April 27, 2020

Dear School Nursing Colleague,

The following School Health Manual was created by Nancy Wells and Martha Judson on behalf of the New Hampshire School Nurses’ Association (NHSNA) in order to provide resources on the most important issues and topics for school nurse practice. The NHSNA Board of Directors has always been there, and will continue to be there, for school nurses, partners and our communities. We want to thank all the NHSNA members for supporting their professional organization. NHSNA is the voice of New Hampshire School Nursing and the manual continues that commitment to excellence.

This manual will be reviewed each year by the NHSNA between May and July. Changes to the manual must meet the following criteria: be research-based information, new material will be added when there is a change in state or national laws/regulation. Suggestions for the addition of topics, or to let us know if there is a problem with a link, should be sent to nhschoolnurses@gmail.com.

This manual reflects many hours of research, discussion, editing and organization from multiple resources. School nurse practice requires the intersection of our organization (NHSNA) with our many partners, including the NH Board of Nursing, NH Department of Education NH Department of Health and Human Services, National Association of School Nurses, American School Health Association, National Education Association, University of New Hampshire Department of Nursing, NAMI, New Hampshire Asthma Collaborative, and the many school nurses and state legislators who provided information and insight. We thank them all.

We encourage all the NH School Nurses to support their professional organization and become a member of NHSNA. The cost is currently less than 13 cents/day to increase school nursing professionalism. The amount of resources, discounts, and support is priceless. Please consider joining NHSNA at nhsna@wildapricot.org.

Sincerely,

NHSNA Board of Directors

The production of this resource was funded by the NHSNA
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Introduction

The *New Hampshire School Health Manual* was developed by the New Hampshire School Nurses’ Association. The information in this manual is designed to guide school nurses, school administrators and others in the development, implementation, evaluation and quality improvement activities of school health services. School Health services must be led by a qualified registered school nurse. The manual is intended to comply with laws governing the practice of nursing, as defined by the New Hampshire's Board of Nursing, by education laws defined by the New Hampshire Department of Education and by best practice guidelines as defined by the *National Association of School Nurses*.

If you are an administrator and are using this document to understand the role of the school nurse pages 5-10 provides these resources.

**New Hampshire School Nurses’ Association Vision and Mission Statement**

**Mission**
As registered professional school nurses, we provide comprehensive school health services to ensure that all students achieve their full education potential.

**Vision**
*New Hampshire School Nurses Association (NHSNA)* provides leadership and education to support New Hampshire school nurse standards of practice, care coordination, leadership, quality improvement, and community public health. New Hampshire school nurses are committed to promoting the health of students and school communities through evidence based clinical practice, health promotion, and education. NH school nurses are integral members of the school leadership and education teams, and are committed to collaborating with professional organizations and health care teams. Through strength in membership and advocacy, NHSNA creates the infrastructure to promote excellence in school nurse practice across the state.

The *New Hampshire School Nurses’ Association* provides continuing education, advocacy, and leadership to school nurses. The organization continues to grow and represent school nurses.

The development of this manual incorporates research-based science, national standards of practice from the *American Nurses Association, NASN Scope and Standards of Practice* 2017, and the Frameworks for the 21st. Century School Nursing Practice (*NASN 2016*)

This manual will be reviewed by the NHSNA between May and July. Changes to the manual must meet the following criteria: be research-based information, new material will be added when there is a change in state or national laws/regulations. Suggestions for the addition of topics or to let us know if there is a problem with a link, should be sent to nhschoolnurses@gmail.com
NASN’s Framework for 21st Century School Nursing Practice™ (the Framework) provides structure and focus for the key principles and components of current day, evidence-based school nursing practice. It is aligned with the Whole School, Whole Community, Whole Child model that calls for a collaborative approach to learning and health (ASCD & CDC, 2014).

Central to the Framework is student-centered nursing care that occurs within the context of the students’ family and school community. Surrounding the students, family, and school community are the non-hierarchical, overlapping key principles of Care Coordination, Leadership, Quality Improvement, and Community/Public Health. These principles are surrounded by the fifth principle, Standards of Practice, which is foundational for evidence-based, clinically competent, quality care.

School nurses daily use the skills outlined in the practice components of each principle to help students be healthy, safe, and ready to learn.
Definition of School Nursing

“School nursing, a specialized practice of public health nursing, protects and promotes student health, facilitates normal development, and advances academic success. School nurses, grounded in ethical and evidence-based practice, are the leaders that bridge health care and education, provide care coordination, advocate for quality student-centered care, and collaborate to design systems that allow individuals and communities to develop their full potentials.” (NASN 2016)

Role of the School Nurse

School nurses play a critical role in the health and well-being of students in the school community. Children with unmet health needs have a difficult time engaging in the educational process. The school nurse supports student success by providing health care through assessment, intervention, and follow-up for all children within the school setting. The school nurse addresses the physical, mental, emotional, and social health needs of students and supports their achievement in the learning process. The school nurses not only provides for the safety and care of students and staff but also addresses the need for integrating health solutions into the education setting. (Adopted by NASN 2017)

Additional Resources relating to the role of the school nurse:

Role of the School Nurse (NHSNA Position Statement, 2014)
The Role of the 21st Century School Nurse (NASN Position Statement, 2018)

Role of the School Nurse in Providing School Health Services (Pediatrics, May 2008, 121 (5) 1052-1056)


**Code of Ethics**

School nurses are bound by both the National Association of School Nurses Code of Ethics (adopted by NHSNA 5/2019) and the NH Code of Ethics and Conduct for Educational Professionals.

National Association of School Nurses Code of Ethics
https://www.nasn.org/nasn/nasn-resources/professional-topics/codeofethics

New Hampshire Code of Ethics and Conduct for Educational Professionals (NHDOE, 2018)

**Nurse Practice Act**

The Scope of Practice for nurses in New Hampshire is outlined in Title XXX, Chapter 326-B, The Nurse Practice Act. Specific attention should be paid to sections relating to RNs, LPNs and LNAs, as well as the Delegation Section listed below.

The Nurse Practice Act
- Scope of Practice -RN Section 326-B:12
- Scope of Practice - LPN Section 326-B:13
- Scope of Practice - LNA Section 326-B:14
- Delegation Section 326-B:28

**New Hampshire Nurse Licensure Compact**

New Hampshire participates in the Nurse Licensure Compact along with 37 other states. Nurse Licensure Compact (NLC)
School Health Services

Title XV of the New Hampshire Education Act provides guidance for health services provided under RN supervision under Chapter 200. 

Title XV: Chapter 200:31: School Health Personnel

Required Health Office and Definition of “well-stocked Health Office” (New Hampshire Department of Education)

2019 Back to School Toolkit

DOE School Nurse Certification

Guidance from the NHDOE regarding School Nurse Certification can be found: 

RSA 200:29: School Nurse Certification

Technical Advisory

Federal Education Law

School nursing practice is covered not only by the nurse practice act but also by federal laws governing the school setting. Please refer to The Legal Frameworks for School Nurse Practice on page 24.

ESSA

ESSA Talking Points for the School Nurse (NASN)

Special Education

All students, regardless of abilities and disabilities, have the right to a free and appropriate public education (FAPE) in the least restrictive environment.

About IDEA

New Hampshire Standards for the Education of Children with Disabilities

The Nurse’s Role in Special Education

IDEIA Website (USDOE)
IDEIA and Section 504 Teams - The School Nurse as an Essential Team Member  
(NASN, 2018)
The school nurse role includes health history and evaluation. The following tools may be helpful in providing the required information.

Health Evaluation Tool (A)

Health Evaluation Tool (B)

ADA and Section 504
Protecting Students with Disabilities (USDOE)

“No otherwise qualified individual with a disability in the United States...shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to, discrimination under any program or activity receiving Federal financial assistance...” (29 U.S.C. Sec. 7)

Nondiscrimination

Non-discrimination in Programs or Activities Receiving Federal Assistance (USDOE)

Protecting Students with Disabilities (Office of Civil Rights, USDOE)

Section 504

Individual Health Care Plans versus Section 504 Plans

504 Parent and Teacher Resource Guide

Do Not Resuscitate (DNR) Reference Sheet

DNR Reference Sheet (NHDOE)

Confidentiality and Public School Health Records

FERPA and Health Records
Abuse and Neglect

Reporting Abuse and Neglect (NH DHHS and DPHS, 2019)

Attorney General’s Task Force on Child Abuse and Neglect - Report (State of NH, 2007)

Advocacy

Advocacy Skill Building


Caring and advocating for school children (American Nurse, 2008)

Better Health-Better Learning

Role of the 21st Century School Nurse (Presenter notes) (UNH Senior Nursing Students, 2019)

Asthma

New Hampshire Asthma Control Program

Is the Asthma Action Plan Working? A Tool for School Nurse Assessment

New Hampshire Asthma Action Plan

New Hampshire Bronchodilator Legislation

Providing Assistance to Students with Asthma (Asthma PowerPoint Staff Training)

Asthma Staff Training Pre and Post Test

School Based Asthma Management Program (SAMPRO)

Behavioral & Mental Health Resources

Mental Health Resource Guidelines for School Nurses (NHSNA and UNH Senior Nursing Students, 2019)
Bullying and Cyberbullying

Bullying and Cyberbullying - Prevention in Schools (NASN)

New Hampshire statute RSA 193F Pupil Safety and Violence Prevention

Teacher and Administrator Perceptions of Bullying in Schools (International Journal of Education Policy & Leadership, 2012)

Cannabis

Cannabis/Marijuana Position Brief (NASN, 2019)

Understanding the Benefits & the Side Effects of CBD (NASN, 2019)

Communicable Disease and Infection Control

Keep Flu out of School Toolkit

Handwashing Posters

Infectious Disease Reporting

New Hampshire School Absenteeism Reporting

Disease Handbook for Child Care Providers

Communicable Disease Control & Surveillance List of Reportable Diseases

Lyme and Other Tickborne Diseases

Tick Free NH

Bed Bugs

Pandemic Influenza Communication and Coordination Plan for Educational and Childcare settings

Pediculosis (Head Lice)

Eastern Equine Encephalitis & West Nile Virus

Tuberculosis Information
Concussion and Head Injury

Returning to school after a traumatic brain injury (BrainLine, 2019)

Concussions and Mild Traumatic Brain Injury (CDC, 2019)

HEADS UP to Schools: School Nurses - Index of materials/fact sheets (CDC, 2019)

HEADS UP to High School Sports (CDC, 2019)

HEADS UP to Brain Injury Awareness (CDC, 2019)

CDC Concussion Signs and Symptoms Checklist (CDC, 2019)

Brain Injury Association of New Hampshire

American Academy of Pediatrics Updated Guidance on Sport-Related Concussions (2018)

Delegation

Advisory regarding Delegation of Rescue Medications to Unlicensed Personnel (2013)

National Guidelines for Nursing Delegation (National Council of State Boards of Nursing, 2016)

Standards of Delegation for School Nurses In New Hampshire (NHSNA, 2016)

Position Statement on Delegation of Glucagon (NHSNA, 2015)

Position Statement on Delegation (NHSNA, 2019)

Licensed Nurses and Medical Assistants Delegation Toolkit (NH MA Task Force, 2011)

Position Statement and Clinical Practice Advisories Regarding the Role of the RN, LPN, and LNA in School Nursing

Delegation in the School Setting (American Nurses Association, 2010)

Diabetes Information for Schools

Glucagon Administration Training for Non-Medical School Personnel
Glucagon Pre-Test and Answer Key

Post-Test and Answer Key

Glucagon Administration Checklist

Glucagon Training Program Evaluation

Glucagon Program Certificate of Completion

Emergency Hypoglycemia (low blood glucose) Care Plan-sample form (NY Department of Health)

Emergency Hyperglycemia Care Plan-sample form (Mattoon CUSD#2, IL)

Physician Orders for Students with Diabetes (Rhode Island Department of Health)

Glucagon Emergency Administration Training Presentation (Rhode Island Department of Health)

Training in Glucagon Administration for Volunteer Personnel in Schools - Skills Checklist (Rhode Island Department of Health)

Glucagon injection demonstration kits are available from the pharmaceutical companies, Lily and Norvo Nordisk. To obtain kits, contact the company

   Lily-Glucagon Training kit-1800-545-5970

   Norvo Nordisk-Glucagon Training Kit 1-800-727-0650

Education Materials (Joslin Diabetes Center, Boston, MA)

Emergency Care Plans (ECP)

Food Allergy

Bee Sting Allergy

Latex

Seizure Disorder
Hyperglycemia

Diabetes/Hypoglycemia

First Aid & Emergencies

Controlling External Bleeding (video, American Red Cross)

Burns (video, American Red Cross)

Shriners Hospitals for Children

CPR/AED

CPR-Hands Only (demos and videos, American Heart Association)

CPR/AED for Professional Rescuers and Health Care Providers (American Red Cross)

Eye Injuries (adapted from the American Academy of Pediatrics)

First Aid Apps (American Red Cross)

Gloves and Personal Protective Equipment (CDC)

Nosebleeds (video, American Red Cross)

Movement /Transportation

Techniques for Moving an Injured or Ill Person (American Red Cross)

Pregnancy

Emergency Pregnancy Guidelines for School Nurses (Thrive Rhode Island)
Seizure First Aid

Evidence-based Clinical Guideline: Students With Seizures and Epilepsy (National Association of School Nurses, 2018)

Seizure First Aid and Safety (Epilepsy Foundation, 2019)

Sequence for Donning and Removing Personal Protective Equipment (CDC)

Ticks

Emergency Tick Guidelines for School Nurses (Thrive Rhode Island, 2007)

Tick Removal and Testing (CDC, 2019)

Standard Precautions

Universal/CDC Standard Precautions Poster (OUTFOX Prevention, 2012)

Guide to Calling 9-1-1 Emergency Services (The National 9-1-1- Education Coalition, 2011)

Food Allergy Management


CDC: Food Allergy Publications and Resources (CDC, 2019)

Allergy and Anaphylaxis: A NASN Tool Kit (NASN, 2019)

Free EpiPens4Schools

School Boards: Keep Your Students with Food Allergies Safe at School (Food Allergy Research and Education, 2014)

Managing Life Threatening in Schools Food Allergies (Massachusetts Department of Elementary & Secondary Education, 2002)
Health Services

Health/Physical Exam & Health Screenings - Office of School Health - Screening Recommendations

Healthy School Environment

Why School Environment Is Important (NH Department of Education)

Creating Healthy Indoor Air Quality in Schools (Environmental Protection Agency)

Indoor Air Quality Tools for Schools Action Kit (Environmental Protection Agency)

Healthy School Environments (Environmental Protection Agency)

Asbestos

Asbestos (NH DHHS, Division of Public Health Services, 2013)

Lead

Lead Exposure Surveillance Report (NH Department of Health and Human Services
Division of Public Health Services, 2015)

Chemicals/Pesticides

New Hampshire Bio Monitoring Program

Pesticide information (EPA)

Radon

https://www.dhhs.nh.gov/dphs/radon/publications.html

Immunizations

New Hampshire Immunization Requirements

Immunization Transition Toolkit (Requires NASN membership)
Talking Points for Parents/Guardians
Immunization Action Coalition

Individual Health Care Plan (IHCP)

Sample Individual Health Plan form (PDF)

LBGTQ+

LBGTQ Resources (NHSNA and UNH Senior Nursing Students, 2019)

Medicaid to Schools

Medicaid to Schools: Medical Assistance Services Provided by Education Agencies (2019)

Medication Administration

Clinical Practice Advisory for School Nurses

Medication Technical Advisory (New Hampshire Department of Education, 2009)

Position Statement Regarding RN Role in Off Label Medication Use (NH Board of Nursing, 2016)

Alternative Medication Policy Resources (NHSNA)

Use of Epinephrine

This module has been developed as a training tool for school staff and includes essential information about anaphylaxis and the use of an Epi pen

Epinephrine Training Certificate

Epinephrine Auto Injector Training Evaluation Form

Epinephrine Auto Injector Training (Powerpoint)

Epinephrine in Schools: For Nurses (2019)
Naloxone

New Hampshire Naloxone laws and resources

- [NHSNA Position Statement](#)
- [Anyone, Anytime, DrugfreeNH](#)
- [House Bill 270 - Good Samaritan Law](#)
- [House Bill 271 - Friends & Family Access to Naloxone](#)
- [Naloxone in Schools - Toolkit for School Nurses](#)

Sample Naloxone policy (NHSNA membership required)

- [Naloxone FAQs](#) (Rhode Island Thrive)
- [Opioid Use Disorder and Overdose](#) (Rhode Island Department of Health, 2020)
- [Prescribe to Prevent Patient Education Videos](#) (2015)

Safe Routes to School

New Hampshire Safe Routes to School


School Health Inspections

School Health Inspections (NH Department of Public Health)

School Safety


National Education Association: School Safety
Sun Safety

Free Sun Safety Resources

Supervision and Evaluation of the School Nurse

Supervision and Evaluation of the School Nurse (2018)

Framework for Effective School Nursing - Sample evaluation tool (Ribas Associates, 2013)

Therapy Dogs in Schools

Animals in Schools and Daycares (CDC)

Service Animals in Schools (Position Statement, NASN, 2019)

How Animals Help Students Learn: Research and Practice for Educators and Mental-Health Professionals (book, Gee, Fine & McCardle)

Read with me (Pet Partners)

Human-Animal Bond Research Institute

The Effects of a Dog Reading Visitation Program in Academic Engagement Behavior (Child & Youth Care Forum, 2013)

The value of a dog in a classroom of children with severe emotional disorders (Anthozoos, 2006)

National Association of State Public Health Veterinarians guidelines for handling animals in a school setting.

Vaping

Vaping (American Lung Association)

The Student vaping crisis: How Schools are Fighting Back (NASN)

Vaping Health Crisis: An Opportunity for School Nurses (NASN)
Lung Injury - A Potential New Chronic Health Condition? (NASNI)

Wearable Medical Technology

Wearable Medical Technology in Schools - The Role of the School Nurse (2019)

Resources

Merck Manual

Physicians Desk Reference
PDR Online

National Association of School Nurses Position Statements

Additional Position Statements can be found on the Web site of the National Association of School Nurses

New School Nurses

Activities Calendar
Goal Setting

New Hampshire Resources

Dartmouth Injury Prevention Center
Family Planning Program - Maternal & Child Healthcare in NH
Granite State Fit Kids
Harvard School of Public Health Nutrition Department
Medicine Disposal Information for NH
New Hampshire Department of Education HIV/Health Education Program

New Hampshire Health Data Inventory

New Hampshire Nurses Association

New Hampshire Kids Count

New Hampshire Public Access Defibrillation Programs In Schools Memorandum

New Hampshire School Nurses' Association

Nutrition and Physical Activity

The Nutrition Source

Ready NH-Families & New Hampshire - Emergency Planning
Current and practical resources for NH families for preparing for an emergency.

USDA Local School Wellness Policy Outreach Toolkit

Wellness Policy Toolkit

Other Organizations/Resources

American Public Health Association

American School Health Association

ANA Enterprise (American Nurses Association, American Nurses Credentialing Center, and American Nurses Foundation)

Center for Health and Health Care in Schools

CDC Parents for Healthy Schools

CDC Healthy Schools

National Association of School Nurses
National organization for school nurses that provides information and resources on issues related to health and school nursing.
Policy Manual Review (New Hampshire School Boards Association)
New Hampshire School Board Association web page that gives resources for developing policies and practices that enhance health in schools for a fee. Local school districts may have a copy.

New England Asthma Regional Council
Regional organization that provides information designed to reduce the impact of asthma throughout New England

Online Continuing Education
The following continuing education opportunities are specifically targeted to school nurses.

National Association of School Nurses - E-learning

American School Health Association - Continuing Education

Continuing Nursing Education for School Nurses and Others (Northeastern University Bouve College of Health Sciences)

School Nurse Continuing Education - Nursing Schools
A list of schools that have RN to BSN programs
Legal Frameworks for School Nurse Practice

U.S. Department of Education

NH State Legislature (elected)

NH Department of Education

NH Department of Public Health

NH State Board of Nurse Examiners

STATE RULES

Public School Districts

School Boards

Superintendent & Administration

Students
The New Hampshire School Nurses’ Association’s mission and vision is to provide leadership and education to support New Hampshire school nurse standards of practice, care coordination, leadership, quality improvement, and community public health. The information and services included in or available through the New Hampshire School Nurses’ Association School Health Manual, including information provided by third parties is offered for educational purposes only, and may include inaccuracies and/or typographical errors. Advice received via the New Hampshire School Nurses’ Association School Health Manual should not be relied upon for personal, professional, medical, legal or financial decisions and you should consult an appropriate professional for specific advice tailored to your situation. If you are seeking a definitive statement of the laws, regulations or policies governing school nurses, their employment, scope of practice, or contract, you should consult the appropriate governmental agency, employer, or collective bargaining unit. The New Hampshire School Nurses’ Association makes no representations about the sustainability, reliability, availability, timeliness, and accuracy of the information, services, and related graphics contained in the New Hampshire School Nurses’ Association School Health Manual for any purpose.