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ABSTRACT

This Self Assessment Instrument was prepared to assist school nurses in assessing their own functions and other activities related to the operation of a school health program. Its primary purpose is to provide a ready tool that can be used as the basis of an internal or peer evaluation or to serve as a model for local school districts to follow in developing their own assessment instruments. In addition to its assessment function, it can also be used in program development, in establishing school health priorities, in promoting an understanding of school health, and in determining professional preservice and inservice education needs. Six major goals relating to school nursing and school health services are identified. Specific objectives for meeting these goals are stated and a questionnaire on how each of these objectives are being met is provided. (JD)

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## ACKNOWLEDGEMENTS

The publication of the Self Assessment Instrument for School Nurses - School Health Services represents the collective effort of an eight-member Ad Hoc Resource Committee on School Health Services convened by the Division of Student Services of the Pennsylvania Department of Education. The Department gratefully acknowledges the important contribution made by each member of the Committee in the process of formulating this document and thanks them for the time and effort they gave for the improvement of school health services in Pennsylvania.

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## PREFACE

This Self Assessment Instrument which follows was prepared to assist school nurses to assess their own functions and other activities related to the operation of a school health program. Its primary purpose is to provide a ready tool that can be used as the basis of an internal or peer evaluation or to serve as a model for local districts to follow in developing their own assessment instruments. Used in this way, the instrument could be a valuable part of the Needs Assessment and Action Planning phases of the School Improvement process.

In addition to its assessment function, it is anticipated that it could also be used in program development, in establishing school health priorities, in providing support data for program revisions, in promoting an understanding of school health and in determining professional pre-service and in-service education needs.

Although it was the intent of the Self Assessment Instrument to present more than the minimum essential components of a sound school health program, the writers recognize that it is in no way all inclusive. Therefore, the revision or addition of goals, objectives and indicators is suggested and the development of additional assessment techniques reflecting local priorities and needs is encouraged.

## SCHOOL NURSING - SCHOOL HEALTH SERVICES

### GOALS

Following are six major goals relating to the school nursing - school health services. These goals formed the framework for the evaluative criteria contained in this Self Assessment Instrument and are recognized as essential organizing elements in any comprehensive school health program.

- I. To attain and maintain the optimum health status of all students so that they may receive maximum benefit from their educational experience.
- II. To promote the development of positive health attitudes and practices.
- III. To promote and maintain a risk-free environment.
- IV. To integrate the school health program with other health delivery systems.
- V. To demonstrate school health services as an integral component of the total educational process.
- VI. To organize and administer an effective school health services program.

GOAL I

To attain and maintain the optimum health status of all students so that they may receive maximum benefit from their educational experience.

OBJECTIVE A: To maintain a comprehensive health record system.

Indicators

The school health services program assures that:

- | <u>YES</u> | <u>NO</u> |                                                                                                                                 |
|------------|-----------|---------------------------------------------------------------------------------------------------------------------------------|
| ___        | ___       | 1. A health record is on file for each student enrolled.                                                                        |
| ___        | ___       | 2. The district record policy includes a statement on retention, transfer, expungement and final disposition of health records. |
| ___        | ___       | 3. Confidentiality of records is maintained.                                                                                    |
| ___        | ___       | 4. The student health record contains all mandated information required by Section 1409 of the Public School Code.              |

OBJECTIVE B: To assess the health status of students.

Indicators

The school health services program assures that:

- | <u>YES</u> | <u>NO</u> |                                                                                                                                                            |
|------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ___        | ___       | 1. A health history is obtained for each entering student.                                                                                                 |
| ___        | ___       | 2. Each student receives a physical examination on entry to school, 6th grade, 11th grade or other approved intervals.                                     |
| ___        | ___       | 3. Growth and development, vision, hearing, tuberculosis and dental screenings have been conducted in accordance with regulations and/or modified program. |
| ___        | ___       | 4. Teacher observations are solicited and utilized.                                                                                                        |
| ___        | ___       | 5. Reports from other professionals are obtained and utilized.                                                                                             |

**OBJECTIVE C: To identify health problems and develop and implement plans of action for resolution or management.**

**Indicators**

The school health services program assures that:

- | <u>YES</u> | <u>NO</u> |                                                                                                                      |
|------------|-----------|----------------------------------------------------------------------------------------------------------------------|
| ___        | ___       | 1. Current data is periodically analyzed and problems defined.                                                       |
| ___        | ___       | 2. Parents/guardians, students and appropriate school personnel are involved in plan development and implementation. |
| ___        | ___       | 3. A written plan of action with progressive benchmarks is available for each problem area.                          |
| ___        | ___       | 4. Progress notes are reviewed and updated periodically.                                                             |
| ___        | ___       | 5. Problems have been resolved and/or are being managed satisfactorily.                                              |

**Recommendations/Comments:**

GOAL II

To promote the development of positive health attitudes and practices.

OBJECTIVE A: To provide health counseling/instruction for students, parents and staff.

Indicators

The school nurse:

<u>YES</u>	<u>NO</u>	
___	___	1. Interprets health findings to the parent/guardian and/or student.
___	___	2. Identifies students and families who need counseling and assistance in resolving problems.
___	___	3. Provides counseling on anticipated health problems.
___	___	4. Confers with appropriate school personnel on identified problems and referrals.
___	___	5. Instructs students, either individually or in groups, on health procedures and/or daily practices related to specific health conditions.
___	___	6. Makes home visits to confer with parents/guardians.

OBJECTIVE B: To assist with the development of positive health attitudes and practices through formal and informal instruction.

Indicators

The school nurse:

<u>YES</u>	<u>NO</u>	
___	___	1. Serves as a member of the committee to develop the health curriculum.
___	___	2. Provides sources for obtaining health materials.
___	___	3. Serves as a resource to classroom teachers and teachers of health.
___	___	4. Teaches mini-courses and/or units when specific knowledge and skills of a health professional are indicated.
___	___	5. Provides classroom instruction on health procedures and programs conducted in the school.

**OBJECTIVE C: To provide health education for school personnel and parents/guardians.**

Indicators

The school nurse:

<u>YES</u>	<u>NO</u>	
___	___	1. Contributes articles to school newspaper.
___	___	2. Advises school personnel and parents/guardians of impending health problems and preventative and therapeutic measures.
___	___	3. Serves as health consultant to school-parent organizations.
___	___	4. Plans and conducts health programs for faculty and parents at staff and organizational meetings.

Recommendations/Comments:



GOAL III

To promote and maintain a risk-free environment.

OBJECTIVE A: To plan and implement a program of prevention and control of communicable disease in accordance with regulations.

Indicators

The school health program assures that:

- | <u>YES</u> | <u>NO</u> |                                                                                                                                                                               |
|------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| —          | —         | 1. The requirement of complete immunization against specific diseases as a condition of attendance for original enterers is strictly enforced.                                |
| —          | —         | 2. Parents/guardians are counseled on possible sources for obtaining immunizations.                                                                                           |
| —          | —         | 3. Parents/guardians and students in upper grades are advised of immunization needs.                                                                                          |
| —          | —         | 4. Pupils and staff receive tuberculosis testing in accordance with regulations and/or Health Department modifications.                                                       |
| —          | —         | 5. A list is maintained of all students who are not adequately immunized.                                                                                                     |
| —          | —         | 6. A program exists for the early recognition of suspected communicable disease, including exclusion and readmission.                                                         |
| —          | —         | 7. Appropriate offices of the Health Department are promptly notified of suspected cases of reportable communicable diseases and of any unusual increase in student absences. |

OBJECTIVE B: To develop and implement an emergency care plan.

Indicators

The school health program assures that:

- | <u>YES</u> | <u>NO</u> |                                                                                               |
|------------|-----------|-----------------------------------------------------------------------------------------------|
| —          | —         | 1. Written policies and procedures have been developed for handling emergencies.              |
| —          | —         | 2. All staff members have received copies of the policies and procedures.                     |
| —          | —         | 3. All school nurses and health aides have cardiopulmonary resuscitation (CPR) certification. |

YES    NO

- \_\_\_    \_\_\_    4. At least one staff member other than the school nurse in each building has first-aid and CPR certification.
- \_\_\_    \_\_\_    5. An emergency card, completed by parents/guardians, is on file for each student.

OBJECTIVE C: To identify problem areas in the school environment and assist with corrective measures.

Indicators

The school nurse:

YES    NO

- \_\_\_    \_\_\_    1. Monitors accident reports to determine hazardous practices or locations of accidents.
- \_\_\_    \_\_\_    2. Conducts safety programs.
- \_\_\_    \_\_\_    3. Confers with teachers on safety measures when specific hazards exist within the classroom.
- \_\_\_    \_\_\_    4. Confers with appropriate school personnel to encourage elimination of hazardous practices or environmental conditions.

Recommendations/comments:

GOAL IV

To integrate the school health program with other health service delivery systems.

OBJECTIVE A: To design a health referral and followup system.

Indicators

The school nurse:

- | <u>YES</u> | <u>NO</u> |                                                                                                                                              |
|------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------|
| —          | —         | 1. Participates in establishing a directory of available local services which includes a definition of the services and referral procedures. |
| —          | —         | 2. Utilizes referral forms which present findings and assures report back from the care provider.                                            |
| —          | —         | 3. Receives professional reports which indicate an effective interagency communication system is operating.                                  |
| —          | —         | 4. Participates in local comprehensive health planning as an advocate for the school-aged child.                                             |

OBJECTIVE B: To increase parents'/guardians' knowledge of available health related resources.

Indicators

The school nurse:

- | <u>YES</u> | <u>NO</u> |                                                                                                        |
|------------|-----------|--------------------------------------------------------------------------------------------------------|
| —          | —         | 1. Provides parents/guardians with a list of several existing resources for resolving health problems. |
| —          | —         | 2. Counsels parents/guardians on appropriate utilization of health services.                           |
| —          | —         | 3. Involves parents/guardians in planning school/community services.                                   |
| —          | —         | 4. Invites representatives of community agencies to speak at parent meetings.                          |

OBJECTIVE C: To assist students to become knowledgeable health consumers.

Indicators

The school nurse:

<u>YES</u>	<u>NO</u>	
—	—	1. Involves students in the development and implementation of plans for resolving their own health problems.
—	—	2. Instructs students on health systems and effective utilization of services.
—	—	3. Aids students to initiate self help for health problems and to utilize the services of appropriate health care providers.
—	—	4. Involves students in identifying and resolving physical and environmental health problems in the school community.

Recommendations/comments:

GOAL V

To demonstrate school health services as an integral part of the total educational process.

OBJECTIVE A: To assist in planning educational services appropriate for students with health problems.

Indicators

The school nurse:

YES

NO

- |     |     |                                                                                                                        |
|-----|-----|------------------------------------------------------------------------------------------------------------------------|
| ___ | ___ | 1. Serves as a team member in determining the placement of students with health problems.                              |
| ___ | ___ | 2. Participates in determining necessary modifications of the educational program pertinent to the individual student. |
| ___ | ___ | 3. Initiates team conferences for resolving student problems.                                                          |
| ___ | ___ | 4. Assists in the evaluation and educational planning of handicapped students.                                         |

OBJECTIVE B: To serve as an effective faculty member.

Indicators

The school nurse:

YES

NO

- |     |     |                                                                                                                             |
|-----|-----|-----------------------------------------------------------------------------------------------------------------------------|
| ___ | ___ | 1. Regularly attends faculty meetings.                                                                                      |
| ___ | ___ | 2. Serves as member of curriculum development and other appropriate committees.                                             |
| ___ | ___ | 3. Prepares and presents programs on health matters to faculty.                                                             |
| ___ | ___ | 4. Keeps faculty informed through conferences, newsletters, memos, bulletins of current health information and/or problems. |
| ___ | ___ | 5. Orients administrators and staff to policies and procedures of the school health program and solicits their cooperation. |

**OBJECTIVE C: To demonstrate an understanding of the educational process and the contribution of health services.**

Indicators

The school nurse:

YES

NO

- |     |     |                                                                                                                                               |
|-----|-----|-----------------------------------------------------------------------------------------------------------------------------------------------|
| ___ | ___ | 1. Encourages the correlation of health service activities with the program of classroom instruction.                                         |
| ___ | ___ | 2. Promotes the integration of health instruction, health services and the school environment so that they supplement and support each other. |
| ___ | ___ | 3. Initiates modification of the health services program and/or provision of services to accommodate priorities and trends in education.      |

Recommendations/comments:

GOAL VI

To organize and administer an effective school health services program.

OBJECTIVE A: To plan an effective program of health services that meets legal requirements and student needs.

Indicators

The school health services program assures that:

- | <u>YES</u> | <u>NO</u> |                                                                                                                                            |
|------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------|
| ___        | ___       | 1. School health professionals, administrators, other school personnel and students cooperatively plan the school health services program. |
| ___        | ___       | 2. The school health program meets all legal and regulatory requirements and/or has approval for modifications.                            |
| ___        | ___       | 3. A budget is prepared for the health services based on state reimbursement and district needs.                                           |
| ___        | ___       | 4. Program planning takes into consideration the desires of parents/guardians.                                                             |

OBJECTIVE B: To have formal written objectives, policies and procedures available to guide staff and to inform parents/guardians and others interested in school health.

Indicators

The school health services program assures that:

- | <u>YES</u> | <u>NO</u> |                                                                                            |
|------------|-----------|--------------------------------------------------------------------------------------------|
| ___        | ___       | 1. Policies and procedures have been developed in cooperation with other school personnel. |
| ___        | ___       | 2. Policies and procedures have been developed and approved for:                           |
| ___        | ___       | a. implementing the mandated or modified program                                           |
| ___        | ___       | b. transportation of ill and injured students                                              |
| ___        | ___       | c. emergency care and/or first-aid                                                         |
| ___        | ___       | d. administering medication and/or other required therapeutic measures                     |
| ___        | ___       | e. maintaining confidentiality, transfer, filing and storing health records.               |

YES    NO

- \_\_\_    \_\_\_    3. Policies and procedures adhere to legal and regulatory statutes and ethical standards of practice.
- \_\_\_    \_\_\_    4. Parents/guardians and other staff members are informed of appropriate policies and procedures.

**OBJECTIVE C.** To assure that the school health staff have appropriate academic and experiential qualifications and are employed in adequate numbers to meet minimum legal requirements and to implement the district program as planned.

Indicators

The school health services program assures that:

YES    NO

- \_\_\_    \_\_\_    1. School nurses, school nurse practitioners and dental hygienists hold valid certificates to practice in the schools.
- \_\_\_    \_\_\_    2. Where there is a modified program, staff meet the criteria, both in qualifications and numbers, established for approval.
- \_\_\_    \_\_\_    3. Nurses participate in at least one in-service and/or continuing education program annually.
- \_\_\_    \_\_\_    4. Pupil assignments do not exceed the established legal maximum ratio.
- \_\_\_    \_\_\_    5. Orientation programs are provided for each new staff member.
- \_\_\_    \_\_\_    6. Performance expectations of certified staff members are limited to professional functions.
- \_\_\_    \_\_\_    7. Performance expectations of non-certified staff members are limited to non-professional functions performed under the supervision of a certified health professional.

**OBJECTIVE O:** To provide administrative and supervisory leadership for the program, compatible with other school programs.

Indicators

The school health services program assures that:

YES    NO

- \_\_\_    \_\_\_    1. A school nurse supervisor plans, directs and guides the school nursing activities.
- \_\_\_    \_\_\_    2. Channels of communication between the supervisor, administrator and staff are clearly established and understood.



YES    NO

- \_\_\_    \_\_\_    3. Administration supports the program with adequate facilities, equipment and supplies.

OBJECTIVE E: An ongoing evaluation procedure is in effect.

Indicators

The school health services program assures that:

YES    NO

- \_\_\_    \_\_\_    1. State and district reports are submitted promptly at designated intervals.
- \_\_\_    \_\_\_    2. Program objectives, records and reports are reviewed annually for gaps, deletions and possible additions to meet student needs, health trends and priorities.
- \_\_\_    \_\_\_    3. Individual staff evaluations are conducted by self, peer and/or supervisor.
- \_\_\_    \_\_\_    4. Professional functions are evaluated by personnel with knowledge and expertise of the professional standards related to that area of practice.

Recommendations/comments: