MEMORANDUM OF AGREEMENT

BETWEEN THE

GUILFORD COUNTY DEPARTMENT OF PUBLIC HEALTH

AND THE

GUILFORD COUNTY SCHOOL SYSTEM

2006-2007

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Merle Green, MPH, MBA **Health Director** **Guilford County Department of Public Health**	**Terry B. Grier, Ed.D.** **Superintendent** **Guilford County Schools**
_____	_____
Date	**Date**

MEMORANDUM OF AGREEMENT

The Administrators of the Guilford County School System and the Guilford County Department of Public Health are cognizant of the tremendous opportunities found in the schools to promote the health of our children and our communities. In order to develop health programs to meet present day needs of students, considerable planning is required on the part of administrators and other personnel of schools and community agencies committed to providing opportunities for healthful living.

Progress in planning is facilitated by joint cooperation and deliberation on the part of employees of the Department of Public Health and Guilford County Schools charged with school health responsibilities. It is hoped that this Memorandum of Agreement will enable all involved to work with greater unity of purpose and realize greater implementation of the School Health Program.

The Department of Public Health employs and supervises various public health professionals who serve Guilford County Schools. The services that are provided are in accord with the standards set by the North Carolina Department of Health and Human Services, and the North Carolina Department of Public Instruction, in the N.C. School Health Program Manual. The school nurses, when providing these services for the schools, shall be considered agents of the schools and the health department.

Medical direction for school nurses, employed by the Guilford County Department of Public Health, providing services in the schools of Guilford County will be provided by Harvette C. Jenkins, MD, Medical Director of the Department of Public Health. Medical consultation for school nurses, employed by the Guilford County Department of Public Health, will be provided by Marian Earls, MD, Medical Director, Guilford Child Health, Inc.

The school system and the health department will appoint administrative liaison personnel who shall be responsible for reviewing policies and procedures and for drafting recommended new policies or procedures that may be necessary to ensure the continued operation of the program. Additionally, the school health nurses shall follow all policies and procedures governing the school system.

The school system and the health department will conduct on-going evaluation of their cooperative efforts through monthly meetings of the School Health Administrative Committee (refer to section VII for composition of committee).

The goals and objectives of the Guilford County School Health Program have been developed by representatives of the school system and the health department at meetings of the School Health Administrative Committee.

School Health Program Components/Responsibilities

School Year 2006-2007

I. Administration

Joint Planning for School Health:

The health department and the school system have specific responsibilities which are clearly defined as the result of joint planning and evaluation.

Objective: To integrate the School Health Program.

Method:

1. The director of health services serves as the key contact person for health education, planning and facilitating health services in the schools.

2. The school nurse (hereafter referred to as "nurse") establishes contact with the principal at the beginning of each school year. The principal serves as the person with whom the nurse works closely in delivering services in schools.

3. The health department health educators, upon request, provide educational sessions/activities.

4. The health department dental hygienists coordinate and conduct dental screenings in selected schools and, upon request, may provide dental health education.

II. Service Delivery

A. Screening and Observation

Screening activities will be planned by the Department of Public Health and the School Administration. Screening schedules and dates for completion will be mutually agreed upon at the beginning of each year and should be based upon capacity to both perform the screening procedures and provide adequate follow up for all referrals.

Objective: To identify specific health problems, which may be a deterrent to the child's performance in school.

Method:

1. **General Observation**

   Teachers shall observe for signs or symptoms of illness, injury or deviation from normal behavior, which might need some type of health intervention. Students with suspected health problems may be referred directly to the nurse for screening and follow-up.

2. **Vision Screening**

School Responsibilities

a. Staff or trained volunteers will screen students in preschool, K and first grade and at least every three years thereafter through middle school and students new to the school system with the Snellen eye chart, or other appropriate screening test at the beginning of the school year. Record test results on all screened students. Refer students with 20/40 or less acuity or those falling into any questionable category to the nurse.

b. Refer students in any grade with suspected visual problems to the nurse.

c. Provide a suitable location for screening to take place.

Nurse Responsibility

Train school staff in how to conduct vision screenings. Rescreen; refer for appropriate care, and follow-up.

3. **Hearing Screening**

School Responsibility

As part of the hearing conservation program, students in grades pre-k, K, 1, 3, and 5 are provided with annual hearing screenings. The hearing screenings program is supervised by audiologists. Those who fail the initial screening are rescreened in two weeks. Those who fail the second screening are referred for a medical intervention or audiological exam by an audiologist.

Nurse Responsibility

Assist school personnel to find source of care for those students with continuing unmet needs after evaluations and several contacts with parents by school staff.

4. **Dental Screening**

School Responsibilities

a. Schedule screening time, notify teachers, and designate space for screening.

b. Complete class rosters and screening forms and have health cards available prior to screening.

c. Send dental screening forms to parents.

Health Department Responsibilities

a. Determine target schools and grade levels for screening.

b. Provide student rosters and dental screening forms.

c. Dental hygienist provides screening to students, enters result on health card, and gives dental screening forms to teacher.

d. Dental hygienist gives roster to nurse, showing students needing follow-up.

e. Nurse contacts parents and refers for financial assistance if necessary.

f. Dental hygienist may rescreen students needing follow-up.

B. **Health Assessment**

Objective: To identify health problems, which may interfere with the student's performance in school.

Method: 1. **Record Review and Referral**

School Responsibilities

a. Distribute Kindergarten Health Assessment forms to parents at kindergarten registration.
b. Distribute pupil data sheet at the beginning of the school year to all students.
c. Review kindergarten assessment and pupil data sheets and initiate appropriate follow-up for identified health problems, by referring to the nurse.

2. **Conferences with Teachers and Parents**

Nurse Responsibilities

a. Meet with teachers to evaluate health status and plan for referral and/or follow-up.
b. Review health records with teachers and others as appropriate or requested.
c. Assist parents and school personnel with referral to appropriate resources for further evaluation of potential health problems.
d. Assist school staff with increasing the percentage of documented completed Kindergarten Health Assessments.

C. **Immunization** Objective: To assist schools in complying with North Carolina G.S. 130A-152 through 157.

Method: **Record Review and Exclusion**

Students entering school initially, pre-school classes, grades K or 1, or students transferring grades K-12, must present a record of completed mandated immunizations within 30 calendar days of the first day of attendance.

School Responsibilities

1. Inform parents of requirements and request immunization records.
2. Copy and record immunizations on permanent health record and return original immunization record to parent/guardian.
3. Give incomplete or questionable immunization records to nurse to review.
4. Inform parent/guardian of consequences of incomplete or no immunization record.
5. Exclude any student from school who does not present a complete immunization record in accord with G.S. 130A-155 specifications.
6. Notify nurse prior to student being excluded from school in order for nurse to follow-up.

Nurse Responsibilities

1. Assist in review of incomplete or questionable immunization records.
2. Train and consult with school staff who review all immunization records of students entering the school.
3. Advise principal of students not in compliance.
4. Assist parent/guardian in obtaining required immunization records.
5. Keep principal informed of any special problems.
6. Develop immunization review procedure with the cooperation of school personnel and assist school staff in implementation of procedure.

D. **Children with Special Health Care Needs**

Objective: To identify health problems that may interfere with learning.

Method: Counseling and Consultation

School Responsibilities

1. Include the nurse as a consulting member of intervention committees where students may be identified and referred for nursing and other health care intervention.
2. Provide access to records of exceptional children.

Nurse Responsibilities

1. Serve as a consulting member of special services committees. Provide counseling and consultation to parents and school personnel.
2. Review the health records of exceptional children referred to nurse, assist in obtaining the appropriate screening and further evaluation as needed. Review and interpret findings with school personnel and discuss planned follow-up.
3. Assist parents of students needing special health care in securing services.
4. Develop an Emergency Medical Information Plan for students with a chronic disease and/or significant health problem that are referred to the nurse.
5. Assist 1st Responders in following Emergency Care Plan including special procedures.

E. **Management of Acute Health Problems**

Objective: To correct acute health problems, which may interfere with a student's school performance.

Method: **Procedure Development, Training, and Health Care Plan Development**

A. Infestation

School Responsibility
Manage screening, referral and criteria for school re-entry in regard to infestation.

Nurse Responsibility
Instruct school personnel on the epidemiology and detection of infestation by school request.

B. Emergency administration of epinephrine to students known to have a prescribed EpiPen at school.

School Responsibilities
1. Inform the school nurse immediately.
2. Designate staff persons responsible for receiving training in and the responsibility for administering EpiPen in an emergency situation.
3. Have a copy of "Authorization of Medication for a Student at School" within easy access to those designated personnel.

Nurse Responsibility
1. Develop an Emergency Care Plan for those students requiring EpiPen in an emergency situation.
2. Train school staff in use of EpiPen.

C. Medical and Dental Emergencies

School Responsibilities
1. Designated school personnel will have current certification in first aid and CPR.
2. Medical and dental emergencies will be handled by trained school personnel and referred to parent/guardian/emergency facility.
3. The school will maintain emergency information on each student.
4. Inform the nurse of those students with known life threatening or chronic medical conditions.

Nurse Responsibilities
1. Develop an Emergency Care Plan for those students with known life-threatening or chronic medical conditions who have been referred to the nurse.
2. Provide in-service training for school staff on need-to-know basis.
3. Act as a liaison between school staff, parent/guardian and health care clinician.

D. **Safe Environment**

School Responsibilities

1. Maintain adequate first aid and sickroom supplies and facilities.
2. Provide First Aid/CPR training to appropriate school personnel.
3. Develop, recommend, and implement procedures for illness and accident care.
4. Maintain a system of accident reports.

Nurse Responsibilities

1. Inform principal if unsafe areas or equipment are observed.
2. Serve as a consultant in terms of facilities and equipment for students with special needs.

F. **Consultation**

Objective: To advise school personnel and students about school and child health.

Method: School Responsibility

1. Notify nurse of students with acute or chronic health problems and students with medications.
2. Report students with suspicion of communicable illness.

Nurse/Health Department Responsibilities

1. Nurses will provide consultation and assistance in the area of health to school personnel according to the following priorities:
   a. control of communicable disease
   b. life endangering conditions
   c. potentially handicapping conditions (including physical, psychological, and socioeconomic)
   d. handling medical emergencies
   e. environmental hazards
   f. accident prevention
   g. medication information.
2. Department of Public Health staff may participate in faculty meetings to provide information on health department services.
3. Department of Public Health staff may participate in parent education sessions.
4. Department of Public Health staff will respond to referrals or questions and follow through, providing information or answers as appropriate.
5. Nurses will assist school personnel in planning health rooms and emergency kits.

G. **Medication Administration**

Objective: To ensure that children who require medication during the school day receive it in a safe and prudent manner according to state laws, local written policies and procedures, and professional standards.

Method: School Responsibilities

1. Develop a written policy and procedure for medication administration and medication destruction that is to be implemented in all schools within the system.
2. Provide proper storage space in each school to ensure that medications are secure, yet readily accessible to staff and students involved.
3. Principals designate one or more persons and back-up person in their school to be responsible for the security and administration of the medication.
4. Principals should ensure that designated school personnel are adequately trained to administer medication in a safe, prudent, and confidential manner.
5. Principals should ensure that all written parent and doctor authorizations and medication logs of all medications administered by school personnel are properly maintained.
6. Provide written medication procedures and necessary forms to parents and health care clinicians and communicate with them as needed.
7. Notify parent if an error is made in administering medications. Document all errors and report them to the school nurse. If an error results in any concern about the safety of the student, immediately contact the student's health care clinician or the school nurse.
8. Notify parents to remove medication that is no longer prescribed.
9. Notify nurse of medication needing destruction and assist with destruction.

Nurse Responsibilities

1. School nursing supervisors will serve on a school system committee for the development and annual evaluation of written school policy and procedures for medication administration and medication destruction.
2. Serve as consultant to principals, school staff, parents, and students regarding medication safety and concerns at school.
3. Provide training for school staff who is assigned the responsibility for administering and safely securing medications at school.
4. Periodically audit the completed forms for compliance with G.C.S. Administrative Procedure. Recommend changes to principals.
5. Serve as liaison with parents, health care clinicians, and the appropriate individuals regarding status and effectiveness of student's medication treatment plan.
6. Administer medication when assigned or as necessary as an agent of the school.
7. Monitor the safe destruction of medication that has not been removed by the parent after appropriate notification by the school.

H. **Referral and Follow-Up**

0bjective: To facilitate correction of health problems, which may interfere with the student's school performance.

Method: School Responsibility

Notify parent/guardian of any suspected health problems by telephone, letter or home visit, or refer suspected health problems to the nurse.

Nurse Responsibilities

1. Notify parent/guardian of any student rescreened and determine referral needs. At least two (2) different attempts to contact parent/guardian will be made. These attempts and outcomes will be recorded in nurses' school notes.
2. Assist parent/guardian in obtaining health care for the student. Students having no personal physician may be assessed for eligibility for care through Guilford Child Health, Inc. or other community resource.

III. **Emergency and Disaster Preparedness (including Pandemic Influenza Plan)**

Objective: To provide the principal and school crisis team with a set of quick reference guides to follow in the event of a school crisis.

Method: School Responsibility
Refer to the Crisis Management and Emergency Handbook (including the Pandemic Influenza Response Plan).

Nurse/Health Department Responsibilities

1. To assist schools in the event of an emergency and to adhere to the response measures as indicated and as directed by school board policy and procedure.
2. To refer to Crisis Management and Emergency Handbook (including the Pandemic Influenza Response Plan).

IV. **Health Education**

Objective: To provide a comprehensive health education program to the school-age child.

Method: School Responsibility
Implement the N.C. Healthful Living Education Standard Course of Study.

Nurse/Health Education/Dental Hygienist

1. Serve as resource for school personnel in health education fields.
2. Provide, as time allows and by school request, classroom instruction, small group leadership, and individual student health education as part of the N.C. Healthful Living Education Standard Course of Study.
3. Serve on the GCS School Health Advisory Council.

V. **Environmental Health**

Objective: To assure that the physical facilities and food handling practices do not endanger the health of students, teachers, other school staff or others using the premises.

Method: School Responsibility
Adhere to health and safety regulations pertaining to food handling and physical environment.

Nurse Responsibility
Report to school principal any environmental hazard so that school maintenance can be alerted.

Department of Public Health Responsibility
Environmental specialist will inspect lunchrooms in each school 4 times a year and wells and septic systems according to state criteria. School plants are inspected once a year.

VI. Records and Reports

Objective: To document health services as required by federal, state and local guidelines, to provide mechanism for auditing, and maintain appropriate health information.

Method: School/Nurse Responsibilities

1. A permanent health record will be maintained jointly by school and health personnel and maintained as part of the student's cumulative folder. Recording and maintenance of these records shall not violate Federal Educational Rights and Privacy Act. The record shall include:
   a. the students health status at the time of school enrollment or transfer, including immunizations
   b. results of screenings and evaluations
   c. results of services rendered, by referral source, and a plan for continuity of care, if indicated
2. A permanent health record will be created or transfer health record filed and reviewed by school for immunization compliance and chronic medical conditions. Problems with immunization compliance or health conditions will be reported to the nurse.
3. If an individual health record is established on a student, these records will also be subject to FERPA guidelines.

VII. School Health Administrative Committee

Objective: To provide a mechanism to develop specific policies and procedures and to maintain an avenue of communication between the health department and school system.

Method: Review and update Memorandum of Agreement each July prior to beginning of school year. Review policies and procedures related to school health and make recommendations to the health director and school superintendent as needed.

Committee composed of:

Guilford County Schools

Director of Health Services

Guilford County Department of Public Health

Public Health Nursing Supervisors/School Health
Health Educators/Environmental Health
Dental Hygienist