



2024-2025 MEMORANDUM OF AGREEMENT

BETWEEN

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

AND

GUILFORD COUNTY SCHOOLS

MEMORANDUM OF AGREEMENT

I. PURPOSE.

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, 2024, through July 31, 2025, covering the 2024-2025 School Year.

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.

A copy of this 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.

II. PROGRAM GOALS AND OBJECTIVES:

The goals and objectives of the Guilford County School Health Program have been developed by representatives of GCS and GCDHHS-PH at meetings of the School Health Administrative Committee and agreed upon by the GCDHHS-PH 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.

III. GCDHHS-PH RESPONSIBILITIES:

- a. GCDHHS-PH will employ and supervise various public health professionals who will serve at GCS school locations with services provided in accordance with standards set by NC Department of Health and Human Services, NC Department of Public Instruction, and the NC School Health Program Manual.
- b. School Nurses and School Health Aides shall be considered agents of GCS while on school grounds. At no point shall School Nurses and/or School Health Aides be considered employees of GCS.
- c. School Nurses and School Health Aides shall receive medical direction from the Medical Director of GCDHHS-PH.
- d. The School Nurses will review documentation pertaining to a student's medical treatment and diagnosis. An individualized health care plan will be developed if the 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. GCDHHS-PH shall provide basic medical equipment and supplies for School Nurses.
- f. The GCDHHS-PH will provide professional development of School Nurses for all school sites regardless of hiring authority.
- g. The GCDHHS-PH provides medical oversight and standing orders for students with medical health care plans.
- h. The GCDHHS-PH will provide School Health Advisory Council representatives.
- i. Selected GCDHHS-PH Health Education staff provides educational sessions and

consultations upon request and availability.

- j. The GCDHHS-PH will provide a Dental Hygienist to coordinate and conduct dental screenings each year in selected elementary school grades.
- k. The GCDHHS-PH provides program planning and evaluation of the School Nursing Services in GCS in coordination with the GCS Director of Health Services.
- l. GCDHHS-PH will provide School Health Aides to support and assist School Nurses in accomplishing tasks required for the efficient operation of the program.

IV. GCS RESPONSIBILITIES:

- a. GCS will ensure that the School Nurses from the GCDHHS-PH are informed of students seen by any organization providing medical services in GCS school building locations in order to facilitate collaboration and coordination between the provider and the Public Health School Nurse.
- b. GCS shall provide copies of any and all individualized health care plans related to any GCS student(s) that GCS wants the School Nurse and/or Student Health Aide to provide medical services to at GCS locations.
- c. GCS will provide copies of all the student's relevant medical records in its possession to GCDHHS-PH.
- d. The school system shall provide a private space in each school, preferably with a telephone, and easy access to students and school staff for the School Nurses and School Health Aide.
- e. GCS will be responsible for the hiring, terminating, and supervision of nurses in the GCS Public Separate Schools as well as any Nursing staff hired directly through GCS.
- f. GCS will provide an email account renewable each year for each School Nurse/Aide and will facilitate access to Power School or the current 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.
- g. GCS and the GCDHHS-PH will appoint administrative liaison personnel who shall be responsible for reviewing School Board approved policies and procedures and for drafting recommended new policies or procedures that may be necessary to ensure the continued operation of the program. The School Health Nurses shall follow all policies and procedures governing the school system.
- h. 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 2024-2025

V. Administration, Supervision, Joint Program Planning and Evaluation

- a. 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.
- b. The School Health Nursing Program provides the hiring, terminating, and supervision of School Health Nurses and School Health Aides. GCS Director of Health Services 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.
- c. Each School Nurse will establish contact with the principal at the beginning of each school year. The principal serves as the person with whom the School Nurse works closely in delivering services in schools.
- d. 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. In the event that a parent, guardian or legal custodian requests access to the nurse's notes, then GCS will require a signed Release of Information signed by the parent, guardian, or legal guardian and a copy of the Release shall be kept in the School Health record for the child(ren).

VI. Identification and Monitoring of Children with Health Care Needs

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

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

A. School 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.

B. 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 GCS staff, who review the records of students entering school.

2. Conferences with Teachers and Parents

A. School Responsibilities

- a. Facilitate any conferences between Nurse and Parent(s).
- b. Provide any appropriate documentation or information to Nurse and/or Parent(s) that is relevant to the conference.
- c. Document any and all conference meetings and provide a copy to Nurse or GCDHHS-PH upon request.

B. Nurse Responsibilities

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

3. 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.

A. School 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. Provide a copy of all written policies and procedures to GCDHHS-PH and each assigned School Nurse and School Health Aide.
- 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 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 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 the School Nurse. If an error results in any concern about the safety of the student, immediately contact the student's health care provider, 911 or the School Nurse.
- h. Notify parents to remove medication that is no longer prescribed.
- 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 the event of an evacuation.

B. Nurse Responsibilities

- a. PH School Nursing Supervisors will serve on a school system committee for the development and annual evaluation of written GCS school policy and procedures for medication administration and medication destruction.
- b. Serve as consultant to GCS principals, school staff, parents, and students regarding medication safety and concerns at school.
- c. Provide training for GCS staff who are assigned the responsibility for administering and safely securing medications at school.
- d. Quarterly audit completed Medication Authorization forms for compliance with GCS Administrative Procedure. Recommend changes to principals.
- e. Conduct reviews twice a year of medication storage and administration 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. Monitor the safe destruction of medication that has not been removed by the parent after appropriate notification by the school.

4. 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

A. School Responsibilities

- a. Review information from registration forms, health assessments, Power School Medical Alerts and health cards to identify health related conditions of students.
- b. Communicate above information 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 CLIA (Clinical laboratory Improvement Amendment) regulation for waived procedures (Covid antigen testing, Blood glucose, Diabetic urine test, etc.) is secured annually.

B. Nurse Responsibilities

- a. Send parent letter and appropriate care plan to parent of students with health-related conditions by mail or with the student.
- b. May also collect care plan information from parent(s), legal custodian, guardian, or healthcare provider.
- c. Upon return of care plan using 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.

5. Emergency administration of medication to students known to have prescribed medications, such as EpiPen, Glucagon, Diastat, Valtoco, Baqsimi, etc. at school.

A. School Responsibilities

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

B. Nurse Responsibilities

- a. Develop an Emergency Care Plan/Individual Health Plan for those students requiring these medications in an emergency.
- b. Train GCS school staff how to administer medication.

6. Medical and Dental Emergencies

A. School Responsibilities

- a. Designate school personnel to have current certification in First Aid and CPR and ensure current certifications.
- b. Medical and dental emergencies will be handled by trained school personnel and referred to parent/guardian/emergency facility.
- c. Maintain emergency information on each student.
- d. Inform the School Nurse of those students with known life threatening or chronic medical conditions.

B. 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.

7. Consultation

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

A. School 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 or disease.

B. Nurse/GCDHHS-PH Responsibilities

- a. Nurses will provide consultation and assistance related to health to school personnel regarding the following areas:
 - l. 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
- b. GCDHHS-PH staff may participate in faculty meetings to provide health and medical information on health department services.
- c. GCDHHS-PH staff may participate in parent education sessions.
- d. GCDHHS-PH staff will respond to referrals or questions and follow through, providing information or answers as appropriate.
- e. GCDHHS-PH staff will consult with school personnel in regard to student health concerns as needed.
- f. School Nurses will assist school personnel in planning health rooms and emergency kits.

8. 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))

A. School 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.

B. Nurse Responsibilities

- a. Review and if medically appropriate, 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.

9. Supply of Emergency Epinephrine Auto-Injections on School Property - (GS115C375.2A)

A. School Responsibilities

- a. Principal should 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. Principal shall collaborate with appropriate school personnel to develop an emergency action plan for the use of epinephrine auto-injectors in an emergency.
- c. All designated school personnel shall attend training from School Nurse related to the storage and emergency use of an epinephrine auto-injector.

B. Nurse Responsibilities

- a. Provide training to designated personnel regarding management of anaphylaxis and the emergency use of an epinephrine auto-injector.

10. ACCESS TO HEALTHCARE:

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

Infestation/Communicable Infection Management

A. School Responsibility

- a. Manage screening, referral and criteria for school re-entry in regard to infestation.

B. Nurse Responsibility

- a. Instruct school personnel on the epidemiology and detection of infestation of communicable infections by school request.

10. Vision Screening

A. School 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. Refer students with 20/40 or less acuity or those falling into any questionable category to the nurse. Refer students in any grade with suspected visual problems to the nurse.
- c. Provide a suitable location for screening to take place.

B. Nurse Responsibility

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

11. Hearing Screening

A. School Responsibility

- 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. Those who fail the initial screening are rescreened in two (2) weeks. Those who fail the second screening are referred for a medical intervention or audiological exam by an audiologist.
- b. Contact parents after evaluations if additional care is needed.

B. Nurse Responsibility

- a. Assist school personnel to find source of care for those students with continuing unmet needs after evaluations if parents have not complied with getting the student seen by appropriate medical provider.

12. Dental Screening

A. School Responsibilities

- a. Schedule screening time, notify teachers, and designate space for screening.
- b. Complete class rosters and screening forms and have health cards available prior to screening.
- c. Send dental screening forms to parents.

B. GCDHHS-PH School/Nurse Responsibilities/Dental Hygienist

- a. Determine grade level for screening.
- b. Provide student roster and dental screening forms.
- c. Dental Hygienist provides screening to students, enters result on health card, and gives dental screening forms to teacher.
- d. Dental Hygienist gives roster to nurse, showing students needing follow-up.
- e. Dental Hygienist contacts parents and provides list of potential referrals.
- f. Dental Hygienist may rescreen students needing follow-up.
- g. Nurse will assist Dental Hygienist with follow up as needed.

13. Referral and Follow-Up of Medical Conditions

A. School Responsibility

- a. Notify parent/guardian of any suspected health problems by telephone, letter, or home visit, or refer suspected health problems to the School Nurse.

B. Nurse Responsibilities

- a. Notify parent/guardian 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. Students with no access to healthcare provider will be assessed for eligibility for care through appropriate community resources and parent/guardian will be provided referrals.

14. Children with Special Health Care Needs

To identify health problems that may interfere with learning.

Counseling and Consultation

A. School 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.
- c. Each LEA shall 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 (GS 115C-47(31) & (42)).
- e. Notify School Nurse in advance of all students requiring health care during field trips out of the state of NC.

B. 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. Provide referrals to parents of students needing special healthcare services.
- d. Assist in the development of 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. Completion of Referral Request Form to provide supplemental nursing services through the EC Department when required.
- h. Serve as consultant to parents, teachers and cafeteria managers regarding special dietary needs of students 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.

15. COMMUNICABLE DISEASE CONTROL AND PREVENTION ACTIVITIES

Immunization Compliance: Assist schools in complying with North Carolina G.S. 130A-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.

A. 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 accordance with G.S. 130A-155 & G.S. 130A-157 specifications.
- f. Notify School Nurse prior to student being excluded from school for follow-up.

B. 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.

16. Health Education

Serve as a resource for students through the school's health education program.

A. School Responsibility

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

B. Nurse/Health Educator/Dental Hygienist Responsibilities

- a. Serve as resource for school personnel in health education fields.
- b. Provide, as authorized by GCDHHS-PH and upon 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.

17. Environmental Health

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

A. School Responsibility

- a. Adhere to health and safety regulations pertaining to food handling and physical environment of GCDHHS – Environmental Health.

B. Nurse Responsibility

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

C. GCDHHS-PH Responsibility

- a. Environmental specialist will inspect lunchrooms in each school four (4) times a year, as well as inspect wells and septic systems according to state criteria. School buildings shall be inspected once a year.

18. Safe Environment

A. School Responsibilities

- a. Maintain adequate first aid and sickroom supply 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.

B. 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.

IV. 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.

A. School Responsibilities

- a. Refer to the Emergency Operations Plan (including the Pandemic Response Plan) and comply with all training/drill requirements.
- b. Must ensure that School Nurse's role is defined in crisis plan and communicated to nurse.

B. Nurse/GCDHHS-PH Responsibilities

- a. Assist schools in the event of an emergency as required by GCDHHS-PH and 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, School Nurses will be deployed where needed within Guilford County in accordance with GCDHHS-PH guidelines and Guilford County Schools policy and procedure.

V. RECORDS AND REPORTS

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

A. School/Nurse 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 and may require a signed Release of Information prior to release to another entity or person(s).

B. 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 each February prior to September 1st submission deadline.
- c. Review policies and procedures related to school health and make recommendations to the health director and school superintendent as needed.

VI. Composition of School Health Administrative Committee

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

