**ATTACHMENT “A”**

**SCHOOL HEALTH SERVICES**

**FOR**

**­­ SAINT JOSEPH CATHOLIC SCHOOL- GALION**

**I. HEALTH SCREENING/REFERRALS:**

1. **Hearing Screening**
2. Audiometer screening for students in grades preschool, K, 1, 3, 5 and 7 as well as students with IEPs or as referred by school staff.
	1. Initial Kindergarten and 1st grade vision screenings will be completed by November 1.
3. 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.
4. Completing referral forms for each student who does not pass the hearing screening.
5. Taking all referral forms to school administration offices for distribution to the guardians of children who failed the hearing screening.
6. Documenting hearing screening results on each student's school health record and whether or not a referral was completed.
7. 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.
8. Schools will have audiometers calibrated annually.
9. 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.
10. Complete ODH annual screening report on, or before, June 1.
11. **Vision Screening**
	1. Distance vision acuity screening for students in grades preschool, K, 1, 3, 5, and 7, 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.
		1. Initial Kindergarten and 1st grade vision screenings will be completed by November 1.
	2. 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.
	3. Completing referral forms for each student who does not pass the vision screening.
	4. Taking all referral forms to school administration offices for distribution to the guardians of children who failed the vision screening.
	5. Documenting vision screening results on each student's school health record and whether or not a referral was completed.
	6. 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.
	7. All hearing-impaired children must have their vision screened annually, per ODH.
	8. These screenings follow the requirements and recommendations of the Ohio Department of Health. School health services personnel will abide by any changes or updates as per ODH.
	9. Complete ODH annual screening report on, or before, June 1.
12. **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 health services personnel 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 health services personnel will:

1. Compile and submit 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 health services personnel 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).
6. Provide health resource material to staff as appropriate and available.

**V. EMERGENCY AND SICK STUDENT CARE**

The school health services personnel 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 health services personnel 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 substitute staff 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 substitute staff, 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~~ Work with the Galion City Health Department for scheduling K and 1st grade hearing and vision screening. ~~dates at least 60 days in advance.~~
5. ~~Notify~~ Work with the Galion City Health Department for scheduling 3rd, 5th, and 7th grade hearing and vision 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 30 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~~  2 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.