Public Health Nurses from the Haywood County Health Department are contracted to serve as agents of the Haywood County School system in the role of school nurses. By meeting the standards set by the North Carolina Department of Health and Human Services, Division of Public Health and the North Carolina Department of Public Instruction, these nurses manage and deliver a comprehensive School Health program with the objective of improving educational outcomes for children with poor school performance related to health problems. Nursing supervision for medical and clinical procedures will be in accordance with the NC Nurse Practice Act and policies of the Health Department. Administrative accountability and guidance for school functions are the responsibility of the school principal. The process of developing State Board of Education-approved written policies and related procedures as they relate to the provision of school health services will be completed by the Administration of Haywood County Schools, with consultation provided by Haywood County Health Department. In the event of emergency and disaster that may necessitate the use of school nurses, Haywood County Health Department and Haywood County School will follow the Haywood County Emergency Operations Plan.

Within each assigned school, the school nurse will:

- Collaborate with administration to establish and manage this comprehensive health program.
- Advise school administration regarding policies and procedures of the health services delivered or supervised by the nurse according to the North Carolina Nurse Practice Act and Haywood County Health Department policies.
- Consult with school professionals, parents, physicians and community agencies to access appropriate services for students.
- Provide skilled nursing supervision including IHP’s and EAP’s for special needs children who are identified by the school as mandated by NC General Statues and SBE mandate #04A107.
- Provide skilled nursing supervision for diabetic students including individualized diabetic care plans. With the system-wide 504 coordinator, provide generalized training of school personnel and more intensive training to staff so designated by principals in accordance with SB911.
- Train and monitor personnel designated by the school to perform medical treatments and therapies, and administer medications with parental permission and physician orders.
- If available, participate as a member of school-based committees and Individual Education Plan teams implementing individual Healthcare Plans and Emergency Action Plans as appropriate.
Services delivered by the School Nurse through the Comprehensive School Health Program as specified in the NC School Health Manual, include:

- With parent’s written permission on Health History updates, provide limited nursing assessments for acute/chronic problems
- With collaboration from school staff, provide vision screening for all students in grades 1-5 and kindergartners without vision screening completed on KHA’s, and for middle and high school students upon request.
- Referrals and follow-up on all abnormal screenings.
- Yearly initiation/updating of health histories on all students.
- Counseling with individual students about special health concerns and collaboration with teachers and parents to obtain health care as indicated.
- Serving as expert on immunization requirements and reviewing immunization records of all students entering Haywood County schools for the first time.
- Offering and administering vaccinations that are added to the North Carolina Administrative Code rules governing school immunization requirements (ex: Tdap requirements for individuals entering the 6th grade on or after August 1, 2008, etc.), and/or other vaccination initiatives deemed necessary and allowable by the NC Division of Public Health Immunization Branch.
- Guiding school personnel in the implementation of the school-wide medication policy by providing in-service on administration of medications to all school personnel who perform this task, by reviewing medication logs for accuracy and by being available on site or by phone to answer questions regarding the administration of medications.
- Provide limited health screening to middle and high school students to include height, weight, blood pressure, and vision screening by teacher/counselor/school psychologist, parent or student requests.
- Serving as an expert on communicable diseases, infestation, and other health issues as they influence the school environment.
- Developing and implementing health education presentations on mutually agreed upon health topics, for school students and personnel as requested and school nurse availability.
- Exploring with school administration additional ways to meet the health needs of Haywood County students.
- Refer students for Kindergarten/sports physicals as indicated and by request to the health department or private medical provider.
- Refer families for North Carolina Health Choice insurance coverage and Health Check (Medicaid).
- Provide a representative on the School Health Advisory Council
- Generate end of year school health report for the school system.
- Present health information annually to the Board of Education as requested.
- Provide limited health services and education for school staff.
Haywood County School personnel will:

- Provide space in each school for the school nurse to assess and counsel with students in a confidential manner, including the provision of locking file cabinets for school nurses at each school as well as phone access.
- Provide all nurses computer/internet access in their office or access to internet from laptops at each school.
- Provide school nurses ample time at the beginning of the school year to address school staff during their first staff meeting regarding important health issues such as diabetes, OSHA, etc.
- Provide all necessary forms in implementing school health services.
- Contact the school nurse when new students arrive in order to assess their health status/immunizations.
- Coordinate with the school nurse to access resources to meet the health needs of children.
- Maintain cumulative records to include health assessment, immunization information, and parental consent for health presentation.
- Maintain confidentiality of health information as required by state and federal law.
- Obtain physician authorization and parental permission to administer medications.
- Maintain medication records in accordance with school medication policy and applicable state and federal laws.
- Provide school staff to be trained by the school nurse for administration of medications/special health care procedures. Provide lock boxes for classrooms with medications/special health care procedures, i.e. classrooms for students with special needs.
- Work cooperatively with school nurses and other health department personnel to implement health programs, provide health intervention and health promotion.
- Provide a primary contact in each school to communicate nurses’ schedules. If questions about the school nurses’ schedule arise, this school staff person will contact health department administration for clarification.
- Report staff concerns regarding school nurses promptly to health department administration.
- Designate a minimum of two school staff per school as lice screens to assist the school health nurses.
- Designate at least two school staff per school as Diabetic Care Managers (DCM) and attend intensive DCM training at the beginning of the school year.

The Haywood County School System agrees to pay the Haywood County Health Department the amount of $100,575 annually for services described in this agreement. Both the school system and health department will review this fee and agreement annually. Proposed changes to the agreement shall be communicated in writing to the respective parties no later than sixty (60) days prior to any change. Any proposed change must be agreed to by both parties in writing. Any operational issues or agreement disputes for the school system or health department will be resolved through negotiations by the Superintendent of Schools and Health Director or their designees.
This agreement may be terminated by either party for cause with a sixty (60) day written notice. Either party shall have the opportunity to propose and implement corrective actions prior to termination of the agreement to resolve the cause for termination.

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Carmine F. Rocco, M.S.      Date            Dr. Anne Garrett  Date
Health Director             Superintendent of Schools
Haywood County Health Department   Haywood County Board of Education

“Provision for the payment of monies to fall due under this agreement has been made by appropriation duly authorized, as required by the local Government Budget and Fiscal Control Act.”

___________________________  ___________________________
Julie Davis                 Date            Marty Stamey       Date
Finance Director            City Manager
Haywood County              Haywood County