy care</td>
<td>4</td>
</tr>
<tr>
<td>- Tube feeding</td>
<td>44</td>
</tr>
<tr>
<td>- Ventilator dependent</td>
<td>1</td>
</tr>
<tr>
<td>Deaf with no assistive devices</td>
<td>10</td>
</tr>
<tr>
<td>- With FM systems</td>
<td>2</td>
</tr>
<tr>
<td>- With hearing aides</td>
<td>26</td>
</tr>
<tr>
<td>- With cochlear implants</td>
<td>5</td>
</tr>
<tr>
<td>Diabetes</td>
<td></td>
</tr>
<tr>
<td>- Type 1</td>
<td>12</td>
</tr>
<tr>
<td>- Type 2</td>
<td>10</td>
</tr>
<tr>
<td>Drug/alcohol abuse</td>
<td>10</td>
</tr>
<tr>
<td>Eating disorder (e.g., Anorexia, Bulimia, etc.)</td>
<td>5</td>
</tr>
<tr>
<td>Gastrointestinal Disorders (e.g. Irritable Bowel Syndrome, etc.)</td>
<td>20</td>
</tr>
<tr>
<td>- Crohn’s Disease</td>
<td>1</td>
</tr>
<tr>
<td>- Ulcers</td>
<td>3</td>
</tr>
<tr>
<td>- Bowel/Bladder Incontinence</td>
<td>236</td>
</tr>
<tr>
<td>Genetic disorder (e.g., Down Syndrome, Neurofibromatosis, Cleft Lip/Palate, etc.)</td>
<td>173</td>
</tr>
<tr>
<td>- Sickle Cell Disease</td>
<td>9</td>
</tr>
<tr>
<td>Heart disease with activity restrictions</td>
<td>8</td>
</tr>
</tbody>
</table>

Please respond by December 1, 2008. You may fax to 573-526-5347, or mail to Department of Health and Senior Services, Attn: Marjorie Cole, P.O. Box 570, Jefferson City, MO 65102.
APPENDIX C

2008-2009 Meeting Agendas
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Nurses’ Meeting Agenda
Tuesday, August 12, 2008

1. Welcome Back (Pick up folder on way into meeting)
2. Meet the new consulting physician for the district Dr. Campbell (30)
3. Introductions of new and current staff (15)
4. Video on TED.com Jill Bolte Taylor (20)
5. Updated Nurse Assignments list (handout) Review for corrections*
6. Updated Sub Nurse List and Review of obtaining a sub RN (handout)
7. Request e-mail addresses from sub RN’s for availability and needs
8. Request MO RN License (several not found in files)
9. Beginning of school year reminders: In-service staff in universal precautions video and allergies/asthma in school setting (handout)
10. Does everyone have available:
   - Students with Seizures Manual for School Nurses
   - Diabetes Management in the School Setting
   - Policy and Procedure Manual (you are responsible for reviewing and understanding the contents)
   - MODHSS Screening guidelines for vision, hearing, scoliosis and growth
   - MO Manual for School Health Programs (you are responsible for reviewing and understanding the contents)
   - School Health Services Program Manual for School Health CD
   - MODHSS DVD on Seizures & Diabetes, Asthma & Head Lice
   - Children and Youth Assisted by Medical Technology in Educational Settings by Stephanie Porter, 2nd edition, 1997
   - Guidelines for contacting DOH regarding communicable diseases (call me first so that I am aware of any potential situations)
11. CPR instructor new and renewal sign up (new Sept. 23, Nov.4, renew TBA)
12. Epi-Pens-expiration dates, AED batteries & pads (e-mail or call me)
13. Health needs in areas/bldgs. (HCP’s), DNR’s (e-mail me)
14. Update me on work program needs
15. Update on new policies from BOE (handout)
16. Monthly nurse meetings schedule (handout)
17. Flu shots (vote on SSD giving or VNA?)
18. UMSL students in buildings (contact persons)
19. SLSSNA Fall Workshop, Janice Seleman, editor of School Nursing a Comprehensive Text is the speaker this year.
20. Article discussion “Tune In” the Faculty to Student Health Needs
21. Need updated licenses in 2009 (also, need proof of licensure from some still)

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Nurses Meeting Agenda
Tuesday, September 16, 2008
Central Office Room 61

1. Welcome. Introduction of new staff members. Updated nurse assignments and sub RN list.
2. In honor of the Olympics, a presentation of DVD Cough Etiquette. Distribute to special education building RN’s, ECSE (1 for Pkwy, North, Webster/Ritenour, Concord). One will be kept with Lead RN for other staff to borrow. Please do not make copies.
4. JoAnn Noll to speak on diversity. (Also, incontinence program information).
5. Immunization report information. DUE TO ME BY OCTOBER 3rd!!
6. HIB shortage and new vaccine brand names.
7. Updated letter to parents for Student Hepatitis A. (Place in your P&P manual)
10. Health Related Board Policy updates, adopted 8/26/08:
    • EBBA Illness and Injury Response and Prevention
    • JHDA Surveying, Analyzing or Evaluating Students 2pages
    • JHG Reporting and Investigating Child Abuse/Neglect 2 pages
    • JFCJ Weapons in School 2 pages
    • JFG Interrogations, Interviews and Searches 2 pages
    • JGD Student Suspension and Expulsion 4 pages
    • Medication policy is still being updated. Discussion about current policy.
11. Continuing Education Opportunities (SLSSNA schedule and membership forms, Fall workshop, NAMI, Fragile X).
12. New or updated forms:
    • Blood Glucose and Insulin Procedures for self care in school.
    • Vision –Mo Eye Examination for School to be filled out by eye professional
    • Elks Dental Services
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Nurses Meeting Agenda
Tuesday, October 21, 2008

1. Welcome and introduce new nursing staff.
2. Collect and count flu shot money.
3. Vision screening, web self study, mentor new nurses and update experienced staff on techniques, new law for students entering kindergarten and first graders new to the district, and tracking 1st and 3rd graders screening.
4. Hearing screening, audiometer first, if OAE is used, then refer to audiology due to r/o possible undetected sensory-neural loss.
5. Otoscopic exam on the web, self study.
6. Discuss health room observations/audits.
7. Wellness websites.
8. Distribute the last of the flu shots

Nurses Meeting Agenda
Tuesday, November 18, 2008

9. Welcome and introduce new nursing staff. Handout updated list.
10. Tracheostomy in-service/Barb Mossman CN ENT from Cardinal Glennon
12. Ambu bags?
13. Asthma Inhaler transition info handouts.
14. Screening guidelines for heights and weights. See MODHSS website “school health”
18. Project Hope Family
19. CPR classes after working hours. Any instructors interested in setting up some classes?
20. Pick up supplies as needed, Epi-pens, DVD’s, Hand sanitizer for 1:1’s, stickers, plastic pillow cases, etc. (freebies).
21. Holiday gathering on Tuesday, December 16th???? Any suggestions????
1. Welcome and introduce new nursing staff.
   a. Teresa Rice at Wedgewood 1:1
   b. Eva Seidler at Affton ECSE 1:1
   c. Tess Leinauer at Wildwood Middle 1:1
   d. Kathy Klein at Riverview Gardens ECSE 1:1
   e. Lisa Greenlee moved to at Beasley Elementary 1:1
   f. Kathy Craven moved to Highcroft Elementary 1:1
   g. Handout updated list.
2. Oxygen safety guidelines.
3. AED’s upgraded. New Protocol
4. Hepatitis A New Ordering Protocol and Administration Protocol, DOH form
5. Refrigerator temp log and Refrigerator sign. Did you get these by e-mail? Who needs a fridge thermometer?
6. Project Hope Family—Thank you notes.
7. CPR classes after working hours. If you plan on giving after hours for OT/PT, let me know the date BEFORE you give the class so that I can submit a Misc. Pay form to accounting so you are paid your stipend.
8. How is SIS going?
9. MASN Spring Conference April 18&19 at the Sheraton Westport. Hosted by JeffCounty School Nurses—Would we like to sponsor a Basket donation??
10. Pick up supplies as needed, Sharps containers, Hand sanitizer for 1:1’s
11. SMART goal discussion. How might we achieve improved compliance with obtaining current physician orders before the first day of the new school year?

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1. Seizure documentation forms, action plans. Might we move as a whole to the forms put out by the Epilepsy Foundation? See handouts.
3. SMART goal discussion. Our points were forwarded to the superintendent. Follow up on how might we achieve improved compliance with obtaining current physician orders before the first day of the new school year?
5. How is SIS going? Discuss meds and treatments we need to include, etc.
6. How might we track physician orders for treatments and meds?
7. AED’s Might we have district-wide uniformity of where they are kept in buildings? Pros and cons. (Handout for maintenance).
Nurses Meeting Agenda  
Tuesday, April 21st, 2009

1. Upcoming PDD
2. SIS training (bring your SIS folder to North Tech),
3. CPR instructor renewal (bring a copy of your instructor card and the dates of all of the classes you have given in the past 2 years, review your test/skills).
4. Nursing License Renewals due April 30, 2009
5. Inventory of equipment and supplies (handout)
6. Subcommittees for updating and streamlining?
   a. Seizures (Suggested members: Lisa Greenlee/Tess Leinauer/Kathy Craven/Lori Johnson/Paula Sears/Cheryl Waldrop)
   b. Out of Town trips (Suggested members: Cathi Roy/Karen Kitchen/Eileen Thomas/Stephanie Dillard/)
   c. Asthma (Suggested members: Pam Grant/Karen Kitchen/Diane Witthaus/Barb Petty/Jeannie Hinners)
   d. Anaphylaxis & Allergies (Suggested members: Vickie Jarnagin/ /Kathy Klein/Jamie Castelli/Lisa Dunn)
   e. Diabetes (Suggested members: Melinda Lunsford/Cindy Kilgore/MaryAnn Noce/Marjie Brammeier/Shirley Lewis/Eva Seidler)
   f. Data team re: physician orders for new year (Suggested members: Deb D’Arcy/Melissa Ford/Angela Copeland/Claire Frichtel/Mary Pisoni/Rachelle Bradley/Carolyn Sanders)
7. Pick up supplies as needed, Sharps containers, Hand sanitizer for 1:1’s