

CHAPTER ONE – COORDINATED SCHOOL HEALTH PROGRAM

Implementing the School Health Program

To be successful, a coordinated school health program requires collaboration among staff within the school district and community members representing the various components. The New Mexico Coordinated School Health Model, includes the following eight components: Nutrition, Physical Education and Activity, Family, School and Community Partnerships, Health Education, and Life Skills, Healthy and Safe Environment, Social and Emotional Well-Being, School Health Services, and Staff Wellness. Important team members in this collaboration include the school board members, administrators, school nurses, school health assistants, teachers, counselors, food services staff, and school-based health centers staff.

The New Mexico Public Education Department (NMPED) requires licensure for various levels of school health staff, as well as teaching staff. School Nurses, must be licensed by the New Mexico Board of Nursing as well as NMPED. Health Assistants must attend a one-time training by the New Mexico Department of Health (NMDOH) prior to being licensed by the NMPED.

[Application for Initial New Mexico Licensure](#)

School Health Advisory Councils (SHAC)

A coordinated approach to school health improves the health of young people and enhances their capacity to learn through the support of families, schools, and communities working together. Coordinated School Health is about keeping students healthy over time, reinforcing positive healthy behaviors throughout the school day, and making it clear that good health and learning go hand in hand. The School Health Advisory Council (SHAC) is a district advisory council that works on insuring that health and wellness are at the core of learning. The SHAC is made up of a broad cross-section of parents, business and community leaders, and school personnel. A SHAC facilitates communication and problem solving about health-related issues of children and youth. SHACs can assist schools in carrying out responsibilities for promoting and protecting the health of students and employees. An active (SHAC) is an excellent means to enlist parent and community involvement in the schools. The SHAC can provide a way for the schools to utilize valuable professional resources in their programs. A SHAC works with the district to help school communities support wellness and academic achievement.

Every public-school district or public charter school in New Mexico are required to have a SHAC and are an essential part of a comprehensive school district wellness policy. Both promote academic success and lifelong well-being of students in New Mexico. The NMPED has developed a school district wellness policy guidance document which is intended to assist school districts in developing and implementing a comprehensive school district wellness policy. The wellness policy also addresses school staff wellness. The overall health of has profound effect on the academic success and well-being of all

New Mexico students. The guidance document is intended to assist school districts in developing and implementing wellness policies to create a learning environment that helps students meet their academic potential and enjoy lifelong health. Developing and maintaining a Wellness Policy enables each district to meet NMPED [Wellness Policy Code](#). Other documents essential to a complete wellness policy are found on the NMPED website under [School District Wellness Policy: Guidance Document Wellness Policy](#)

School Board

The local School Board for the school district assumes responsibility for overall health policies as well as budget, facilities, planning and personnel. The School Board is an asset to the implementation of school health programs, including a SHAC. One recommendation is to have a school board member on the SHAC.

School Administrator

The School Administrator provides leadership for all phases of the school health program including the development and maintenance of policies. He/she works closely with the school nurse, in the planning and implementation of the school health program. The School Administrator is responsible for seeing that all students and employees under his/her authority comply with state laws and regulations relating to health and safety issues. It is the Administrator's responsibility to operate the school in accordance with all federal and state laws in addition to NMPED regulations.

School Nurse

The PED-licensed School Nurse's responsibilities include, but are not limited to, the following activities [Licensure for School Nurses, Grades Pre-K-12](#)

- Participating in planning, implementation, and evaluation of the school health program.
- Acting as an advocate for the health needs and rights of students.
- Delivering health services to students using nursing processes to assess needs, plan interventions and evaluate outcomes.
- Providing and/or assisting with access to health counseling and guidance for students on an individual basis or within a group setting.
- Participating in health education program activities for students, school personnel and the community.
- Facilitating communication between the student, family, medical provider, and the community.

The National Association of School Nurses (NASN) has adopted a [Framework for 21st Century School Nursing Practice](#) which outlines the structure and concepts of the complex clinical specialty practice of school nursing.

School Health Assistant

The School Health Assistant is a paraprofessional employed to assist and support the School Nurse so the school nurse may have more time and opportunities to utilize professional nursing skills in the school health program. The School Health Assistant,

supervised by the school nurse, provides health-related services as assigned by the school nurse. Completion of a NM Department of Health and NM Public Education Department approved training is a requirement for [School Health Assistant](#) licensure.

Licensed Practical Nurse

The principle role of the school [Licensed Practical Nurse \(LPN\)](#) is to assist the licensed school nurse with the implementation of the school health program by providing practical nursing care for students in the health room and by meeting the complex needs of medically fragile/severely disabled students. The LPN must be supervised by the RN school nurse.

Teaching/Instructional Staff

The instructional staff involvement in the school health program include the following responsibilities.

- Making informal observations regarding the health status of students and reporting concerns to the school nurse.
- Incorporating and coordinating health education as directed by the school district's K-12 health curriculum.
- Ensuring that students receive adequate first aid services.
- Encouraging students to evaluate their own health and health behaviors and to take responsibility for seeking improvement.
- Setting a good example as a role model regarding desirable health habits, attitudes, and practices.
- Accommodating all students' health needs in the classroom.

Counseling Staff (Counselors, Social Workers, Psychologists)

The counseling staff's involvement with the school's health program is essential for a successful program and might include the following responsibilities.

- Providing individual and group opportunities to promote emotional and social health, personal growth, and self-understanding, as well as teaching problem-solving and decision-making skills.
- Identifying students who demonstrate emotional and/or behavior disturbances and cooperates with staff and supporting personnel in assessing those students and assisting their families to seek help through school and community resources.
- Serving as resource personnel to other school staff for the planning of in-services, the development of applicable curricula, and the identification of available alternatives to serve students.
- Assisting the teacher, administrator, nurse, parent, and any other appropriate person(s) to help meet the needs of students engaged in counseling.

Food Services Personnel

The food services personnel assist the administrator in the organization of the school meal programs and assumes responsibility to provide nutritious meals to students in accordance with state and federal laws. In addition, local school districts must consider individual accommodation for students with special nutritional needs.

School-Based Health Centers

School-Based Health Centers (SBHCs) provide comprehensive health services, so that students can avoid health-related absences and get support to succeed in school. SBHCs are a cost-effective and accessible way to provide age-appropriate primary care, behavioral health, and dental services for students in schools (<http://www.nmasbhc.org/index.html>).

SBHC services are complementary to, and supportive of, the services provided by school nurses and other health professionals in the school setting. The National Association of School Nurses issued a fact sheet in 2016 highlighting this intersection called [School Nursing and School Based Health Centers](#)

Health Room Facility

The health room is designed to meet the needs of the school population it serves. It is to be accessible to all students, parents & staff. and meets [American Disabilities Administration \(ADA\)](#) requirements. Within the health office, the school nurse’s office must ensure privacy and to be as soundproof as possible to facilitate confidentiality. The health room must have enough locked storage space to accommodate supplies and equipment and be equipped with a restroom with hot and cold running water and toilet facilities which meet ADA requirements.

Health Room Facility Recommendations and Requirements

- Sink with hot and cold running water
- Adequate counter space
- Adequate storage
- Lockable cabinet specifically for medication storage
- Bathroom meeting ADA standards
- Adequate area (minimum 10 feet) for vision screening
- Two separate rooms - one for school nurse’s office and one for the health room
- Adequate ventilation system
- Lockable entry door
- [CDC Guidelines](#) on spacing of cots is 3 feet apart to prevent communicable disease

Equipment Recommendations and Requirements

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| ▪ Wheelchair | ▪ Soap Dispenser | ▪ Chairs |
| ▪ Audiometer | ▪ Paper Cup Dispenser | ▪ Filing Cabinet |
| ▪ Blackboard | ▪ Stethoscope | ▪ Fireproof Locking Cabinet for Student Files |
| ▪ Bulletin Board | ▪ Cot | ▪ Otoscope |
| ▪ Refrigerator | ▪ Ice maker | ▪ Blood Pressure Cuffs (infant, child, adult, obese) |
| ▪ Computer | ▪ Phone (private) | ▪ Plastic Lined Trash Cans |
| ▪ Printer | ▪ Clock | ▪ Sharps Container |
| ▪ Paper Towel Dispenser | ▪ Lockable Desk | |
| ▪ Scales | ▪ Vision Screening Equipment | |
| ▪ CPR Mask | | |

First-Aid Supplies Recommendations and Requirements

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| ▪ Cotton Balls | ▪ Mild Liquid Soap | ▪ Hot Pack(s) |
| ▪ Eye Glass Repair Kit | ▪ Spray Bottle | ▪ Portable Emergency Kit |
| ▪ Plastic Bags | ▪ Sanitary Napkins | ▪ Vision Charts |
| ▪ Eye Wash | ▪ Ice/Cold Pack(s) | ▪ Washable Blankets |
| ▪ Masking Tape | ▪ Large Wash Basin | ▪ Splints |
| ▪ Flashlight | ▪ Disposable Linens | ▪ Table Salt |
| ▪ Thermometer/Covers | ▪ Adhesive Tape | ▪ Paper Towels |
| ▪ Kleenex | ▪ Non-medicated Band aids | ▪ Tongue Blades |

- Tweezers
- Cotton Applicators
- Triangle Bandages - (37" x 37")
- Vaseline
- Paper Cups
- Chlorine Bleach
- Antiviral Solution
- Sterile Gauze Squares
- Roller Bandages – (1", 2", 3" – 2 each)
- Safety Pins
- Scissors
- Disposable Latex-free Gloves
- Alcohol

School Nursing Staff Medical Oversight

NM PED license New Mexico school nurses; however, it is NMDOH who provides the medical oversight of all school nurses per the New Mexico State Statute 24-1-4(B) of the Public Health Act. The NM [Public Health Act](#), of 2016 states “a regional health officer shall provide medical oversight to school nurses in the regional health officer’s region. A school nurse shall make reports relating to public health as the regional health officer in the school nurse’s region requires.” Regional School Health Advocates assist the regional health officers and the school districts in their regions in compliance with this statute.

School Nurse Evaluation Tools

The NM PED licensing Bureau implemented a system for school nurse licensure levels along with revised school nurse competencies in 1997. The purpose of the licensure regulations and competencies are to allow school district administrators flexibility in hiring and assigning staff to meet the complex and diverse health needs of students. In addition, the licensure system establishes roles and responsibilities of school nurses and designates supervision at each level “[School Nursing : Scope and Standards of Practice](#)”.

Representatives of the NM School Nurse Advisory Committee (SNAC) developed supervision and evaluation tools for the different levels of school nursing using the NM school nurse competencies and National Association of School Nurses position statement on school nurse supervision and evaluation.

Evaluation Tools for Non-Medical Supervisor Use

Two nurse evaluation tools are available for use in those schools where a non-medical person evaluates the performance of the school nurse. For the non-medical evaluation of school nurses, there is a tool for the building principal or on-site evaluator and another for the superintendent or other evaluator outside of the school building. With the increasing complexity of the health and social needs of students, leadership for the school nurse is critical in coordinating various health services. Use of these evaluation tools, can assist in defining the role of the school nurse and assessing her/his skills to meet the health-related goals of the school and/or school district, [Nurse Evaluation Tool Non-Medical Administrator](#); [Nurse Evaluation Tool Non-Medical Site Administrator](#)

Evaluation Tools for Medical Supervisor Use

The tools developed for the professional licensed school nurse are aligned with PED competencies for school nurses and are for use by the supervisor evaluating the clinical performance of the school nurse. It is recommended that they be used in conjunction with the non-medical tools for evaluation of the school nurse's performance. For school nurses who do not have medical supervision, these tools can be used as support to address this issue with school administration and to discuss who might assume that role.

[Nurse Evaluation Tool – Medical Supervisor – Supervisory Nurse;](#)

[Nurse Evaluation Tool – Medical Supervisor – Professional Nurse;](#)

[Nurse Evaluation Tool – Medical Supervisor – Associate Nurse;](#)

[Nurse Evaluation Tool – Medical Supervisor – LPN;](#)

[Nurse Evaluation Tool - Medical Supervisor – Health Assistant.](#)

References and Resources

[CDC, Guidelines](#) for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Settings. Updated October 2017

National Association of School Nurses. (2016). [Framework for 21st Century School Nursing Practice](#). NASN School Nurse, 31(1), 45-53.

National Association of School Nurses. (2016). [School Nursing and School Based Health Centers: Working Together for Student Success](#).

National Association of School Nurses. (2017). [School Nursing: Scope and Standards of Practice](#) 3rd Edition

New Mexico Alliance for School-Based Health Care, <http://www.nmasbhc.org/index.html>

New Mexico Public Education Department, [Application for Initial New Mexico Licensure](#).

New Mexico Public Education Department, [Wellness Policy](#)

New Mexico Public Education Department,
[School District Wellness Policy: Guidance Document](#)

New Mexico Administrative Code, (NMAC), Title 6. Primary and Secondary Education,
Chapter 2. Public School Administration – Health and Safety, Part 6. School District
[Wellness Policy Code](#).

[New Mexico Administrative Code, Title 6.6.63, Primary and Secondary Education, School Personnel-Licensure Requirements for Ancillary and Support Personnel-](#)

[Licensure for School Nurses, Grades Pre-K-12](#)

[New Mexico Administrative Code, Title 6.63.16, Primary and Secondary Education, School](#)

[Personnel-Licensure Requirements for Ancillary and Support Personnel-
Licensed Practical Nurse \(LPN\)](#)

[New Mexico Administrative Code, Title 6.63.15, Primary and Secondary Education, School
Personnel – Licensure Requirements for Ancillary and Support Personnel –
School Health Assistant](#)

School Nurse Advisory Committee, Scopes, and Standards for School Nursing,

[Nurse Evaluation Tool Non-Medical Administrator;](#)

[Nurse Evaluation Tool Non-Medical Site Administrator;](#)

[Nurse Evaluation Tool – Medical Supervisor – Supervisory Nurse;](#)

[Nurse Evaluation Tool – Medical Supervisor – Professional Nurse;](#)

[Nurse Evaluation Tool – Medical Supervisor – Associate Nurse;](#)

[Nurse Evaluation Tool – Medical Supervisor – LPN](#)

[Nurse Evaluation Tool - Medical Supervisor – Health Assistant.](#)

United States Department of Justice, Civil Rights Division.

[American Disabilities Administration \(ADA\) requirements](#)