

| CLUB TYPE | 2019-2020 ECA POSITIONS | LAST | FIRST | SALARY | STEP | LONGEVITY | TOTAL COMPENSATION |
|-----------------------|--|------------|----------|---------|---------|-----------|--------------------|
| K-5 (KRS) | Student Council Co-Advisor | Nicolette | Julia | \$350 | No Step | N/A | \$350 |
| MHS (Athletics-Boys) | Boys Ice Hockey Assistant Coach | Tom | Karen | \$4,870 | Step 1 | N/A | \$4,870 |
| MHS (Athletics-Boys) | Boys Winter Track Assistant Coach | Krysa | Nicole | \$4,870 | Step 1 | N/A | \$4,870 |
| MHS (Athletics-Boys) | Boys Winter Track Assistant Coach | Lambeseder | Tanner | \$4,870 | Step 1 | N/A | \$4,870 |
| MHS (Athletics-Boys) | RESCIND POSITION - Boys Soccer Assistant Coach | Burdof | John | \$5,275 | Step 2 | N/A | \$5,275 |
| MHS (Athletics-Boys) | Boys Assistant Wrestling Coach | Heillman | Troy | \$4,870 | Step 1 | N/A | \$4,870 |
| MHS (Athletics-Girls) | Girls Ice Hockey Assistant Coach | Dea | Jeremiah | \$4,870 | Step 1 | N/A | \$4,870 |

Madison Public School District

Nursing Services Plan

2019-2020

The Madison Board of Education in conjunction with the school physician, nurse team leader, and school nurses support the nursing services plan as required by code.

i. Basic Nursing Services Provided to All Students

The school nurses provide the following basic nursing services to all students in compliance with N.J.A.C. 6A 16-2.1 through 2.5.

- Maintains and review student health records
 - State of New Jersey Health History and Appraisal Record (A-45)
 - Annually reviews pupil immunization records to determine status for admission and transfers.

Recommends to the principal exclusion of pupils based on immunization status.

- Medical history
 - Conducts tuberculin testing as directed by the NJDHSS
 - Annually conducts and records health screening (height, weight, blood pressure, vision, audiometric, and scoliosis as per NJ statutes)
 - Physical examination for new students, athletic preparticipation form part A and B
 - Working papers health exam
 - Comprehensive child study team evaluation and referral. Assessment of student suspected of being under the influence of alcohol or drugs
 - Transference and request of health records
 - Adherence to FERPA and HIPAA
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- Medication administration, health care treatments, procedures and care. Maintains AED each month.
 - Carries out written orders from the medical home and standing orders from the school physician
 - Emergency administration of medication for anaphylaxis or asthma
 - Administer medications as per physician orders
 - Administer health care treatments and care
 - Adhere to policy/procedure of student self-administration of medication
 - Adhere to Asthma Action Plan, IHP, and EHP

- Provide direct health care
- Provide healthcare to students as per district standing orders, Individual Health Care Plan, Individual Emergency Health Care Plan, and medical home orders for students with chronic and/or disabling conditions as determined by the student's healthcare provider or school physician
- Isolate, exclude and re-admit students or employee with suspected communicable disease
- Report communicable disease to local health department
- Collaborate with local health department, county and state health department in the prevention of the spread of communicable disease, and compliance with immunization regulations
- Arrange for transportation and supervision of students in need of emergency health care
- Provide first aid and illness management of pupils or staff that are ill or injured at school
- Notification of parent/guardian of student that is ill or injured.
- Communicates with parents/teachers for all injuries or health conditions requiring special accommodations.
- Provide treatment of asthma in the school setting in accordance with the asthma action plan
- Annual update and review of student health care plan and emergency care plan. Staff education for student's medical needs on an as needed basis
- Review standing orders with school physician for deliverance of daily and emergency care
- Instruct staff on policy/procedure for universal precautions, asthma awareness, diabetes, allergies/anaphylaxis, seizure disorders, and other relevant illness and diseases
- Provide information to student parent/guardian regarding NJ family care
- Health teaching/health counseling in the health office
- Health teaching in the classroom

Annually develops student Individualized Healthcare Plans (IHPs), Emergency Care Plans (ECPs), and medically related 504 plans, in conjunction with the student's physician, guardian, and relevant staff members. Communicates plans to relevant staff and educates staff on disease entity, when necessary. All plans are adhered to throughout the year, are modified as needed, and are in compliance with state standards and regulations. Plans are developed for all students with acute and chronic health concerns such as asthma, allergies, seizure disorders, diabetes, etc.

- The nurse trains the staff the signs and symptoms of an anaphylactic reaction. Trains and approves volunteer delegates to administer Epi-Pen auto-injectors.
- Teaches the Staff about Code Anna and prepares and runs a building wide drill twice a year. Code Anna drills are required by the Allergy Action Plan of the Madison School District.
- The nurse trains staff on signs and symptoms of hypo and hyperglycemia. Trains volunteer delegates to administer glucagon in an emergency hypoglycemic event.
- The elementary school nurses teach and prepare for fifth grade Family Life classes.
- Elementary Nurses prepare, document, and follow-up on attendance each day. They are responsible

for accounting for every student's absence.

- Active and critical member of the school's Crisis Response Team
- Active members of the school's I&RS Committee

ii. Summary of specific Individual Student Needs – Nursing Services Required (NJAC 6A:16-2.1 (b) 2(ii))

See attached addendums for specific Nursing Services Plans for Madison's five public schools.

iii. Nursing Services Provided in Emergency Situations

Emergency care and first aid shall be administered by the certified school nurse who possesses a current NJ state Registered Nursing license and a current CPR/AED certification. The nurse is trained in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards.

The Madison Board of Education in conjunction with the school physician, nurse team leader, and district nurses support the nursing services provided in emergency situations.

Procedures for first aid and emergency care of students, staff, or visitors that become ill or are injured at school are developed through the cooperative efforts of the school physician, nurse team leader, district nurses and school administrator. Doctor's standing orders for first aid management are reviewed at the beginning of each school year and signed by the School Physician. All staff members are provided annual education on asthma awareness, blood and body fluid precautions, and allergy awareness. Staff members coming in direct contact with students with specific medical issues are educated by the school nurse. The individualized healthcare plan and an emergency health care plan are reviewed with the staff member.

In the absence of the school nurse, the principal shall be in charge of health and injury related situations. Emergency services are provided by calling 911 with dispatch of local emergency response team. The Certified School Nurse has the IHP and EHP in her office. The information is shared with the administrator, teacher, and/or appropriate building personnel.

Emergency Coverage in the absence of a Certified School Nurse:

1. A substitute school nurse is called
2. If no substitute school nurse is available, one of the other district school nurses may be assigned as determined by the nurse team leader in collaboration with the nurses.
3. In the event that more than one Certified School Nurse is absent and no substitute is available, administration will determine which nurse will be assigned after consultation with nursing staff regarding the healthcare needs of students.

iv. Nursing Assignments sufficient to provide services to students as outlined in (NJAC 6A 16-2.1(b)2 iv, NJAC6A:16-2.1(b)3, NJAC6A:16-2.3)

Acuity Levels of Students Requiring School Health Services determine nursing assignments.

The assignment of school nurses in the Madison Public School District must not be based solely on student census. Consideration must also be given for the special education population and the severity of health concerns present within each building. Severity coding can be broken down into four levels: Nursing Dependent, Medically Fragile, Medically Complex, and Health Concerns. Students' conditions may change during the year, moving them from one level to another. Students with the same condition may be on different levels, depending if the individual's condition which may be stable and routine, unstable or have unscheduled procedures.

Level I – Nursing Dependent

Nursing dependent students require 24 hours/day, frequently one-to-one skilled nursing care for survival. Many are dependent on technological devices for breathing, (e.g., a student on a respirator, and/or a student for continuous nursing assessment and intervention). Without effective use of medical technology and availability of nursing care, the student will experience irreversible damage or death.

Level II – Medically Fragile

Students in this category have complicated health care needs and face each day with the possibility of a life-threatening emergency requiring the skill and judgment of a professional nurse.

Examples may include, but are not limited to:

- severe seizure disorder requiring medication
- severe asthma
- sterile procedures
- tracheotomy care with suctioning
- unstable or newly diagnosed diabetic with unscheduled blood sugar monitoring and insulin injections
- diabetics with insulin pumps requiring monitoring
- asthmatics requiring nebulizer treatments.

Level III – Medically Complex

Students with medically complex concerns require daily treatments or close monitoring by a professional nurse. They may have unstable physical and/or social-emotional conditions and the potential for a life-threatening event may exist.

Examples include, but are not limited to:

- ADHD
- anaphylactic event
- allergies requiring epinephrine and/or antihistamines
- cancer
- immune disorders
- gastrostomy
- moderate to severe asthma with an inhaler and/or peak flow meter
- teenage pregnancy
- carefully timed medications
- medications with major side effects
- unstable metabolic conditions
- continuous or intermittent oxygen
- complex mental or emotional disorders.

Level IV – Health Concerns

In this category of health concerns, the student's physical and/or social/emotional condition is currently uncomplicated and predictable. Occasionally, the student requires monitoring, bi-weekly to annually.

Examples include, but are not limited to:

- allergies – mild (no medication routinely kept at school)
- asthma – mild
- cardiac conditions
- chronic pain
- headaches, migraines
- diabetes (self-managed by the student)
- dietary restrictions
- eating disorders
- orthopedic conditions requiring accommodations,
- gastrointestinal conditions (reflux, irritable bowel, Crohn's)
- hearing deficits such as chronic otitis
- Lyme disease
- medical conditions requiring yearly monitoring
- post concussion syndrome
- reproductive conditions and dysmenorrhea

Madison Public School District


**2019-2020
Nursing Assignments**

| <u>SCHOOL</u> | <u>STAFFING NEEDS</u> |
|-------------------------------------|--|
| Madison High School | One full time certified school nurse Request a part-time clerical assistant |
| Madison Junior School | One full time certified school nurse |
| Central Avenue Elementary School | One full time certified school nurse |
| Kings Road Elementary School | One full time certified school nurse |
| Torey J. Sabatini Elementary School | One full time certified school nurse |

This recommendation may be subject to modification based on changes in student health status or conditions. See attached addendums for specific Nursing Services Plans for Madison's five public schools.

v. Nursing Services and Additional Medical Services Provided to Nonpublic Schools

Currently, there are no nursing services or additional medical services provided to nonpublic schools by Madison Public School District.



 Jeff Rosenberg, MD
 Summit Medical Group
 Medical Director
 Madison Public Schools

10/20/19
 Date

Madison High School

Grade Levels: 9-12

| | |
|---|-----|
| <u>Total Student Population:</u> | 883 |
| General Education Enrollment: | 718 |
| Special Education Enrollment: | 165 |

Students with Medical Involvement:

| | | |
|------------|--------------------|-----|
| Level I: | Nursing Dependent: | 0 |
| Level II: | Medically Fragile: | 8 |
| Level III: | Medically Complex | 106 |
| Level IV: | Health Concerns: | 769 |

Special Concerns:

1. Coordinate Sports Physicals for a 12 month period which includes: reviewing forms, sending them to school MD for approval, and creating and updating lists of approved athletes for coaches;
2. Completion of screenings for drivers permits and working papers; Morris County Vo-Tech medical info, and CST referrals;
3. Assisting SAC with programs and enforcing substance abuse policy in the school;
4. Maintenance of yearly weights and measures certification for scales.
5. Conduct in-service training for staff on a variety of medical issues as necessary.
6. Review of all documentation for physical education excuses..
7. Maintenance of AEDs and implementation of Janet's Law.
8. Communicate with parents/teachers for all injuries or health conditions requiring special accommodations.
9. Review of paperwork for transfer students to ensure compliance with immunization requirements.
10. Member of I&RS committee

One full-time certified school nurse needed with consideration of a part time clerical assistant.

Madison Junior School

Grade Levels: 6-8

Total Student Population: 621

General Education Enrollment: 491

Special Education Enrollment: 130

Students with Medical Involvement:

Level I: Nursing Dependent: 0

Level II: Medically Fragile: 10

Level III: Medically Complex 121

Level IV: Health Concerns: 490

Special Concerns:

1. Conducts yearly in-service training for staff; Janet's law and other issues.
2. Recruits and trains delegates for epinephrine and glucagon administration.
3. Reviews/communicates all medical and parental excusal notes of physical education and sports to PE teachers daily.
4. Communicates with parents/teachers regarding injuries or health conditions as needed on a daily basis by phone and email.
5. Maintains the AED in working order/coordinates CPR and implementation of Janet's Law.
6. Reviews, records, and prepares the health files of incoming sixth grade students for compliance with immunization requirements as per NJDOE and NJDOH regulations.
7. Processes the health records and medical paperwork of incoming transfer students from out of district, state and country to ensure compliance requirements in preparation for the Board of Health Compliance Audit and the Madison School District.
8. Performs student screenings for hearing, vision, blood pressure, weight, height and scoliosis as per NJDOE guidelines.
9. Develops and Implements Individual Health Plans in conjunction with parent/guardians for students with pertinent health concerns. Notifies on a need to know basis administration and faculty of pertinent health concerns of students through meetings, email, and Emergency Classroom Plans. .
10. Assists guidance with students' in their transition to the Junior school.

11. Member of I&RS committee.
12. Coordinate Sport Physicals for 12 months; scheduling exams, reviewing forms, sending to school MD for approval, creating and updating lists of approved athletes for coaches; liaison between school physician and guardian by mail, email, and telephone.
13. Submits DOH mandatory reports throughout the year and revises Nursing Services Plan for BOE yearly.

One full time certified nurse is needed with consideration of a per diem clerk/aide to meet the needs of MJS,

Torey J. Sabatini School

Grade Levels: K- 5

Total Student Population: 304

General Education Enrollment: 273

Special Education Enrollment: 31

Students with medical involvement:

Level I: Nursing Dependent: 0

Level II: Medically Fragile: 2

Level III: Medically Complex: 51

Level IV: Health Concerns: 251

Special Concerns:

1. Teach Allergy Awareness, Dental Health, and Hand Washing to Kindergarten, first, and second grades. Teach Family Life to 5th grades (Puberty/Hygiene).
2. Stationed in the Main Office on first floor throughout both recess and lunch periods.
3. CPR instructor: Instructs and certifies elementary teaching staff in CPR/AED.
4. Reviews all medical and parental physical education excuses. Communicates information to PE instructor and recess staff and maintains a current list of students to be excused due to medical reasons.
5. Trains and monitors the lunch duty staff on recognizing allergens and monitoring the allergy free tables.
6. Screens students for hearing, vision, blood pressure, weight, height and scoliosis as per NJDOE guidelines. Referrals and follow up are made as needed.
7. Processes the health records and paperwork for all incoming transfer and new students to ensure compliance with immunization requirements as per NJDOE and Madison Board of Health.
8. Daily communication and notification of parents/teachers for injuries or health conditions requiring special accommodations, and those sustained at school.
9. Maintenance of the AED and implementation of CPR and Janet's law.

10. Educates staff on a variety of health issues as necessary: anaphylaxis, asthma, epinephrine, seizure, diabetes, universal precautions and infection control. Trains Epi-pen and Glucagon delegates.
11. Develops Individual Health Plans for students with life threatening allergies, diabetes, seizures and other pertinent health concerns.
12. Coordinates Code Blue and Medical Emergency Teams. Drills run twice per year.
13. Develops and disseminates to faculty and staff, emergency care plans (ECP) for those students with pertinent health concerns.
14. Resource person: communicates and meets with students, parents, and staff as needed.
15. Provides information to parents/staff regarding health issues and concerns such as: flu, strep throat, and head lice infestations. Sends "Health Alerts".
16. Works with the local health department as needed.
17. Attends and participates in I&RS, 504 planning and IEP meetings as needed
18. Active member of the school Safety and Climate, Health and Wellness, and Green Committees.
19. Writes and submits IMM-7, Tuberculosis, and Nursing Services Plan as per state requirements.
20. Maintains Epi-pens, inhalers, insulin, and medication expiration dates.

One full time certified school nurse is required to meet the needs of the Torey J. Sabatini population.

Central Avenue School

Grade Levels: Pre Kindergarten-5

Total Student Population: 488

General Education Enrollment: 387

Special Education Enrollment: 101

Students with medical involvement:

Level I: Nursing Dependent 0

Level II: Medically Fragile 8

Level III: Medically Complex 98

Level IV: Health Concerns 382

Special Concerns:

1. Individualized healthcare plans are formulated with parent involvement when required.
2. The nurse trains the staff on the signs and symptoms of an anaphylactic reaction. Instructs designees to administer epi-pen auto-injectors. Teaches the staff about Code Anna and prepares and runs a building wide drill twice a year. Code Anna drills are required by the Allergy Action Plan of the Madison School District.
3. The nurse teaches and prepares for fifth grade Family Life classes.
4. She acts as a resource person, and communicates and meets with students and parents as needed. She provides information to parents/staff regarding health issues and concerns such as: flu epidemic or head lice infestations. The nurse works with the local health department as needed.
5. Attends and participates in I&RS, 504 planning and IEP meetings as needed
6. Active member of the school Safety Committee

One full time certified school nurse is required to meet the needs of the Central Avenue School population.

Kings Road School

Grade Levels: K- 5

Student Population: 306

General Education Enrollment: 274

Special Education Enrollment: 32

Students with Medical Involvement:

Level I: Nursing Dependent: 0

Level II: Medically Fragile: 3

Level III: Medically Complex: 61

Level IV: Health Concerns: 242

Special Concerns:

1. Member of the KRS I & RS Committee. Attend meetings as needed for medically involved students. Provide medical input to team for 504's and IEP's as needed.
2. Reviews all medical and parental physical education excuses communicating to PE daily as to excuse participants. Maintains a current list of students to be excused due to medical reasons
3. Active member of the Safety/Anti-Bullying Committee.
4. Screens students for hearing, vision, blood pressure, weight, height and scoliosis as NJDOE guidelines. Referrals are made as needed.
5. Processes the health records and paperwork for incoming transfer students to ensure compliance with immunization requirements as per NJDOE and Board of Health Audit.
6. Teach the fifth grade Family Life classes (Puberty/Hygiene), 4th Grade Hygiene
7. Teach health lessons to lower grades (handwashing, 2cd hand smoke, dental hygiene)
8. Coordinate staff health promotion Breast Cancer Awareness, Heart Health, Annual flu immunization clinic.
9. Daily communication with parents/teachers for injuries or health conditions requiring special accommodations.
10. Notification to parents as needed regarding illnesses or injuries noted at school.
11. Maintenance of the AED and coordination of CPR for faculty.

12. Educates staff on a variety of health issues as necessary: anaphylaxis, asthma, epinephrine, seizure, diabetes, universal precautions and infection control
13. Develops Individual Health Plans for students with life threatening allergies, diabetes, seizures and other pertinent health concerns.
14. Committee chair for Code Anna and Medical Emergency Teams. Drills run as required.
15. Develops and disseminates to faculty and staff, emergency care plans (ECP) for those students with pertinent health concerns.

One full time certified school nurse is required to meet the needs of the Kings Road School population.