**CONTRACT FOR SCHOOL HEATLH SERVICES**

**BETWEEN THE BOARD OF EDUCATION OF GALION CITY**

**SCHOOL DISTRICT AND THE GALION CITY BOARD OF HEALTH**

**School Year 2014-2015**

Whereas**,** The Board of Education of Galion City Schools wishes to obtain school nursing services, and

Whereas, the Galion City Health Department is able to provide nursing services to Galion City Schools,

Be it therefore resolved, that Galion City Schools and the Galion City Health Department are able and willing to enter into this agreement for school nursing services.

Be it further resolved, Galion City Board of Health and The Board of Education of Galion City Schools mutually agree to the following:

1. The Galion City Health Department will furnish **20** hours per week, to administer school nursing services outlined in attached document marked exhibit “A”. Travel time between the schools will be included in the hours per week. School nurse trainings and in-service educational programs pertaining to updates on the care or referral sources for students.
2. Days and times for nursing assistance will be determined by the Galion City Health Department Director of Nursing and Galion City Schools School District Superintendent. Nursing. The Board of Education of Galion City Schools will provide space at each school for required health screenings and computer access (ex. Laptop) to complete online record documentation.
3. The Board of Education of Galion City Schools will in return for school nursing services provided, compensate the Galion City Health Department at a rate of **$35.00 per hour** (approximate 750 hrs), mileage inclusive, for an approximate cost for nursing services for the days that school is in session of **$26,250.00.** The Board of Education of Galion City Schools will make payment to the Galion City Health Department in monthly installments from nursing time sheets provided by Galion City Health Department based on hours of service**.**
4. Additional up to 10 hours per year of non interrupted time will be allowed for the assigned nurse to contact parents via phone or mail, in regards to questions on allergies, medical conditions and medications parent has listed on Emergency Authorization Forms, data entry and medical record keeping. Additional hours and mileage will be allowed for emergency situations with administrative approval. Galion City Health Department will bill Galion City Schools additional compensation at the agreed upon rate of **$35.00** per hour.
5. Acceptance of this contract is evidence that both parties will comply with Title VI and VII of the 1964 Civil Rights Act which prohibits discrimination because of race, color, religion, sex national origin, handicap ancestry, or age in any facet of the operation.
6. Acceptance of this contract is evidence of the health district’s intent to comply with HIPPA, which ensures, in part, the confidentiality and safeguarding of protected health information, as well as other requirements set forth by law.
7. Either party may terminate this contract with a thirty (30) day written notice to the other party.

In confirmation of this contract and in accordance with the provisions of 3313.72 of the Revised Code of Ohio, the signatures of the President and Clerk/ Treasurer of the Board of Education of Galion City Schools, and the President and Health Commissioner of the Galion Board of Health, are hereby affixed.

BOARD OF EDUCATION GALION CITY

GALION CITY HEALTH DISTRICT

SCHOOL DISTRICT BOARD OF HEALTH

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President President

And \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ And\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk/Treasurer Health Commissioner

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXHIBIT “A”**

**SCHOOL HEALTH SERVICES**

**FOR**

**GALION CITY SCHOOL DISTRICT**

**2014-2015**

 **I. PRESCHOOL/KINDERGARTEN REGISTRATION CONDUCTED BY THE**

 **SCHOOL**

The School Nurse may assist the schools at their preschool and kindergarten registrations in the following ways:

1. Provide forms and information to parents regarding their child’s health history, physician’s physical report and dental reports. The nurse will encourage parents to obtain these exams when needed.
2. Review above completed forms when available.
3. Review children’s immunization records and provide parent/guardian information and recommendations for needed immunizations and where to obtain the vaccines.
4. Provide vision and hearing screenings as requested.
5. Make appropriate referrals to other health related agencies whenever necessary.
6. Assist school personnel with establishing school health records.

**II HEALTH ASSESSMENT/SCREENING/REFERRALS**

The School nurse will provide the following services as mandated by the Ohio Department of Health and Ohio Revised Code:

1. Vision Screening: Preschoolers, Kindergarteners and students in grades 1, 3, 5, 7, and 9 will be screened. All new and transfer students (for whom no screening record for the previous twelve (12) months exists) must be screened during the year they enter the district. All hearing impaired children must have their vision screened annually. Any student that was screened and referred within the past year with no documented follow up will be re-screened regardless of grade level. Students referred by staff will be screened. Students in special education classes that correspond to the recommended grade levels will be screened. Children failing an initial screening will be re-screened within 6 weeks. These screenings follow the requirements and recommendations of the Ohio Department of Health.
2. Hearing screenings: Preschoolers, Kindergarteners and students in grades 1, 3 5, and 9 will be screened. All new and transfer students (for whom no screening record for the previous twelve (12) months exists) must be screened during the year they enter the district. Any student that was screened and referred within the past year with no documented follow up will be re-screened regardless of grade level. Students referred by staff will be screened. Students in special education classes that correspond to the recommended grade levels will be screened. Children failing an initial screening will be re-screened within 6 weeks. These screenings follow the requirements and recommendations of the Ohio Department of Health.
3. The school nurse will coordinate all screening referrals and follow up for the above medical reasons or failing a re-screening will be referred for follow-up.
4. Assist with athletic physicals if needed, and as needed, review completed physical forms for follow up needs. Provide health care referral information to Parents, Athletic Director, and Coaching Staff as needed.
5. The Galion City Health Department assigned nurse to Galion City Schools will not assist with drug and tobacco testing unless the district superintendent contacts The Galion City Health Department Director of Nursing prior to event and services are negotiated.

**III COMMUNICABLE DISEASE CONTROL**

The School Nurse will:

1. Compile data for the annual immunization report for the Ohio Department of Health.
2. Assist school personnel with maintaining immunization/health records.
3. Provide assistance to parents for obtaining required immunizations.
4. Follow up on all reports of communicable disease outbreaks within the schools.
5. Contact parents and other health personnel as needed.
6. Make recommendations regarding school exclusions for health reasons based on school health policy and regulations set by local and state mandates. School exclusions will made by administrative personnel.
7. Nursing staff when available at the school district will recheck heads for readmission to school following exclusion for head lice. Galion City Health Department when staffs (nurses) are available will perform head checks for lice and nits when trained school staff is not available. School nurse will train school staff yearly as needed.
8. Provide resource information and coordinate vaccine programs for students allowed by the Ohio Department of Health. The Galion City Health Department will order and administer the vaccine.

**IV. SCHOOL HEALTH RECORD**

The School Nurse will:

1. Assist school personnel in maintaining a complete health record on each student.
2. Assist with compiling a list of students with known health problems; list will be kept in a location with other confidential information for key staff to access as determined by school administrators.
3. Develop individual health plans as needed; parent input must be present on the plan.
4. Student medication needs: Train staff in medication administration as per Ohio Department of Education and Ohio Department of Health. Assist staff in receiving student medications, by following school policy for proper administration. Such as but not limited to: reviewing administration form completed properly by parent and physician, medication received is the labeled as to right medication, right student, right dose, right time and right route. Assist staff in setting up daily medications and staff are properly documenting administration of the medication.
5. School personnel will be responsible for transfers of health information to the student’s cumulative record, or when student transfers to other school districts.

**V. PARENT/TEACHER COUNSELING**

The School Nurse will:

1. Counsel with parents and school personnel regarding health needs of individual students when appropriate.
2. Coordinate with staff on program planning for school health mandated screenings.
3. Serve as resource person to parents and staff on health related problems.
4. Home visits to student and parents must be coordinated with the family, teacher and administrative staff from Galion City Schools and Galion City Health Department

**VI. EMERGENCY AND SICK STUDENT CARE**

The School Nurse will:

1. Assist school staff in interpreting and carrying out emergency first aid procedures when available.
2. Assist school staff in maintaining inventory of stock and supplies. School to purchase supplies.

**VII. HEALTH EDUCATION**

The School Nurse will:

1. Serve as a resource for staff providing health education.
2. Assist with health education programs, such as drug abuse education and decreasing of obesity for students within the time constraints of the school contract.
3. Attend IEP meetings within the time constraints of the school contract upon request.
4. Teach appropriate staff how to meet the health needs of the medically dependent student. Such as, but not limited, to students with medication administration, diabetes, epilepsy, and asthma.

**VIII. SCHOOL PERSONNEL HEALTH**

The School Nurse will:

1. Provide health resource material to staff as appropriate and available.
2. Coordinate programs or events such as lab blood draws that encourage employee health, and advise medical care as appropriate.
3. Provide on-site to staff health maintenance vaccines, such as but not limited to: Influenza and Hepatitis B and Tetanus Booster vaccines when requested by school administration. The Galion City Health Department will be reimbursed for the cost of such vaccines by the school district or the school district employees.

**XI. ROUTINE SCHOOL VISITATION**

The School Nurse will:

1. Provide school administration in each building and board office with a written work schedule for the year, after conferring with each building administrator of needs. Schedule will be available within 2 weeks of school start and become routine and must be within the time constraints of the contract.
2. Due to unpredictable events, such as nurse mandated to attend conference or illness, the work week schedule will be altered, or alternative staff will cover, this change to be approved by the school and health department administrative staff.
3. The Galion City Health Department School Nurse or Nursing Director will notify school staff as soon as possible of nurse’s absence due to illness or vacation. All attempts will be made by the Galion City Health Department to send a substitute nursing staff member if available.
4. The school may contact the Galion City Health Department at any time regarding health problems in the district. The health department will, if necessary, will contact The Board of Health Medical Director for medical direction.