

INTRODUCTION:
THE NEW MEXICO SCHOOL HEALTH MANUAL
www.nmschoolhealthmanual.org

INTRODUCTION

The New Mexico School Health Manual was developed for the purpose of providing recommendations and guidelines to school nurses and other school health personnel for coordinated school health practice and programs throughout the state. NM state mandates that regulate school health practice are included in Section II.

ACKNOWLEDGMENTS

The NM School Health Manual was created in 1995 through the collaborative efforts of two groups: one review committee of the NM School Nurse Association (NMSNA) plus a state review committee comprised of staff from the Department of Health, the Public Education Department and representation from the NMSNA committee. The precedent established by that process has been honored in all subsequent revisions of the manual.

As the health related demands on schools continue to increase, a diverse group of school health and educational professionals contribute to maintaining current information in this manual as guidelines for all New Mexico schools. Revised material represents input from school counselors/social workers, therapists, nutritionists, health educators, physicians as well as a core group of school nurses. Medical information in the manual revisions is reviewed by Department of Health staff and the School Health Medical Officer to assure relevance and appropriateness of that information.

This manual is the result of the commitment of many individuals who are dedicated to one of the future's greatest resources---children. All who have contributed to this process are honored for their work and dedication.

The NM Office of School and Adolescent Health (OSAH) in the Department of Health assumes responsibility for editing and maintaining the NM School Health Manual web site. OSAH has a varied staff of nurses, physicians, mental health workers and administrative professionals and assistants to support and promote school health as well as assist with resolving issues around school health. In the Public Education Department the School Health Unit staff is available for consultation on school health issues.

TABLE OF CONTENTS

INTRODUCTION

I. COORDINATED SCHOOL HEALTH PROGRAM	
Healthier Schools – New Mexico	3
Implementing the School Health Program	6
Health Room Facility	9
School Health Staff Evaluation Tools.....	11
Delegation of Health Services	13
II. NEW MEXICO STATUTES, ADMINISTRATIVE CODES, REGULATIONS AND POLICIES RELATING TO SCHOOL HEALTH	
New Mexico Statutes and Administrative Codes for School Personnel.....	3
New Mexico Public Health Act.....	23
New Mexico Nurse Practice Act.....	25
HIPAA/FERPA Guidelines	26
III. SCREENING/ASSESSMENT PROTOCOLS & GUIDELINES	
Health Screening and Student Assistance Teams	3
Health History and Health Record	34
Physical Examination	35
Child Abuse and Neglect.....	39
Sample Student Health Record Form	43
Sports Physical Guidelines	44
IV. STUDENTS WITH SPECIAL NEEDS	
Guidelines for Students with Special Healthcare Needs	3
State Programs for Children with Special Healthcare Needs	6
Safety Risks Associated with Health/Physical Conditions.....	8
Personal Hygiene Program.....	9
Chronic Health Conditions and Syndromes	10
Forms for Students with Special Needs	38
V. INDIVIDUALIZED HEALTH CARE PLANS	
Developing and Using Individualized Health Care Plans.....	3
Care/Education Goals	5
Approved Nursing Diagnoses	6
Health Care Plan Samples and Forms.....	8

VI. MEDICATIONS IN THE SCHOOL	
Medication/Administration Issues	3
Integrative Therapies.....	11
Oxygen Storage/Maintenance/Precautions.....	12
Attachments for Medication Administration Issues.....	13
Medication in the Schools: Sample Forms.....	15
VII. PROCEDURE GUIDELINES	
Specialized Health Services	3
Specific Procedures.....	5
Skills Checklists for Training and Evaluation.....	56
Student Form Samples.....	57
VIII. EMERGENCY SERVICES/FIRST AID	
Emergency Guidelines	3
School Nurse Emergency Planning	54
Scope of Practice for EMS Personnel	58
Emergency Preparedness	62
Student Emergency Medical Authorization Form	63
Safe School Plan	66
Oxygen Maintenance/Storage	67
Automatic External Defibrillator	68
IX. IMMUNIZATIONS	
New Mexico Immunization Law	3
Exemption from Immunizations	5
School and Community Based Immunization Clinics	7
Immunization Schedules and Consent Forms.....	8
Vaccine Information Statements	9
Foreign Vaccine-Related Terms	10
X. COMMUNICABLE DISEASE CONTROL	
Notifiable Diseases/Conditions in New Mexico	4
Communicable Disease Follow-up Algorithm.....	5
Public Health Emergency	6
Outbreak Response Plan.....	7
Procedures for Control of Communicable Diseases.....	9
Communicable Diseases Information Sheets	16
School Health and Sexually Transmitted Diseases.....	50
Tuberculosis (TB) Screening	52
XI. SCHOOL SAFETY	
Injury and Violence Prevention	3
Safety Education Program.....	11

New Mexico Resources	12
XII. SCHOOL WELLNESS POLICY	
Wellness Policy Legislation and State Rule	3
NM Public Education Policy Model	3
References	5
XIII. DENTAL HEALTH	
Structures of the Mouth	4
Dental Disease	8
Visiting the Dental Office	10
Diet and Oral Health	11
Brushing and Flossing	13
Fluoride	17
Dental Sealants	18
Prevention of Oral Injury	19
Smokeless Tobacco	21
Selecting Oral Health Products and Services	24
Dental First Aid Reference Guide	26
XIV. MENTAL HEALTH	
School's Role	3
Developmental Stages	3
Prevention Activities	5
Common Psychological Problems	6
Psychotropic Medications	23
Developing a Youth Suicide Response Plan	26
Confidential Services for Minors in New Mexico	32
XV. STANDING ORDERS AND GUIDELINES FOR SCHOOL NURSES TO TREAT AND PERFORM LABORATORY PROCEDURES	
Guidelines for Standing Orders.....	3
Auto-Injector Epinephrine	4
Administration of Vaccines	6
Head Lice/Pediculosis Treatment	8
Administration of Oxygen.....	9
Pregnancy Testing.....	11
XVI. SCHOOL HEALTH SERVICES REPORT	
Introduction	3
Health Services Report Information	3
Health Services Report Tools	5
XVII. BLOODBORNE PATHOGENS EXPOSURE AND CONTROL	
Federal Register.....	3
New Mexico Standards.....	3
New Mexico Regulation on Bloodborne Pathogens	4

OSHA Bloodborne Pathogens Reference Guide	6
Sample Bloodborne Pathogens Exposure Control Plan	6
Bloodborne Pathogen Exposure Training Tools.....	6
Resources	6

XVIII. DELEGATION OF HEALTH SERVICES

Definitions	
Standards of Delegation Practice.....	3
School Nurse’s Responsibility for Quality Care.....	4
The Five Rights of Delegation.....	4
Tolls for Delegation of Rights.....	5
Safe Care Provision at School.....	5
Attachments for Delegation of Services.....	6
• 16 NMAC 12.2.12(B) Standards of Nursing Practice (1-2-04)	
• American Nurses Association and National Council of State Boards of Nursing	
• Joint Statement on Delegation	
• National Association of State School Nurse Consultants Position	
• Delegation of School Health Services	
• National Association of School Nurses Position: Delegation	
• Manual: Delegation of Care: Overview for the Registered Nurse	
• Practicing in the School Setting	
• National Council of State Boards of Nursing Position: Delegation Documents	
• NCSBN Delegation Decision-making Tree	
• NCSBN Delegation Decision Making-Grid	