



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 3, 2025
To: Local Educational Agency Leads
Route To: School Nurses, School Physicians, Supervisors of Nursing Services, Building Administrators
From: Kathy Ehling, Assistant Commissioner
Division of Educational Services

NJDOE Releases Model Nursing Services Plan

The New Jersey Department of Education (NJDOE), in collaboration with the New Jersey State School Nurses Association, school administrators, and other key stakeholders, developed a [Model Nursing Services Plan](#) to help local educational agencies (LEAs) document required school health and nursing services and assess whether they have adequate staffing necessary to meet student health and school nursing needs. While use of the Model Nursing Services Plan is not required, and many LEAs have plans developed in past years, LEAs are encouraged to review and consider adopting the model plan available on the NJDOE Health Services website to ensure alignment with current requirements and best practices.

Pursuant to N.J.A.C. 6A:16-2.1(b), each LEA must annually adopt the LEA's nursing services plan at a regular board meeting. To develop the plan, the school physician is required to consult with the LEA's certified school nurses. The plan should clearly outline the nursing and school health services to be provided across the district, reflecting student needs, potential emergencies, statutory requirements, and the assignment of medical staff.

A well-developed nursing services plan goes beyond compliance. It offers a clear picture of the school nurse's workload, including time devoted to routine care, administrative responsibilities, individual student needs, and the broader health needs of the school community. By capturing this information, the plan captures the school health and nursing services required to provide students with a safe, focused, and effective learning environment, while also guiding local decision-making about adequate staffing.

Because there is no single formula for determining staffing levels, districts are encouraged to assess and document their own perception of adequate staffing based on the student census, identified acuity levels, and job-related expectations, including those reflected in statute and the New Jersey Administrative Code. The Model Nursing Services Plan is available on the [NJDOE Health Services website](#) and can be adapted to reflect the unique needs of each district.

Next Steps

- The Model Nursing Services Plan is available on the NJDOE health services site as a Word document and may be edited or adjusted to meet the unique needs of each LEA. Share the [Model Nursing Services Plan](#) with local school physicians and certified school nurses for further deliberation on adopting the model plan.

Contact Information

Questions may be directed to healthysch@doe.nj.gov.

c: Members, State Board of Education
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