

**SECTION I:
COORDINATED SCHOOL HEALTH PROGRAM**

TABLE OF CONTENTS

COORDINATED SCHOOL HEALTH – NEW MEXICO..... 3

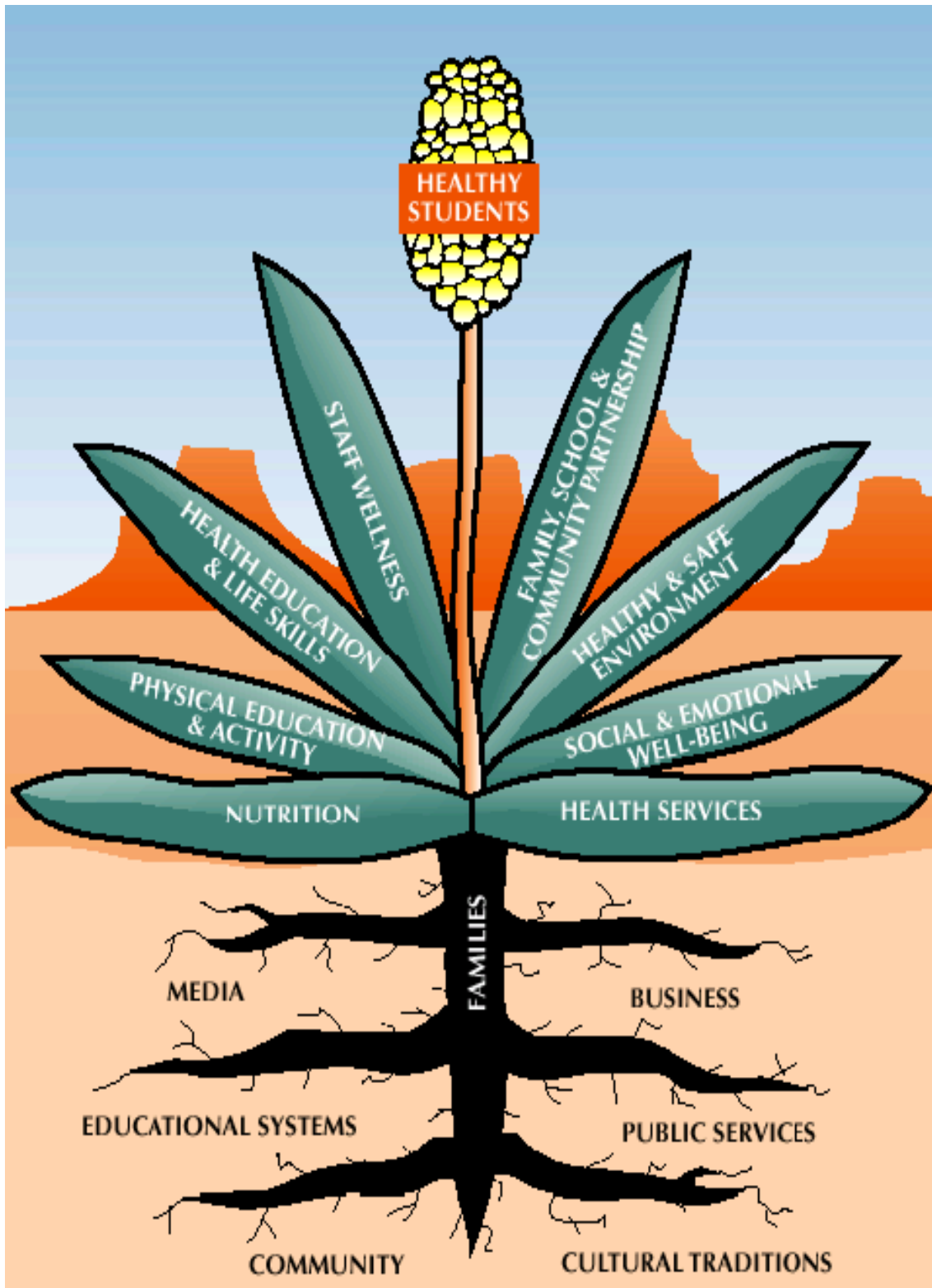
IMPLEMENTING THE SCHOOL HEALTH PROGRAM 6

HEALTH ROOM FACILITY 9

SCHOOL HEALTH STAFF EVALUATION TOOLS..... 11

HEALTHIER SCHOOLS – NEW MEXICO

A MODEL OF COORDINATED SCHOOL HEALTH



HEALTHIER SCHOOLS



NEW MEXICO

A COORDINATED APPROACH TO SCHOOL HEALTH

Healthier Schools – New Mexico is an approach to **Coordinated School Health**. This approach, illustrated by the Yucca plant, provides a programmatic framework for linking health and education. The focus is on the **blossom** which represents the **healthy and successful student**. The **leaves** symbolize the components of coordinated school health – daily opportunities schools have to interact with children on health-related issues.

*Healthy Kids
Make Better
Students*

*Better Students
Make Healthier
Communities*

Components of Coordinated School Health



Health
Education &
Life Skills



Nutrition



Physical
Education
& Activity



Family, School
& Community
Partnership



Social &
Emotional
Well-Being



Healthy
& Safe
Environment



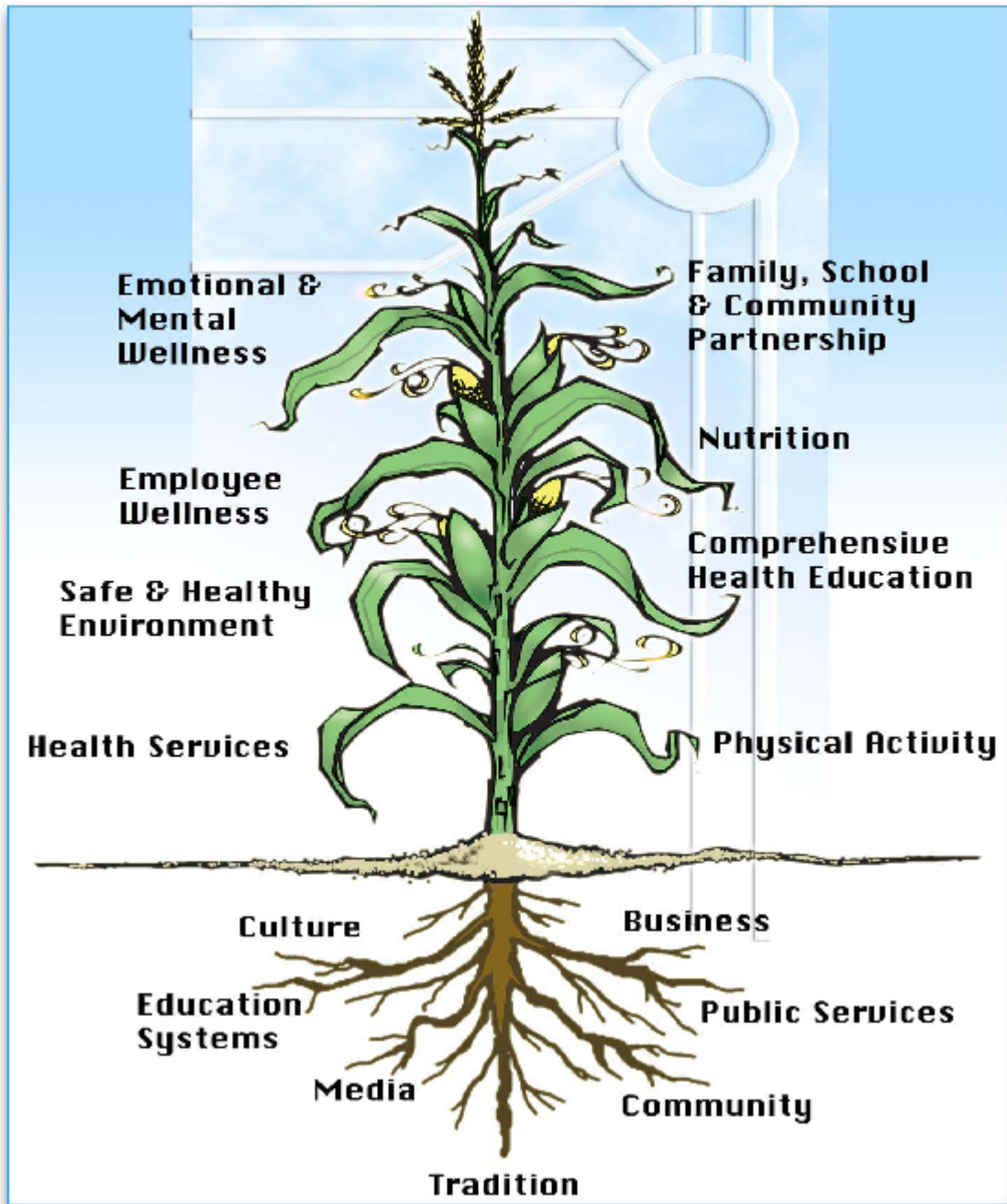
Health
Services



Staff
Wellness

The **root system** is the **nurturing network** which supplies the resource and energy for the Yucca to grow. The **tap root is the family**. The family provides the environment in which children thrive and grow. The other **roots** represent the **responsibilities** that culture, education, public services, media, community, businesses and others have in fostering healthier students.

Navajo Coordinated School Health



IMPLEMENTING THE SCHOOL HEALTH PROGRAM

INTRODUCTION

To be successful, a coordinated school health program requires collaboration among staff within the school district and community members representing the various components. Important team members in that collaboration include the school board, administrators, school nurses, school health assistants, teachers, counselors, food services staff, and school-based health centers staff. The New Mexico Public Education Department requires additional licensure for various levels of school health staff, as well as teaching staff. Applications for licensure can be found at <http://www.ped.state.nm.us/licensure/2010/dl10/chk1stSchoolNursePre%20K-12.pdf>.

SCHOOL BOARD

The local School Board for the school district assumes responsibility for overall health policies as well as budget, facilities, planning and personnel. Having a School Board member on the school health advisory council can be a valuable asset to implementing health programs and activities.

SCHOOL ADMINISTRATOR

The School Administrator provides leadership for all phases of the school health program including the development of policies needed for adequate maintenance of the program. He/she should work closely with the school nurse, licensed by the Public Education Department (PED), in the planning and implementation of the school health program for it to be successful.

The School Administrator is responsible for seeing that all students and employees under his/her jurisdiction comply with state laws and regulations relating to health and safety issues. It is the Administrator's responsibility to operate the school in accordance with all federal and state laws in addition to PED regulations.

SCHOOL NURSE

The PED-licensed School Nurse's responsibilities include, but are not limited to, the following activities. (<http://www.nmcpr.state.nm.us/nmac/parts/title06/06.063.0002.htm>)

- Participating in planning, implementation and evaluation of the school health program.
- Acting as an advocate for the health needs and rights of students.
- Delivering health services to students using nursing processes to assess needs, plan interventions and evaluate outcomes.
- Providing and/or assisting with access to health counseling and guidance for students on an individual basis or within a group setting.
- Participating in health education program activities for students, school personnel and the community.
- Facilitating communication between the student, family, medical provider and the community.

SCHOOL HEALTH ASSISTANT

The School Health Assistant is a paraprofessional employed to assist and support the School Nurse and release her/him from non-professional school health functions so the Nurse may have more time and opportunities to utilize professional nursing skills in the school health program. The School Health Assistant, supervised by the School Nurse, provides health-related services as assigned by the School Nurse. (<http://www.nmcpr.state.nm.us/nmac/parts/title06/06.063.0015.htm>)

CERTIFIED MEDICATION AIDE

The Certified Medication Aide (CMA) is a paraprofessional who receives specialized training and who is permitted to administer specified medications under the supervision and direction of a registered nurse through a NM Board of Nursing approved medication aide program. (<http://www.nmcpr.state.nm.us/nmac/ title16/T16C012.htm>)

LICENSED PRACTICAL NURSE

The principle role of the school Licensed Practical Nurse (LPN) is to assist the PED Licensed School Nurse with the implementation of the school health program by providing practical nursing care for students in the health room and by meeting the complex needs of medically fragile/severely disabled students. (<http://www.nmcpr.state.nm.us/nmac/parts/title06/06.063.0016.htm>)

TEACHING STAFF

The Teaching Staff's involvement in the school health program might include the following responsibilities.

- Making informal observations regarding the health status of students and reporting concerns to the School Nurse.
- Incorporating and coordinating health education as directed by the school district's K-12 health curriculum.
- Ensuring that students receive adequate first aid services.
- Encouraging students to evaluate their own health and health behaviors and to take responsibility for seeking improvement.
- Setting a good example as a role model regarding desirable health habits, attitudes and practices.
- Accommodating all students' health needs in the classroom.

COUNSELING STAFF (Counselors, Social Workers, Psychologists)

The Counseling Staff's involvement with the school's health program is essential for a successful program and might include the following responsibilities.

- Providing individual and group opportunities to promote emotional and social health, personal growth and self-understanding, as well as teaching problem-solving and decision-making skills.

- Identifying students who demonstrate emotional and/or behavior disturbances and cooperates with staff and supporting personnel in assessing those students and assisting their families to seek help through school and community resources.
- Serving as resource personnel to other school staff for the planning of in-services, the development of applicable curricula, and the identification of available alternatives to serve students.
- Assisting the teacher, administrator, nurse, parent and any other appropriate person(s) to help meet the needs of students engaged in counseling.

FOOD SERVICES PERSONNEL

The Food Services Personnel assist the Administrator in the organization of the school meal programs and assumes responsibility for their operation to provide nutritious meals to students. In accordance with state and federal laws, local school districts must consider individual accommodation for students with special nutritional needs.

SCHOOL-BASED HEALTH CENTER

School-Based Health Centers (SBHCs) provide comprehensive health services, so that students can avoid health-related absences and get support to succeed in school. SBHCs are a cost-effective and accessible way to provide age-appropriate primary care, behavioral health, and dental services for students in schools (<http://www.nmassembly.org/index.html>). SBHC services are complementary to, and supportive of, the services provided by school nurses and other health professionals in the school setting (<http://www.nasn.org/Portals/0/statements/jointstatementpartnership.pdf>).

FULL SERVICE COMMUNITY SCHOOLS

The full service community school approach combines the best educational and youth development practices and partnerships to assure young people are prepared to learn and succeed in school and in life. Full service community schools in New Mexico integrate extended day learning programs, comprehensive school-based health, family supports, and community engagement. Additional information can be found at <http://www.elev8kids.org/local-initiatives/content/new-mexico> .

HEALTH ROOM FACILITY

INTRODUCTION

The health room should be designed so that it will be appropriate for the particular school population it serves and meet American Disabilities Administration (ADA) requirements. It should be accessible to all students, parents and staff. The nurse's office should ensure privacy for conferences and should be as soundproof as possible to facilitate confidentiality and audiometric testing. Each health room needs to have a locked storage space where supplies and equipment can be kept and a restroom equipped with hot and cold running water and toilet facilities that meet ADA requirements.

Health Room Facility Recommendations

- Sink with hot and cold running water
- Adequate counter space
- Adequate storage
- Lockable cabinet specifically for medication storage
- Bathroom meeting ADA standards
- Adequate area (minimum 10 feet) for vision screening
- Two separate rooms - one for school nurse's office and one for the health room
- Adequate ventilation system
- Lockable entry door

Equipment Recommendations

- | | | |
|-------------------------|------------------------------|---|
| ▪ Wheelchair | ▪ Soap Dispenser | ▪ Chairs |
| ▪ Audiometer | ▪ Paper Cup Dispenser | ▪ Filing Cabinet |
| ▪ Blackboard | ▪ Stethoscope | ▪ Fireproof Locking Cabinet for Student Files |
| ▪ Bulletin Board | ▪ Cot | ▪ Otoscope |
| ▪ Refrigerator | ▪ Icemaker | ▪ Blood Pressure Cuffs (infant, child, adult, obese) |
| ▪ Computer | ▪ Phone (private) | ▪ Plastic Lined Trash Cans |
| ▪ Printer | ▪ Clock | ▪ Sharps Container |
| ▪ Paper Towel Dispenser | ▪ Lockable Desk | ▪ Reference Resources including <i>New Mexico School Health Manual</i> @ www.nmschoolhealthmanual.org |
| ▪ Scales | ▪ Vision Screening Equipment | |
| ▪ CPR Mask | ▪ Epi-pen | |

First-Aid Supplies Recommendations

- | | | |
|------------------------|---------------------|--------------------------|
| ▪ Cotton Balls | ▪ Mild Liquid Soap | ▪ Hot Pack(s) |
| ▪ Eye Glass Repair Kit | ▪ Spray Bottle | ▪ Portable Emergency Kit |
| ▪ Plastic Bags | ▪ Sanitary Napkins | ▪ Vision Charts |
| ▪ Eye Wash | ▪ Ice/Cold Pack(s) | ▪ Peroxide |
| ▪ Masking Tape | ▪ Large Wash Basin | ▪ Washable Blankets |
| ▪ Flashlight | ▪ Disposable Linens | ▪ Splints |

- Thermometer/Covers
- Kleenex
- Tweezers
- Cotton Applicators
- Triangle Bandages - (37" x 37")
- Vaseline
- Paper Cups
- Adhesive Tape
- Non-medicated Band aids
- Chlorine Bleach
- Antiviral Solution
- Sterile Gauze Squares
- Roller Bandages – (1", 2", 3" – 2 each)
- Table Salt
- Paper Towels
- Tongue Blades
- Safety Pins
- Scissors
- Disposable Latex-free Gloves
- Alcohol

SCHOOL HEALTH STAFF EVALUATION TOOLS

INTRODUCTION

New Mexico school health personnel/staff are licensed by the Public Education Department (PED); however, it is the Department of Health (DOH) that provides oversight of all school health personnel, except physical education personnel. (See Public Health Act @ www.state.nm.us under *Statutes of the State of New Mexico, Chapter 24, Article 1* <http://www.conwaygreene.com/nmsu/lpext.dll?f=templates&fn=main-h.htm&2.0>). Rules and regulations governing school staff licensure can be accessed in NM Administrative Codes available at web site [http://www.nmcpr.state.nm.us/nmac/ title06/T06C063.htm](http://www.nmcpr.state.nm.us/nmac/title06/T06C063.htm) .

SCHOOL NURSE EVALUATION TOOLS

The NM PED professional licensure unit implemented a system for school nurse licensure levels along with revised school nurse competencies in 1997. The purpose of the licensure regulations and competencies is to allow school district administrators flexibility in hiring and assigning staff to meet the complex and diverse health needs of students. In addition, the licensure system establishes roles and responsibilities of school nurses and designates supervision at each level.

Representatives of the NM School Nurse Advisory Committee (SNAC) developed supervision and evaluation tools for the different levels of school nursing using the NM school nurse competencies and National Association of School Nurses position statement on school nurse supervision and evaluation. These tools are available in the Resource Section of this Manual.

Evaluation Tools for Non-medical Supervisor Use

Two nurse evaluation tools are available (in the Resource Section of this Manual) for use in those schools where the performance of the school nurse is evaluated by a non-medical person. For the non-medical evaluation of school nurses, there is a tool for the building principal or on-site evaluator and another for the superintendent or other evaluator outside of the school building. With the increasing complexity of the health and social needs of students, leadership for the school nurse is critical in coordinating various health services. Use of these evaluation tools, can assist in defining the role of the school nurse and assessing her/his skills to meet the health-related goals of the school and/or school district.

Evaluation Tools for Medical Supervisor Use

The tools developed for the professional licensed school nurse (in the Resource Section of this Manual) are aligned with PED competencies for school nurses and are for use by the supervisor evaluating the clinical performance of the school nurse. It is recommended that they be used in conjunction with the non-medical tools for evaluation of the school nurse's performance. For school nurses who do not have medical supervision, these tools can be used as support to address this issue with school administration and to discuss who might assume that role.

The sample evaluation tools included in the Resource Section of this Manual include tools for all types of school health staff licensure available in New Mexico: Associate, Professional and Supervisory Nurses; Licensed Practical Nurse; and School Health Assistant.