

MSBSD NURSING MANUAL SECTION III REVISED
APPENDIX F SECTION III
Matanuska-Susitna Borough School District - Health Services

Substitute School Nurse Information

1. FRONTLINE ABSENCE MANAGEMENT SYSTEM:

- Verify Frontline is set-up
- If you have accepted a sub job and you are unfamiliar with that school, call the nurse you will be subbing for ahead of time
- Please pay attention to the location of the job accepted, plan accordingly. MSBSD encompasses Glacier View to Trapper Creek

2. WORK HOURS:

- Most Elementary school substitute nurse hours are 8:45am-4:15pm
- Most Secondary school substitute nurse hours are 7:15am-2:45pm
- Assigned work hours are in Frontline
- Sub nurses are expected to work job hours as posted

3. REPORTING FOR DUTY:

- Check in with the administrative secretary or front desk to sign-in, get keys, radio if used, and verify radio channel used at school.
- Upon arrival at the nursing office, if there is no computer, obtain one from the front office.
- Please check with the school administrator if a laptop is not available in the nurse office.
- Log onto the Electronic Health Record
- Locate/review substitute notebook/binder and medication/care plan binder.
- In Synergy, review Medication Task List (HLT 407) or Medication & Service Monitor
- Familiarize yourself with the nursing office and where everything is kept

4. EMERGENCY CARE:

- Locate emergency backpack; school AED(s) and Stop the Bleed Kits
- Locate emergency supplies/equipment (backboard, splints, dressing, bandages, etc.)
- Locate district issued emergency medications/standing orders (Epi-Pen, Narcan, Albuterol Inhaler).
- Locate student issued emergency medications/care plans (Epi-Pen, Albuterol Inhaler, Diazepam, Glucagon)
- An injury should be treated as the worst-case scenario until determined otherwise.
- See section II "Medical protocol for nurses" of MSBSD Nursing Manual for school nurses [*Nurse Manual*](#)
- If 911 is called, notify the school building administration and parent/guardian
- If the injured student is transported for emergency treatment, contact Risk Management Office at 907-746-9213 and the district health services coordinator to inform them.

5. INCIDENT/INJURY REPORT:

- If there is a student that sustains an incident/injury that requires follow-up with a health care provider, complete the Incident/Injury report found in Synergy under the health tab. A Student Incident/Injury report should be completed when a student

incident/injury occurs during school time, on school grounds or during a school-sponsored activity, and results in any of the following:

- 911 call has been made
- Student is referred to a health care provider for assessment due to injury
- Injury is a result of an act of violence
- Injury is a result of school property that has malfunctioned or is in need of repair.
- When completing the Incident/ Injury report, the staff person responsible for the student at the time of injury and/or the person who witnessed the incident or injury are responsible for generating the incident report.
- Any time a student is transported via ambulance, risk management and student support services must be contacted immediately.
- Communicate report information to school nurse for follow-up. Serious illness/injury should be noted for the regular school nurse to follow-up.

6. PASS SYSTEM:

- Most schools, especially secondary schools, have a nurse/hall pass system. Each secondary school has a specific pass system that you must become familiar with as soon as you enter the building. You are expected to follow the system.

7. LUNCH SCHEDULE:

- You are entitled to a 30-minute, duty free lunch period if working a full day; however, the time for your lunch break will depend on clinic and recess activities.
- Contact the principal's secretary to inform them you will be going to lunch and where in the building you can be located, in case of an emergency. You are expected to strictly adhere to the 30-minute time allocated and return to the clinic promptly.

8. PARENT CONTACT:

- It is important that you contact parents if needed, either by telephone or note, to inform them that their child was checked by you, the reason for the visit and your recommendations. **Always** advise a parent that once a student is home, should symptoms increase, they should immediately contact their health care provider.
- Document parent contact on the Electronic Health Record (Synergy) what action was taken and what was recommended.

9. SENDING A STUDENT HOME:

- Students who are ill/injured may leave school only with a parent, guardian, or an emergency contact listed in the student's health registration record. Make sure this student is going home with an approved person.
- Check the specific school policy prior to allowing a child to leave and instruct the parent/guardian where they should go to sign the child out for the day. If a parent requests that someone else pick up their student or that a secondary student leaves alone (drive themselves home), check with the front office prior to granting such a request.
- Note in Synergy the time of the students' departure, what school official was notified and how the student was transported. Use your nursing judgment if you feel that a student is not able to safely ride home at the end of the day on the bus.

10. MEDICATIONS: Document medication administration in Synergy.

Note – medication cabinets are to be kept locked! Carry the keys in your pocket or pinned to your clothing. Many items in the nurse's office are off limits to students.

- ***Prescription Medications*** [section II nurse manual](#)

- Must be delivered by the parent or their adult representative in an appropriately labeled, non-expired container with the appropriate pharmacy name and telephone number, the ordering physician's name, student's name, medication and dosage of the medication with specific directions for taking the medication.
- A medication authorization form ([Health Form 110](#)) must be completed and available in the nursing office.
- A student may not transport medications (including bus) to or from school unless cleared through the school nurse and have the appropriate documentation on file with the nurse. Approved medications are emergency medication such as: Asthma inhaler, Epi Pens, Insulin and Glucagon. Please see [MSBSD Department of Transportation Pupil Handbook](#) for more information.
- Prescription medication is documented in the medical and service monitor (MAR) in Synergy.
- If student does not show up for scheduled medication, please check for attendance for school that day or get assistance from the front desk to locate student.
- **Over the Counter Medication**
 - The only approved OTC medications are: acetaminophen (Tylenol), ibuprofen (Advil, Motrin), calcium antacids (Tums), diphenhydramine (Benadryl) oral and/or topical, cough drops, cetirizine (Zyrtec), lactase enzymes (Lactaid), and lubricated eye drops. Dramamine is approved for field trips.
 - Parental authorization is required for all medication administration and can be obtained for OTC medication either through MSBSD (Health Form [110](#)) or authorized through the online registration process (See Synergy).
 - Doses for approved non-prescription medication will not exceed the manufacturer's instructions found on the original container.
 - All other non-prescription medications must be authorized in writing by an Alaska licensed health care provider with prescriptive authority. **All** medications must be FDA approved and regulated and delivered to the school by the parent/guardian or his/her adult representative in the original, non-expired container with a manufacturer's label identifying the medication, dosage schedule and the student's name.

11. NEW STUDENT ENROLLMENT:

- A new student enrolling in school must have up-to-date immunizations before they can start school. Check the student's immunization record using the [State of Alaska Child Care & School Immunization Requirements Packet](#) to determine if their record is current.
- If there is no immunization record presented, advise the parent that there is no grace period for finding records "No Shots, No School".
 - The only two exceptions are those students who qualify under the (Families in Transition) McKinney-Vento Act or are active military transfers. In this case the parent must sign the statement ([Health Form 312](#)) for a 30-day-waver.
- If immunizations are non-compliant, inform the parent of the required immunizations needed to start school.

12. CHILD ABUSE:

- A nurse is a mandatory reporter as well as all school personnel. Call OCS at 1-800-478-4444 and complete an OCS report of harm form [Health Form 703](#).
- Sexual abuse must be reported to both OCS and the Alaska State Troopers Palmer: 745-2131 or Wasilla: 373-8300.
- Link for updated OCS reporting guidelines can be viewed [here](#).
- The district's policy and procedure for child abuse reporting is also included in the

[Health Services Manual section III](#). If any questions about child abuse should arise while you are substituting, contact the Health Services Coordinator immediately. Review any concerns you have with the building administrator.

- Communicate necessary information to school nurse.

13. CRISIS RESPONSE:

- Every school has a crisis response team (CRT). The nurse can play a pivotal role. Familiarize yourself with the MSBSD [Crisis Response Manual](#).
- In case of a crisis (suicidal ideation, self-harm, violence, etc) contact the building administrator as soon as possible.
- These concerns should always be taken seriously.

Thank you for working as a substitute school nurse for our District. Please contact the Health Services Coordinator should you have additional questions.