

**CONTRACT FOR SCHOOL HEALTH SERVICES
BETWEEN SAINT JOSEPH CATHOLIC SCHOOL- GALION
AND THE GALION CITY HEALTH DEPARTMENT-BOARD OF HEALTH
School Year 2015-2016**

This agreement is made this _____ day of _____, 2015, by and between the Galion City Health Department-Board of Health and Saint Joseph Catholic School- Galion. The Galion City Health Department- Board of Health hereinafter referred to as "GCHD", and Saint Joseph Catholic School- Galion, hereinafter referred to as "SCHOOL".

WHEREAS, The SCHOOL desires to engage the services of the GCHD to perform the services hereinafter described;

WHEREAS, the GCHD is capable and desirous of providing the services requested by the SCHOOL.

NOW, THEREFORE, be it resolved that the SCHOOL and the GCHD are able and willing to enter into this agreement for school nursing services.

Be it further resolved, the GCHD and the SCHOOL do mutually agree as follows:

1. The GCHD agrees to furnish to the SCHOOL the services of a trained, registered nurse, to be selected and employed by the GCHD, who shall aid the SCHOOL in rendering nursing services required by law in such ways as may be agreed upon by both parties as outlined in Attachment "A".
2. GCHD will provide necessary hours to administer agreed upon services. Travel time between the schools will be included in the hours per week.
3. The SCHOOL will permit the designated nurse to attend mandatory GCHD staff meetings and GCHD mandated educational in-services/ trainings as determined in Attachment "A".
4. Days and times for nursing services to be provided will be determined by the GCHD Director of Nursing and/or Health Commissioner and the SCHOOL Principal. The SCHOOL will provide space for required health screenings and computer access (ex. Laptop) to complete online record documentation. The SCHOOL will provide uninterrupted time for the assigned nurse to contact parents via phone or mail, in regards to questions on allergies, medical conditions and medications parent have listed on Emergency Authorization Forms, data entry and medical record keeping.
5. The SCHOOL hereby agrees, in return for the school health services to be provided by the GCHD for the school year 2015-16, to compensate the GCHD at a rate of \$35 per hour, mileage inclusive, for each GCHD staff member providing services. The SCHOOL will make payments to the GCHD within 30 days of receipt of invoice.
6. Both parties reserve the right to increase the number of hours and associated total costs for nursing services provided at the hourly rate agreed to herein through a written ADDENDUM to this agreement. Such ADDENDUM would need to be mutually agreed upon by both parties.
7. Acceptance of this contract is evidence that both parties will comply with Title VI - VIII of the 1964 Civil Rights Act and Section 504 of the Rehabilitation Act which prohibits discrimination because of race, color, national origin, handicap, age, sex, religion, and political affiliation in any facet of their operation except where such discrimination is a bona fide documented business necessity.
8. 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. Except as otherwise limited in this agreement, the GCHD may use or disclose Protected Health Information to perform functions, activities or services for, or on behalf of Saint Joseph Catholic School- Galion, provided that such use or disclosure would not violate the Privacy Rule if done by the School District or the minimum necessary policies and procedures of the School District.
9. Both parties agree that they are equal opportunity providers of services and equal opportunity employers.
10. Either party may terminate this contract with a thirty (30) day written notice to the other party.
11. This agreement and any resulting disputes thereunder shall be interpreted under the laws of the State of Ohio.

In confirmation of this contract and in accordance with the provisions of 3313.72 of the Revised Code of Ohio, the signatures of the Principal of Saint Joseph Catholic School- Galion, and the President and Health Commissioner of the Galion Board of Health, are hereby affixed.

SAINT JOSEPH CATHOLIC SCHOOL
GALION

GALION CITY HEALTH DEPARTMENT
BOARD OF HEALTH

By _____
Principal

By _____
President

Date _____

And _____
Health Commissioner

Date _____

ATTACHMENT "A"
SCHOOL HEALTH SERVICES
FOR
SAINT JOSEPH CATHOLIC SCHOOL- GALION
2015-2016

I. HEALTH SCREENING/REFERRALS:

1. Hearing Screening

- a) Audiometer screening for students in grades preschool, K, 1, 3, and 5, as well as students with IEPs or as referred by school staff.
- b) Children who fail an initial screening will be re-screened within 6 weeks or a referral notification will be sent home at the time of failure.
- c) Completing referral forms for each student who does not pass the hearing screening.
- d) Taking all referral forms to school administration offices for distribution to the guardians of children who failed the hearing screening.
- e) Documenting hearing screening results on each student's school health record and whether or not a referral was completed.
- f) School staff will notify the nurse of new/transfer students into the district. All new and transfer students (for whom no screening record for the previous twelve (12) months exists) will be screened during the year they enter the district.
- g) Schools will have audiometers calibrated annually.
- h) These screenings follow the requirements and recommendations of the Ohio Department of Health. School nurse will abide by any changes or updates as per ODH.

2. Vision Screening

- a) Distance vision acuity screening for students in grades preschool, K, 1, 3, 5, 7 and 9, as well as students with IEPs or as referred by school staff. Muscle balance for grade 1 and stereopsis for grades K and 1. Color blindness screening for males in grades K and 1.
- b) Children who fail an initial screening will be re-screened within 6 weeks or a referral notification will be sent home at the time of failure.
- c) Completing referral forms for each student who does not pass the vision screening.
- d) Taking all referral forms to school administration offices for distribution to the guardians of children who failed the vision screening.
- e) Documenting vision screening results on each student's school health record and whether or not a referral was completed.
- f) School staff will notify the nurse of new/transfer students into the district. All new and transfer students (for whom no screening record for the previous twelve (12) months exists) will be screened during the year they enter the district.
- g) All hearing impaired children must have their vision screened annually.
- h) These screenings follow the requirements and recommendations of the Ohio Department of Health. School nurse will abide by any changes or updates as per ODH.

3. Pre-Kindergarten Screenings/Registration:

- a) Assist with immunization compliance review
- b) Assist with preparing school health record/folder
- c) Special healthcare needs, including a review of medication, food and environmental allergies.
- d) Hearing and vision screening
 - 1. Children who fail screening will be re-screened in the fall
 - 2. Referrals will be sent as needed

II. 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 that will be communicated to the appropriate school staff.
- 3. Assist with developing individual health plans for the students with potential life threatening medical needs (i.e. seizures, diabetes, allergies) and communicating these health plans with the appropriate school staff.
- 4. School personnel will be responsible for transfers of health information to the student's cumulative record or when the student transfers to a different school district.

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 guidance to parents for obtaining required immunizations.
- 4. Follow up on all reports of communicable disease outbreaks within the schools.
- 5. Make recommendations regarding school exclusions for health reasons based on school district policy and regulation set by local and state mandates. School exclusions will be made by administrative personnel.
- 6. Nursing staff, when available, will recheck heads for lice for readmission to school, if necessary per school district policy.

IV. PARENT/TEACHER/NURSE COLLABORATIONS:

The school nurse will:

- 1. Work with the parents and the 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 a resource person to parents and staff on health related problems.
4. Per teacher/administration request, public health nurses may provide educational programs for students (sexually transmitted diseases, teen pregnancy, safety, nutrition and other topics as requested and approved by school administration).
5. Per teacher/administration request, public health nurses will provide educational programs/instruction for staff (for example: diabetic care and administration of glucagon, seizure precautions and use of rectal diastat, usage of epi-pen and other topics as requested and approved by school administration). Please note that training on Epi-pens can only be provided if the school district has an Epi-pen policy
6. Provide health resource material to staff as appropriate and available.

V. EMERGENCY AND SICK STUDENT CARE

The school nurse will:

1. Assist school staff in interpreting and carrying out emergency first aid procedures when available in the district.

VI. ROUTINE SCHOOL SCHEDULE

The school nurse will:

1. Be permitted to attend mandatory Health Department staff meetings and Health Department mandated educational in-services/trainings. The Galion City Health Department will notify the school district of these dates as soon as they become available. If the absence will be substantial, the Galion City Health Department will make all attempts to send a substitute nurse if available.
2. Notification will be provided to the schools as soon as possible for changes in the schedule due to nurse illness or vacation. All attempts will be made by the Galion City Health Department to send a substitute nurse if available.

VII. SCHOOL DISTRICT RESPONSIBILITIES:

The school district will:

1. Provide appropriate health clinic space(s).
2. Purchase and provide necessary supplies for all health clinic space(s) being utilized.
3. Provide staff to assist with administrative functions during screenings.

4. Notify Galion Health Department of K and 1st grade screening dates at least 60 days in advance.
5. Notify the Galion City Health Department of 3rd, and 5th grade screening dates at least 30 days in advance.
6. Provide dates of open houses and parent teacher conferences and provide a space for the Galion City Health Department to provide information to parents.
7. If requesting specific training from the Health Department, will request the date at least 7 days in advance (30 days preferred).
8. Provide trained staff in routine medication administration. School nurse may assist in medication administration if in the building, and available.
9. Provide a point of contact 3 people deep for communication purposes.
10. Provide uninterrupted (except for emergencies) time for the school nurse to complete paperwork or administrative detail. (time based on needs)
11. Provide a copy of the school district health/medical policy to the school nurse upon request.
12. Participate in quarterly, or as needed, meetings with school administration in charge of nursing to discuss concerns, needs and accomplishments.
13. Provide trained staff to care for the diabetic needs of children when the school nurse is unavailable, per H.B. 264.
14. Permit school nurse to attend mandatory Health Department staff meetings and Health Department mandated educational in-services/trainings.