



2025-2026 MEMORANDUM OF AGREEMENT

BETWEEN

GUILFORD COUNTY, on behalf of its
DEPARTMENT OF HEALTH & HUMAN SERVICES-DIVISION OF PUBLIC HEALTH

AND

GUILFORD COUNTY SCHOOLS

MEMORANDUM OF AGREEMENT

The purpose of this Memorandum of Agreement (MOA) is to assist administrators and staff of the Guilford County Department of Health and Human Services (GCDHHS-PH) and the Guilford County Schools (GCS), in planning and implementing coordinated School Health Programs based on local needs and resources. The effective period of this MOA is August 1, 2025 through July 31, 2026 covering the 2025-2026 School Year.

As outlined in the NC School Health Manual, effective School Health Programs place emphasis on prevention, case finding, early intervention, and remediation of health problems. Of equal importance is the focus on health promotion through individual and group education, health counseling for identified behavioral risk, and efforts to assure that students benefit from a safe environment.

The overall goal of a coordinated School Health Program is to help each child achieve and maintain optimum health, so that maximum physical, emotional, and intellectual growth can occur. This type of program helps meet the needs of students, parents, the school, and the community, thus facilitating effective education and positive student outcomes.

As outlined in the NC School Health Manual, and supported by the NCDHHS, and the NC Division of Public Instruction, a coordinated health program model consists of:

- 1) Health Education
- 2) Nutrition Environment and Services
- 3) Employee Wellness
- 4) Social and Emotional School Climate
- 5) Physical Environment
- 6) Health Services
- 7) Counseling, Psychological, and Social Services
- 8) Community Involvement

- 9) Family Engagement
- 10) Physical Education and Physical Activity

This MOA focuses on students' needs from both health and educational perspectives.

Each LEA shall make available a registered nurse for assessment, care planning, and on-going evaluation of students with special health care service needs in the school setting. Special health care services include procedures that are invasive, carry reasonable risk of harm if not performed correctly, may not have a predictable outcome, or may require additional action based on results of testing or monitoring.

According to the NC Division of Public Health Child Health Agreement Addenda, the local health department will maintain a written agreement with the local school district(s) within its service area. Guilford County Department of Health and Human Services also provides communicable disease, environmental health and consultative services to all Charter Schools within the county on an as needed basis. A written agreement (MOA) is required even if agency activities are limited to communicable disease control or environmental health activities. A copy of the MOA, signed by both agencies, shall be submitted annually to the Raleigh office, c/o State School Nurse Consultant no later than September 1.

As a means for developing a coordinated health services plan, this MOA has been drawn up between the local health department and the school system. This MOA defines the specific roles and responsibilities of each agency in providing health services to school children. This MOA is reviewed and/or revised annually by representatives of the local health department and the school system.

I. PROGRAM GOALS AND OBJECTIVES:

The goals and objectives of the Guilford County School Health Program have been developed by representatives of the school system and the health department at meetings of the School Health Administrative Committee and agreed upon by the GCDHHS Division Director and Health Director. The School Health Program's overriding objective is to create a collaboration and deliberation of representatives of the GCDHHS-PH and GCS. Goals and objectives focus on developing health programs to meet present day needs of students and to participate in staff wellness as needed.

- a. GCDHHS-PH will endeavor to employ and supervise various public health professionals who will serve GCS without barriers to such service. Services will be provided in accordance with standards set North Carolina Board of Nursing. GCDHHS-PH shall endeavor to meet the standards set by NC Department of Health and Human Services, NC Department of Public Instruction, and the NC School Health Program Manual as long as those do not conflict with the standards set by the North Carolina Board of Nursing or Guilford County policies.
- b. GCDHHS-PH School Nurses and School Health Aides shall be considered agents of GCS while on school grounds.
- c. Medical direction for GCDHHS-PH School Nurses providing services in the schools of Guilford County will be provided by the Medical Director of GCDHHS-PH.
- d. GCS will ensure that the GCDHHS-PH School Nurse is informed of any and all students seen by any organization providing medical services in the school building to ensure and facilitate collaboration and coordination between the provider and GCDHHS-PH School Nurse. G C D H H S - P H School Nurse will review documentation pertaining to student's medical treatment and diagnosis provided by GCS. An individualized health care plan will be developed if the GCDHHS-PH School Nurse determines from the nursing assessment that the student requires interventions to ensure that the student's health needs are met while at school. The school nurse will continue to evaluate changes and updates to the plan.

- e. GCS and the GCDHHS-PH will appoint administrative liaison personnel who shall be responsible for reviewing School Board approved policies and procedures and also shall be responsible for drafting recommended new policies or procedures that may be necessary to ensure the continued operation of the program. A copy of all policies shall be provided to GCDHHS-PH. GCDHHS-PH School Health Nurses shall endeavor to follow all policies and procedures governing the school system but only to the extent said policies do not violate North Carolina law, require GCDHHS-PH School Nurses to either perform or not perform a medical act that is contrary to the nursing license, or is considered unethical to the GCDHHS-PH.
- f. GCS and the GCDHHS-PH will conduct on-going evaluation of their cooperative efforts through monthly meetings of the School Health Administrative Committee (refer to last page of this document for composition of committee).

School Health Program Components/Responsibilities School Year 2025-2026

II. ROLES/RESPONSIBILITIES FOR EACH AGENCY

Administration, Supervision, Joint Program Planning and Evaluation

- a. The GCDHHS-PH and GCS shall have specific responsibilities which are clearly defined as the result of joint planning and evaluation.
- b. GCS Director of Health Services serves as the key contact person for planning and facilitating the health services in the schools, and also serves as the key contact person for health education curriculum matters.
- c. GCDHHS-PH's provide the hiring, terminating, and supervision of GCDHHS-PH School Health Nurses, GCDHHS-PH School Health Aides and GCDHHS-PH Dental Hygienists. GCS will provide the hiring, terminating, and supervision of nurses in the GCS Public Separate Schools as well as any Nursing staff hired directly through GCS.
- d. GCDHHS-PH School Nurse (hereafter referred to as "nurse") establishes contact with the principal at the beginning of each school year. The principal serves as the person with whom the nurse works closely in delivering services in schools.
- e. GCS provides a private space in each school, preferably with telephone, and easy access to students and school staff for GCDHHS-PH School Nurse and Aide.
- f. The GCDHHS-PH provides basic equipment and supplies for its School Nurses.
- g. The GCDHHS-PH provides professional development of its School Nurses, School Health Aides, and Dental Hygienists for all school sites.
- h. The GCDHHS-PH provides medical oversight and reviews standing orders.
- i. The GCDHHS-PH provides School Health Advisory Council representatives.
- j. GCDHHS-PH Health Education staff may provide educational sessions and consultations upon request and availability.
- k. The GCDHHS-PH Dental Hygienist coordinates and conducts dental screenings each year in selected elementary school grades.
- l. The GCDHHS-PH provides program planning and evaluation of the School Nursing Services in Guilford County Schools in coordination with the GCS Director of Health Services.
- m. School Health records created and maintained by the nurse will be kept separately and stored in a locked cabinet provided by GCS, and kept at the school in compliance with the Family Education Rights and Privacy Act (FERPA) and GCS student records policy. The School Health record becomes a part of the cumulative record and thereby property of GCS. The school principal shall have access to the locked cabinet as needed. Any and all FERPA

- requests shall be handled by GCS.
- n. GCS will provide an email account renewable each year for each GCDHHS-PH School Nurses, School Health Aides, Dental Hygienists and access the web-based tool for student information and electronic documentation and will provide technology support. GCS will provide School Nurse and Aide access to GCS guest network in all GCS sites.
 - o. GCDHHS-PH will provide School Health Aides to support and assist School Nurses in accomplishing tasks required for the efficient operation of the program.

Identification and Monitoring of Children with Health Care Needs

(To identify health problems, which may interfere with the student's performance in school)

Health Assessment — Record Review and Referral (GS 130A-440)

GCS Responsibilities

- a. Distribute Health Assessment Transmittal forms to parents at kindergarten registration and to all students new to North Carolina public schools.
- b. Designated school staff member will review each Health Assessment Transmittal form and assure completeness.
- c. Distribute pupil data sheet at the beginning of the school year to all students.
- d. Review Health Assessment and pupil data sheets and initiate appropriate follow-up for identified health problems by referring to the nurse.

Nurse Responsibilities

- a. Follow-up on identified health problems as referred by school staff.
- b. Review all Health Assessments with GCS staff.
- c. Consult with school staff, who review the records of students entering school.

Conferences with Teachers and Parents

GCS Responsibilities

- a. Meet with GCDHHS-PH School Nurse to discuss any applicable health plan for students
- b. Take lead in conference meetings with parents for issues not directly related to health status
- c. Assist in increasing the percentage of documented completed Health Assessments.

Nurse Responsibilities

- a. Meet with teachers to evaluate health status and plan for referral and/or follow-up.
- b. Review health records with appropriate staff of GCS.
- c. Provide parents and school personnel with referral to appropriate resources for further evaluation of potential health problems, when appropriate.
- d. Assist school staff with increasing the percentage of documented completed Health Assessments.

Medication Administration

To ensure that children who require medication during the school day receive it in a safe and prudent manner according to state laws, local written policies and procedures, and professional standards.

GCS Responsibilities

- a. Develop a written policy and procedure for medication administration and medication destruction that is to be implemented in all schools within the system.
- b. Provide proper storage space in each school to ensure that medications are secure, yet readily

accessible to staff and students involved.

- c. Principals designate one or more persons and a back-up person in their school to be responsible for the security and administration of the medication.
- d. Principals should ensure that designated school personnel are provided time to be adequately trained to administer medication in a safe, prudent, and confidential manner.
- e. Principals should ensure that all written parent and doctor authorizations and medication logs of all medications administered by school personnel are properly maintained.
- f. Provide written medication procedures and necessary forms to parents and health care clinicians and communicate with them as needed.
- g. Notify parent if an error is made in administering medications. Document all errors and report them to GCDHHS-PH School Nurse. If an error results in any concern about the safety of the student, immediately contact the student's health care provider or GCDHHS-PH School Nurse.
- h. Notify parents to remove medication that is no longer prescribed or expired.
- i. Notify nurse of medication needing destruction and assist with destruction.
- j. Notify nurse in advance of all students requiring medication administration during field trips out of the state of NC.
- k. Principals should ensure that all emergency medications are removed from the building in an event of an evacuation.

Nurse Responsibilities

- a. GCDHHS-PH School Nursing Supervisors will serve on a school system committee for the development and annual evaluation of written school policy and procedures for medication administration and medication destruction.
- b. Serve as consultant to principals, school staff, parents, and students regarding medication safety and medication concerns at school.
- c. Provide training for school staff who are assigned the responsibility for administering and safely securing medications at school.
- d. Perform quarterly audits of completed Medication Authorization forms and medication logs for compliance with GCS Administrative Procedure. Recommend changes and needed updates to principals.
- e. Conduct reviews twice a year of medication storage for compliance with GCS Administrative Procedure. Recommend changes to principals.
- f. Serve as liaison with parents, health care clinicians, and the appropriate individuals regarding status and effectiveness of student's medication treatment plan.
- g. Administer medication when necessary, as an agent of the school.
- h. Safely destroy medication that has not been removed by the parent after appropriate notification by the school or has been expired.

Emergency Administration of Medication

(For students with known medications at school, such as EpiPen, Glucagon, Diastat, Valtoco, Baqsimi, etc.)

GCS Responsibilities

- a. Inform GCDHHS-PH School Nurse immediately of any student known to have an emergency medication.
- b. Designate staff persons responsible for receiving training in and the responsibility for administering these medications.
- c. Have a copy of an unexpired "Authorization of Medication for a Student at School" within easy access to those designated school personnel.

- d. Follows same procedures for Medication Administration stated in above section.

Nurse Responsibilities

- a. Develop and Comply with an Emergency Care Plan/Individual Health Plan for those students requiring these medications in an emergency.
- b. Train school staff in the Emergency Care Plan/Individual Health plan.
- c. Follows same procedures for Medication Administration stated in above section.

Management of Chronic Health Problems

To address chronic health problems, which may interfere with a student's school performance.

Procedure Development, Training, and Health Care Plan Development

GCS Responsibilities

- a. Review information from registration forms, health assessments, medical alerts, and health cards to identify health related conditions of students.
- b. Communicate all health related conditions to the School Nurse.
- c. Maintain notebook of completed care plans in main office of the school. Care plans to be shared with school personnel as needed.
- d. Ensure that Clinical Laboratory Improvement Amendment (CLIA) regulation for waived procedures (Covid antigen testing, Blood glucose, Diabetic urine test, etc.) is secured annually.

Nurse Responsibilities

- a. Send parent letter with Medication Authorization Administration Form, if applicable, and appropriate care plan to parent of students with health related conditions by mail or by the student.
- b. May also collect care plan information from parents or healthcare provider.
- c. Upon return of care plan with parent's information, review the health care plan.
- d. Give copy of completed care plan to appropriate teachers.
- e. Formal nursing case management services will be provided on a selective basis as time allows.

Medical and Dental Emergencies

GCS Responsibilities

- a. Designated school personnel will have current certification in First Aid and CPR.
- b. Medical and dental emergencies will be handled by trained school personnel and referred to parent/guardian/emergency facility.
- c. The school will maintain emergency contact information on each student and emergency medical information on each student.
- d. Inform the Nurse of those students with known life threatening or chronic medical conditions.
- e. Notify the parent, guardian or custodian of any medical emergency and/or dental emergency.

Nurse Responsibilities

- a. Develop an Emergency Care Plan/Individual Health Plan for those students with known life-threatening or chronic medical conditions who have been referred to the nurse.
- b. Provide in-service training for school staff on need-to-know basis.
- c. Act as a liaison between school staff, parent/guardian and health care clinician to the extent practical if the student remains on school premises.

Consultation

To advise school personnel and students about school and child health.

GCS Responsibility

- a. Notify School Nurse of students with acute or chronic health problems and students with medications.
- b. Report students with suspicion of communicable illness.

Nurse Responsibilities

Nurses will provide consultation and assistance related to health to school personnel regarding the following areas:

1. control of communicable disease
 2. life endangering conditions
 3. potentially handicapping conditions (including physical, psychological, and socioeconomic)
 4. handling medical emergencies
 5. environmental hazards
 6. accident prevention
 7. medication information
- a. GCDHHS-PH staff may participate in faculty meetings to provide health and medical information on health department services.
 - b. GCDHHS-PH staff may participate in parent education sessions.
GCDHHS-PH staff will respond to referrals or questions and follow through, providing information or answers as appropriate.
 - c. GCDHHS-PH staff will consult with school personnel in regard to their individual health concerns as needed.
 - f. Nurses will assist school personnel in planning health rooms and emergency kits.

Concussion Awareness and Safety-Gfeller-Waller Concussion Awareness Act of 2011 (GS115C-12(23)) Return-to-Learn After Concussion NC State Board of Education Policy HRS-E- 001 (GS 115c-12(12))

GCS Responsibilities

- a. Principal or designee shall ensure that the School Nurse is provided annually with the head injury information provided by the state board of education.
- b. Appointed school staff/designee will develop a specific emergency action plan in writing to be distributed to appropriate personnel to be reviewed and rehearsed annually.
- c. Have a Concussion Management Team to manage students with head injury or concussion concerns.

Nurse Responsibilities

- a. Review and sign the concussion/head injury information sheet, as provided.
- b. Return a copy to the appointed school staff/designee.
- c. Serves on Concussion Management Team to obtain information from the health care provider to guide the need for accommodations.

Supply of Emergency Epinephrine Auto-Injections on School Property - (GS115C-375.2A)

GCS Responsibilities

- a. The Principal will designate one or more school personnel, as part of the medical care program to receive training from the school nurse regarding the storage and emergency use of an epinephrine auto-injector.

- b. The Principal shall collaborate with appropriate school personnel to develop an emergency action plan for the use of epinephrine auto-injectors in an emergency.
- c. Comply with the statutory requirements of N.C.G.S. 115C-375.2A
- d. Ensuring that the Report of Epinephrine Administration form is completed every time an epinephrine auto-injector is administered and provide said form to School Nurse.

Nurse Responsibilities

- a. Provide training to designated personnel regarding management of anaphylaxis and the emergency use of an epinephrine auto-injector.
- b. GCDHHS-PH will provide prescriptions to each GCS school for its supply of epinephrine auto-injectors.

ACCESS TO HEALTHCARE:

To facilitate correction of health problems, which may interfere with the student's school performance.

Infestation/Communicable Infection Management

GCS Responsibilities

- a. Manage screening, referral and criteria for school re-entry in regard to infestation and communicable infections.
- b. Notify the School Nurse of potential infestations and communicable infections.

Nurse Responsibilities

- a. Instruct school personnel on the epidemiology and detection of infestation and communicable infections upon school request.
- b. Coordinate with GCDHHS-PH Communicable Disease team for guidance on communicable infections.

Vision Screening

GCS Responsibilities

- a. Staff or trained volunteers will screen students in 1st, 3rd, 5th & 7th grades and students new to the school system with an approved eye chart, or other appropriate screening test at the beginning of the school year.
- b. Record test results on all screened students.
- c. Refer students with 20/40 or less acuity or those falling into any questionable category to the Nurse.
- d. Refer students in any grade with suspected visual problems to the Nurse.
- e. Provide a suitable location for screening to take place.

Nurse Responsibilities:

- a. Rescreen, refer for appropriate care if appropriate, and follow-up.

Hearing Screening

GCS Responsibilities:

- a. As part of the hearing conservation program, students in grades Pre-K, K, 1st, 3rd, and 5th are provided with annual hearing screenings. The hearing screenings program is supervised by audiologists.
- b. Those students who fail the initial screening shall be rescreened in two weeks.
- c. Those who fail the second screening are referred for a medical intervention or audiological exam by an audiologist.
- d. Notify the parent, guardian or custodian of the student of need for medical intervention or audiological exam.

Nurse Responsibilities:

- a. Assist school personnel to find source of care for those students with continuing unmet hearing needs after evaluations to the extent authorized by law and with the consent of the parent, guardian or custodian of the student.

Dental Screening

GCS Responsibilities:

- i. Schedule screening time, notify teachers, and designate space for screening.
- j. Complete class rosters and screening forms and have health cards available prior to screening.
- k. Send dental screening forms to parents.
- l. Provide student roster to Dental Hygienist and dental screening forms.

GCDHHS-PH Dental Hygienist Responsibilities

- a. Determine grade level for screening.
- b. Dental Hygienist provides screening to students, enters result on health card, and gives dental screening forms to teacher.
- c. Dental Hygienist gives roster to Nurse, showing students needing follow-up.
- d. Dental Hygienist contacts parent(s) and refers for financial assistance if necessary.
- e. Dental Hygienist may rescreen students needing follow-up.
- f. Nurse will assist Dental Hygienist with follow up as needed.

Referral and Follow-Up of Medical Conditions

GCS Responsibilities:

- a. Notify parent/guardian of any suspected health problems by telephone, letter, or home visit.
- b. Refer suspected health problems to GCDHHS-PH School Nurse.

Nurse Responsibilities:

- a. Notify parent/guardian/custodian of any student screened, who has been determined to need a referral. At least two (2) different attempts to contact parent/guardian will be made. These attempts and outcomes will be recorded in nurse's school notes.
- b. Assist parent/guardian/custodian in obtaining a referral for health care for the student. Students with no access to healthcare provider will be assessed for eligibility for care through appropriate community resources, as authorized by parent/guardian/custodian.

Children with Special Health Care Needs

To identify health problems that may interfere with learning.

Counseling and Consultation

GCS Responsibilities:

- a. Include the Nurse as a consulting member of intervention committees where students may be identified and referred for nursing and other health care intervention.
- b. Provide access to records of exceptional children to GCDHHS-PH School Nurse as requested.
- c. Make available a registered nurse for assessment, care planning, and ongoing evaluation of students with special health care service needs in the school setting.

- d. Ensure completion of annual training of school personnel (2 individuals) per state law on Diabetes Care for Students in Schools (N.C.G.S. 1 15C-12(31)).
- e. Notify School Nurse in advance of all students requiring health care during field trips out of the state of NC.

Nurse Responsibilities:

- a. Serve as a consulting member of special services committees. Provide counseling and consultation to parents and school personnel.
- b. Review the health records of exceptional children referred to nurse, assist in obtaining the appropriate screening and further evaluation as needed. Review and interpret findings with school personnel and discuss planned follow-up.
- c. Assist parents of students needing special health care in securing services.
- d. Develop an Emergency Medical Information Plan/Individualized Health Care Plan for students with a chronic disease and/or significant health problem that are referred to the nurse.
- e. Assist First Responders in following Emergency Care Plan including special procedures.
- f. Determine whether delegation of nursing care is appropriate by assessing the individual student's requirements to participate during the instructional day.
- g. May require completion of Referral Request Form to provide supplemental nursing services through the EC Department.
- h. Serve as consultant to parents, teachers and cafeteria managers regarding special dietary needs resulting from allergies or other medical conditions.
- i. Assess health care needs of students participating in out of state field trips and make recommendations on services needed to principal.
- j. Provide case management for students with complex health conditions to determine interventions to improve their disease management and academic achievement.

Immunization Compliance

Immunization Compliance: Assist schools in complying with North Carolina G.S. I 30A-152 through 157.

Record Review and Exclusion

Students entering school initially, pre-school classes, grades K or 1 , or students transferring grades K-12, must present a record of completed mandated immunizations within 30 calendar days of the first day of attendance.

School Responsibilities

- a. Inform parents of requirements and request immunization records.
- b. Copy and record immunizations on permanent health record and return original immunization record to parent/guardian.
- c. Give incomplete or questionable immunization records to School Nurse to review.
- d. Inform parent/guardian of consequences of incomplete or no immunization record.
- e. Exclude any student from school who does not present a complete immunization record in accord with G.S. 130A-155 specifications.
- f. Notify School Nurse prior to student being excluded from school for follow-up.

Nurse Responsibilities

- a. Assist in review of incomplete or questionable immunization records.
- b. Train and consult with school staff who review all immunization records of students entering the school.
- c. Advise principal of students not in compliance.
- d. Assist parent/guardian in obtaining required immunization records.
- e. Keep principal informed of any special barriers impacting access to required immunizations.
- f. Develop immunization review procedure with the cooperation of school personnel and assist school staff in implementation of procedure.
- g. Provide immunization compliance reports to Principals on agreed upon schedule.

Health Education

Serve as a resource to the school's health education program.

GCS Responsibilities:

- a. Implement the NC Healthful Living Education Standard Course of Study.

Nurse/Health Educator/Dental Hygienist Responsibilities:

- a. Serve as resource for school personnel in health education fields.
- b. Provide, as time allows, by school request, classroom instruction, small group leadership, and individual student health education as part of the NC Healthful Living Education Standard Course of Study.
- c. Serve on the GCS School Health Advisory Council as requested.

Environmental Health

To assure that the physical facilities and food handling practices do not endanger the health of students, teachers, other school staff or others using the premises.

GCS Responsibilities:

- a. Adhere to health and safety regulations pertaining to food handling and physical environment pursuant to North Carolina law, rules and regulations.
- b. Comply with Guilford County Environmental Health related to physical facilities and food handling practices.

Nurse Responsibilities:

- a. Report to school principal any environmental hazard known or observed so that school maintenance can be alerted.

GCDHHS- Environmental Health Responsibilities:

- a. Environmental specialist will inspect lunchrooms pursuant to NC 15A NACA 18A .2600 Rules Governing Inspection and Sanitation for Food Handling Establishments,
- b. Wells and septic systems are inspected according to North Carolina Rules and statutory authority.
- C. School buildings are inspected as required by State Rules and statutory authority.

Safe Environment

GCS Responsibilities:

- a. Maintain adequate first aid and sickroom supplies and facilities.
- b. Provide First Aid/CPR training to designated school personnel.
- c. Develop, recommend, and implement procedures for illness and accident care.
- d. Maintain a system of accident reports.

Nurse Responsibilities:

- a. Inform principal if unsafe areas or equipment is observed.
- b. Serve as a consultant in terms of facilities and equipment for students with special needs.

EMERGENCY AND DISASTER PREPAREDNESS

(Including Pandemic Response Plan)

To provide the principal and school crisis team with a set of quick reference guides to follow in the event of a school crisis.

GCS Responsibilities:

- a. Refer to the Emergency Operations Plan (including the Pandemic Response Plan). Must ensure that School Nurse's role is defined in crisis plan and communicated to nurse.
- b. Establishes a core emergency response planning team that includes a variety of key school personnel; student/parent/family representatives; agency representatives that support groups with special needs; and community partners who have a role in emergency response.
- c. Designates staff to be trained to respond to emergency situations in the role of first responder as defined by Article 25A, Special Medical Needs of Students.d. Provides opportunities to practice components of the emergency response plan (i.e., drills). Includes a mechanism for ensuring that all new staff receive training at the time of hire.
- e. Ensures regular review of the emergency response plan and update as needed.
- f. Ensures the development and implementation of local policy and procedures that address the handling of health care emergencies. Planning includes the classroom, playground, school-based health center (if applicable), before- and after-school programs, field trips, school transportation, and athletic events.
- g. Communicates policy and procedures to all school staff, students and parents.

Nurse/GCDHHS-PH Responsibilities:

- a. Assist schools in the event of an emergency, and to adhere to the response measures as indicated and as directed by School Board policy or procedure.
- b. Refer to the Emergency Operations Plan (including the Pandemic Response Plan).
- c. In the event of a public health emergency, GCDHHS-PH School Nurses will be deployed where needed within Guilford County in accordance with GCDHHS guidelines and Guilford County Schools policy and procedure which will take priority over the schools policies.

RECORDS AND REPORTS

To document health services as required by federal, state, and local guidelines, to provide mechanism for auditing and maintaining appropriate health information.

GCS Responsibilities:

- a. A health record will be maintained by Guilford County Schools and may be kept separate from a cumulative folder. Recording and maintenance of these records shall not violate Federal Educational Rights and Privacy Act. The record shall include the following: the student's health status at the time of school enrollment or transfer, including immunizations, results of screenings and evaluations, results of services rendered by referral source, and a plan for continuity of care, if indicated.
- b. A health record will be created or transfer health record filed and reviewed by school staff for immunization compliance and chronic medical conditions. Problems with

- immunization compliance or health conditions will be reported to the School Nurse.
- c. School Board approved policies will be followed for records management.
 - d. GCDHHS-PH will be considered a school official when creating, reviewing, and documenting any health records related to GCS students, and will be subject to the Family Educational Rights and Privacy Act (“FERPA”) when working with GCS or with GCS students. The parties acknowledge that all health records created in furtherance of this MOA are education records subject to FERPA.

School Health Administrative Committee

- a. Provide a mechanism to develop specific policies and procedures and to maintain an avenue of communication between the health department and school system.
- b. Review and update Memorandum of Agreement annually prior to September 1 submission deadline.
- c. Review policies and procedures related to school health and make recommendations to the health director and school superintendent as needed.

Composition of School Health Administrative Committee shall be composed of any members that both GCS & GCDHHS-PH deem appropriate but should include the following:

Guilford County Schools:

- Director of Health Services

Guilford County Department of Health and Human Services:

- Nursing Program Manager and Supervisors/School Health
- Division Director/Community Health
- Health Educator as needed

