



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

**New Jersey Department of Children and Families Policy Manual**

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Issuance:	11	<b>Nursing Services for Students and “Nursing Handbook” (Regional Schools)</b>	Revised:

**SUBJECT:** Nursing Services for Students Attending Department of Children and Families (DCF) Regional Schools

**EFFECTIVE DATE:** July, 1989

**REVISED:** July 28, 2010

**A. OBJECTIVE**

To ensure that students attending DCF Regional Schools receive educational and related health-care services as necessary and/or as specified in their Individualized Education Programs (IEP).

**B. DEFINITION**

A “Traditional Tuition Student” is a student with severe disabilities who is referred to a DCF Regional School by the school district that will be responsible for his/her tuition and the provision of child study team services. This type of tuition student has traditionally attended a Regional School and would formerly have been known as an eligible for day training student.

**C. STANDARDS/PROCEDURES**

1. Each nurse at a DCF Regional School shall possess a current license as a registered nurse from the New Jersey State Board of Nursing and a valid, current Provider’s Cardiopulmonary Resuscitation (CPR)/ Automated External Defibrillator (AED) certification as issued by the American Heart Association, the American Red Cross or other entity determined by the Department of Health and Senior Services to comply with American Heart Association CPR guidelines.

2. The nurse(s) at each DCF Regional School shall provide nursing services to a student as required to enable the student to participate in the education program and/or as specified in his/her IEP.
3. As required, a student shall receive specialized nursing intervention to maintain his/her health and safety during the school day.
4. The nurse(s) at each DCF Regional School shall maintain student health records in accordance with this policy, the "Nursing Handbook" and OOE Policy #4.
5. The Office of Education (OOE) Nurse Consultant is available to provide technical assistance and guidance with the implementation of the policies and procedures pertaining to nursing services.
6. Student applicants to DCF Regional Schools who have special health-care needs or those current students with changing health-care needs shall be referred to the OOE Nurse Consultant for assessment and evaluation in collaboration with the DCF Regional School staff.
7. Pursuant to N.J.A.C. 8:57-4.1 et seq., the school's nurse shall review and assess the immunization records of all students and infants/toddlers upon admission and annually, thereafter.
  - a. The nurse shall advise parents and guardians regarding the need for additional immunizations, as required.
  - b. The nurse shall recommend to the Education Supervisor (ES) the exclusion of students and infants/toddlers who have not submitted acceptable evidence of immunizations or an exemption from immunizations in accordance with OOE Policy #36 and N.J.A.C. 8:57-4.1 et seq.
  - c. Annually, the school's nurse at each DCF Regional School shall report the immunization status of the students in the school and the infants in the child-care center by completing the "Annual Immunization Status Report (IMM-7)" which is available in either an electronic or paper format as set forth under N.J.A.C. 8:57-4.8.
    - 1) The report shall be submitted electronically or be sent through the mail to the State Department of Health and Senior Services at the specified addresses.

- 2) A copy of the report shall be sent to the county Department of Health, and a copy of the report shall be maintained at the DCF Regional School.
8. In accordance with N.J.A.C. 6A:16-2.2(g) and (h), the school's nurse shall screen students upon admission and annually, thereafter, for height, weight and blood pressure, and the results shall be documented on the [State of New Jersey Health History and Appraisal form A-45](#).
9. For all prescribed medications/treatments that will be administered by the school's nurse, the "Permission for In-School Medication/Treatment by School's Nurse" form (Attachment 1) shall be completed by the student's or infant's parent/guardian.
10. All nurses at DCF Regional Schools shall implement the necessary nursing procedures and mandated screenings, such as Vision and Scoliosis screenings, in a manner consistent with the "Nursing Handbook" (Attachment 2).
11. Auditory screenings at DCF Regional Schools shall be conducted in accordance with OOE Policy #9.
12. The nurses at DCF Regional Schools shall complete all mandated procedures, screenings and reports in a timely manner.
13. For each traditional tuition student with a chronic illness/disability, the school's nurse shall complete an "IEP Nursing Assessment and Individualized Health-Care Plan" (Attachment 3) upon admission and annually, thereafter, in preparation for the student's program planning meeting.
  - a. This assessment form will also serve as the student's Individualized Health-Care Plan and shall be maintained in the student's individual health record.
  - b. The school's nurse shall instruct staff, as appropriate, regarding each student's health-care needs.
14. For each traditional tuition student, the school's nurse shall send the "Annual Physical Examination Form" (Attachment 4) to the student's parent/guardian on a yearly basis, requesting that the form be completed by the student's health-care provider. An annual physical examination is recommended, but it is not mandatory for attendance at school.
15. For each student with a chronic illness, other than a traditional tuition student, the school's nurse shall complete an Individualized Health-Care Plan

(Attachment 5) upon the student's admission and annually, thereafter, as applicable.

- a. The completed Health-Care Plan shall be maintained in the student's individual health record.
  - b. The school's nurse shall instruct staff, as appropriate, regarding each student's health-care needs.
16. Pursuant to N.J.S.A. 18A:7 and 8, if it is determined on any given day that a student's physical condition endangers the health or safety of that student or others, the ES may exclude the student from school.
- a. If the ES decides to exclude such a student, the student's parent/guardian/residential provider shall be notified.
  - b. The student shall be excluded from school until appropriate treatment is obtained or a health-care provider has determined that the individual is not a risk to others.
17. In the event of an actual or potentially life-threatening emergency, 9-1-1 shall be called immediately.
18. A student's parent/guardian/residential provider and an infant's parent/guardian shall be notified by the ES or the school's nurse in accordance with this policy and the "Nursing Handbook" and/or whenever a student is in need of immediate medical care which includes, but is not limited to, situations requiring the student to be transported to the hospital by ambulance.
19. When a student's or infant's health is compromised to the point that he/she requires immediate medical attention and the school becomes responsible for getting the individual to the hospital, the student or infant/toddler shall be transported to the hospital by ambulance.
- a. Except for routine medical appointments and for 19c below, a student or infant/toddler shall **not** be transported by staff to the hospital in a school bus.
  - b. A student or infant/toddler shall **not** be transported by staff to the hospital in any other State vehicle or a private vehicle.
  - c. When the school has to take a student, who is suspected of being under the influence of alcohol or other drug, to a medical facility or emergency room for an examination and the student is not exhibiting

behaviors/symptoms which indicate an emergent crisis or life-threatening situation, the student shall be transported in a school bus with an escort.

20. The DCF Office of Education's policy and procedures regarding Do Not Resuscitate (DNR) orders for DCF Regional School students, including the fundamental principle that DCF Regional Schools will **not** implement DNR orders for students participating in their programs, are delineated in OOE Policy # 52, "Do Not Resuscitate (DNR) Orders at DCF Regional Schools".
21. For each student with diabetes, the school's nurse shall ensure that all components of the "Diabetes Information Package" (Attachments 6A, 6B, 6C, 6D, 6E, 6F and 6G) are addressed and completed, as required, upon the student's admission and annually, thereafter.
  - a. Any school bus driver who transports a student with diabetes shall be provided information by the ES and/or the school's nurse about the student's condition, how to treat hypoglycemia, who to contact in an emergency, and parent contact information.
  - b. A DCF Regional School that has an enrolled student with diabetes shall post, in plain view, a reference sheet which identifies the signs and symptoms of hypoglycemia in students with diabetes.
  - c. The school's nurse has the primary responsibility for the administration of glucagon as prescribed and as outlined in the Diabetes Information Package; however, an employee at the Regional School may volunteer to be trained as a delegate for the emergency administration of glucagon in the absence of the school's nurse, pursuant to N.J.S.A. 18A:40-12.14.
    - 1) The OOE Nurse Consultant and the school's nurse shall provide the training and evaluation, as outlined in the Glucagon Administration Training Protocol (Attachment 14).
    - 2) No DCF Regional School employee, including a school's nurse, a school bus driver, a school bus aide, or any other officer or agent of the Office of Education and its Regional Schools, shall be held liable for any good faith act or omission consistent with the provisions of P.L. 2009 c.131 N.J.S.A. 18A:40-12.11 et seq., nor shall an action before the New Jersey State Board of Nursing lie against a school's nurse for any such action taken by a person trained in good faith by the school's nurse or the OOE Nurse Consultant pursuant to this Act. Good faith shall not include willful misconduct, gross negligence, or recklessness.
22. For each student with a life-threatening allergy:

- a. The school's nurse has primary responsibility for the administration of epinephrine, as prescribed and as outlined in the "Nursing Handbook".
  - b. However, the school's nurse also has the authority to delegate and train a willing, qualified school employee(s) to administer epinephrine in an emergency, in accordance with N.J.S.A. 18A:40-12.6 and with the procedures for "Training a Delegate for Epinephrine Administration" (Attachments 7, 7A, and 7B).
  - c. The school's nurse shall develop an "Emergency Plan – Anaphylaxis/Allergy" (Attachment 8) which shall be updated annually.
23. For each student with asthma, the school's nurse shall ensure that the student's health-care provider completes the "Asthma Action Plan" (Attachment 9A). Based on the information on the Action Plan, the school's nurse shall develop an emergency plan using the "Emergency Plan – Asthma" form (Attachment 9B), which shall be updated annually.
24. Pursuant to N.J.S.A. 18A:40-12.7, each DCF Regional School shall maintain a working nebulizer in an accessible location.
- a. The school's nurse shall ensure the nebulizer is maintained in good working order and shall follow cleaning and disinfecting routines in accordance with standard nursing practices as outlined in the Nursing Handbook.
  - b. Each nurse shall annually attend an airways management training which includes the use of nebulizers and inhalers consistent with nationally recognized standards.
25. The school's nurse shall participate with the ES; the parent/guardian; the residential provider, as appropriate; the health-care provider; and the student in the review, evaluation and approval of a student self-administering medication in school for asthma or other potentially life-threatening illness or for a life-threatening allergic reaction in accordance with the procedures in this policy entitled "Self-Administration of Medication by Student" (Attachments 10, 10A, 10B, 10C, 10D, and 10E) and N.J.S.A. 18A:40-12.3.
26. To the maximum extent possible, which may involve limiting a student's activities, a student's prescribed medication for a life-threatening illness or allergic reaction shall be:
- a. easily accessible by the school's nurse, by a trained delegate when the medication is epinephrine or glucagon, or by the student when he/she has been approved to self-administer a medication; and

- b. available in the event of an emergency at school or at a school-related function.
27. In the event an emergency situation occurs with a student who has diabetes, asthma and/or a life-threatening allergy, an “Emergency Plan – Follow-up Documentation” form (Attachment 11) shall be completed by the school’s nurse or a trained delegate after any intervention has been provided.
- b. When completed by a trained delegate, the form shall be reviewed by the school’s nurse.
  - c. The completed form shall be maintained in the student’s individual health record.
28. Prior to a student’s participation on a school-sponsored interscholastic or intramural athletic team or squad for students enrolled in grades 6 through 12, the ES shall insure the student has received and passed a medical examination which includes:
- b. A health history questionnaire (Attachment 12A) which is completed and signed by the parent/guardian; and
  - c. A physical evaluation form (Attachment 12B) which is completed and signed by the student’s health-care provider and indicates whether or not the student’s participation in a sport is approved.
  - d. Both forms shall be maintained in the student’s individual health record.
29. The Automated External Defibrillator at each DCF Regional School shall be maintained and used in accordance with the requirements, procedures and post-event actions outlined in “Automated External Defibrillator” (Attachment 13).
30. Pursuant to N.J.S.A. 18A:40-34, the ES or school’s nurse shall make accessible information about the New Jersey FamilyCare program for students who are knowingly without medical care. Information is available at [www.njfamilycare.org/](http://www.njfamilycare.org/).

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## **Attachments:**

- [Attachment A-1](#): Administration of Medication: Permission for In-School Medication/Treatment by School's Nurse
- [Attachment A-2](#): Nursing Handbook - Index
- [Attachment A-3](#): IEP Nursing Assessment and Individualized Health-Care Plan for Traditional Tuition Students
- [Attachment A-4](#): Annual Physical Examination Form
- [Attachment A-5](#): Individualized Health-Care Plan
- [Attachment A-6A](#): Diabetes Intake Check List
- [Attachment A-6B](#): Diabetes Health-Care Provider Orders
- [Attachment A-6C](#): Diabetes Supplies
- [Attachment A-6D](#): Diabetes Individualized Health-Care Plan
- [Attachment A-6E](#): Diabetes Parent/Guardian Permission to Release and Exchange Confidential Information
- [Attachment A-6F](#): Emergency Plan – Diabetes
- [Attachment A-6G](#): Training a Delegate – Permission for Emergency Glucagon During School
- [Attachment A-7](#): Training a Delegate for Epinephrine Administration
- [Attachment A-7A](#): Training a Delegate – Epinephrine Auto-Injector Training Checklist
- [Attachment A-7B](#): Training a Delegate – Permission for Epinephrine Injection During School
- [Attachment A-8](#): Emergency Plan – Anaphylaxis/Allergy
- [Attachment A-9A](#): Asthma Action Plan
- [Attachment A-9B](#): Emergency Plan - Asthma
- [Attachment A-10](#): Self-Administration of Medication by Student
- [Attachment A-10A](#): Permission for Student to Self-Administer Medication in School for a Potentially Life-Threatening Illness – Parent/Guardian Authorization
- [Attachment A-10B](#): Permission for Student to Self-Administer Medication in School for a Potentially Life-Threatening Illness or Allergy – Health-Care Provider Certification
- [Attachment A-10C](#): Self-Administration of Medication for Asthma – Student Agreement
- [Attachment A-10D](#): Self-Administration of Medication for Allergy/Anaphylaxis – Student Agreement
- [Attachment A-10E](#): Self-Administration of Medication for Diabetes Care – Student Agreement
- [Attachment A-11](#): Emergency Plan – Follow-up Documentation
- [Attachment A-12A](#): Athletic Pre-Participation Physical Examination Form – Part A: Health History Questionnaire
- [Attachment A-12B](#): Athletic Pre-Participation Physical Examination Form – Part B: Physical Evaluation Form
- [Attachment A-13](#): Automated External Defibrillator – Requirements, Procedures and Post-Event Actions
- [Attachment A-14A](#): Training a Delegate for Glucagon Administration
- [Attachment A-14B](#): Evaluation: Training a Delegate for Glucagon Administration

[Attachment 14C: Certificate for Emergency Glucagon Administration](#)

**Note: This is a reproduction of a signed document. The original document is on file with the DCF Office of Education.**