

School Nurse Orientation Planning Document (Clinical Focus)

This document was developed by the SC School Nurse Program Advisory Committee to identify key topics that should be covered during an orientation for nurses entering school nursing practice. The table below includes suggested content to be covered at the school district level and at a state-level orientation. The state-level orientation supplements the orientation that school nurses should receive within their district. Attendance at the state-level orientation is not mandatory.

Topic	District	State
Child Abuse / Neglect (law, policy, reporting, documenting, testifying)	District level policies and procedures for collecting information from students, reporting, documentation, and testifying	Requirements under state law Which agency has jurisdiction in cases (DSS vs. Law Enforcement)
Commonly Seen Conditions (ENT, Stomach Ache, Headache, Severe Allergies, Asthma, Diabetes, Epilepsy)	Procedures for children with ear ache, upper respiratory symptoms, stomach ache, etc.	Update re: Severe allergies, asthma, diabetes, epilepsy, and attention deficit disorder
Communicable Disease & Infection Control (reporting, exclusion/readmission, BBP, head lice, commonly seen skin conditions, HIV/AIDS)	District level forms and procedures for reporting possible communicable diseases District level BBP Exposure Control Plan HIV/AIDS	State level requirements for reporting, exclusion/readmission, review of commonly seen conditions
Community Resources	Community resources available to school community, policies and procedures for having an outside company or agency provide services or offer education to students or staff, policies and procedures related to use of volunteers to assist with screening and other health services activities	DHEC Resources
Confidentiality (FERPA, HIPAA, PPRA)	District level confidentiality agreements for all employees, policies and procedures for accessing student records and sharing information in a student's record (info in	What is FERPA, HIPAA, PPRA?

Topic	District	State
	PowerSchool, the comprehensive educational record, and the comprehensive health record)	
Delegation / Working with Paraprofessionals	School district policies and procedures	Overview of delegation to UAP
Documentation (forms, abbreviations, policies, procedures, legal issues, what to document)	Forms, software training, listing of acceptable abbreviations, policies, procedures, what to document	Legal issues related to documentation What to document
Early Intervention (services to children birth to five)	School district policies and procedures as appropriate	
Environmental Orientation	School health office, campus map, tour	
Health Education (CHE Law)		Overview of the CHE Law
Immunization Policies (requirements, MOA, 45-day report, 30-day certificate)	Where are immunization records stored? Who completes the 45-day report? Who to call with questions regarding immunizations? Arrange meeting with DHEC Regional Immunization coordinator.	Overview of immunizations
Liability Insurance	Does school district offer liability insurance?	Nurses and liability insurance
Managing Emergencies & Disasters	School district policies and procedures re: calling ambulance, building procedures for fire, weather related emergencies (hurricane, tornado, etc), pan flu (Note that the nurse should be certified by the American Heart Association or the American Red Cross in CPR, First Aid, and AED use at a health care professional level.)	Overview of common student emergencies and interventions

Topic	District	State
Medicaid Billing in School Settings	District policies and procedures for Medicaid Billing	Overview of Medicaid Billing opportunities in SC's schools
Medication Administration (storage, forms, policies, controlled substances, UAP, field trips, error reporting, students who self-medicate)	Forms, storage of medications, controlled substances – counting (who to count with), working with UAP (procedure for identifying UAP who will work with nurse), field trip procedures, procedures for students who will self-medicate, disposal procedures	UAP (Board of Nursing Advisories) Disposal of medications Controlled substances
Mentoring Program	Assign a mentor (mentor must know school district policies and procedures)	
Professional Organizations (SCASN/NASN, SCNA/ANA, ASHA)	Importance of membership with professional organizations. Is there funding available to support membership in a professional organization?	Importance of membership with professional organizations.
School Health Services Program (how to get started, mandated and recommended services, school policies)	Forms, how to order supplies, services to be provided, school policies	Mandated vs. recommended services
School Nursing Overview (history, role of school nurse, organizational structure, coordinated school health, future possibilities)	History of school nursing within school district, specific roles for RNs and LPNs within school district (must be consistent with Nurse Practice Act), district organizational structure; chain of command	History of School Nursing (National / State perspective) Roles for RNs and LPNs Coordinated School Health State level organizational structure for supporting school nurses
School Nursing Practice (ed requirements, education team, standards of professional performance, Nurse Practice Act)	Introduce the educational team at school and within the district Job performance expectations Salary / Benefits If a RN is going to supervise	Standards of Professional Practice (NASN/ANA) Standards of LPN Practice (http://www.nflpn.org/membership.html)

Topic	District	State
	the practice of an LPN the RN must have an opportunity to assess the student population that will be assigned to the LPN and must also have knowledge of the competencies of the LPN.	General educational requirements Nurse Practice Act Code of Ethics
Screening Programs (recommendations, organizing mass screening, BMI, Hearing, Vision, Dental, Postural, BP)	Screening procedures and documentation; who to work with within the school / district for organizing mass screenings, check off regarding screening procedures, parent notices for opting out, equipment used for screening District referral guidelines especially related to vision and hearing & IDEA	Screening recommendations, overview of process for BMI, Hearing, Vision, Dental, Postural, and BP Screenings
Special Health Care Needs & Special Education Requirements (IEP, 504, IHP, IDEA, special nutritional needs, medical homebound)	District level and any school level policies and procedures re: IEPs, 504s, IHPs, nutritional services, medical homebound, students who are homeless, students who are children of illegal immigrants	Overview of laws/regulations related to IEPs, 504s, IHPs, nutritional services, medical homebound, students who are homeless, students who are children of illegal immigrants
Staff Wellness Programs	Existing programs and resources available for staff	
Writing IHPs	Role of the RN and LPN per school district policy District forms, resources available, policies and procedures, work with mentor on developing an IHP for a student	Applicable Law Review of the SDE document Role of the RN and LPN per Board of Nursing