



MEMORANDUM OF AGREEMENT

BETWEEN THE

**GUILFORD COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES-
PUBLIC HEALTH DIVISION**

AND THE

GUILFORD COUNTY SCHOOL SYSTEM

2018-2019

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Date

Date

Health Department Representative Date

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 School System (GCS), in planning and implementing coordinated school health programs based on local needs and resources. The effective period of this MOA is August 1, 2018 through July 31, 2019 covering the 2018-2019 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 contract defines the specific roles and responsibilities of each agency in providing health services to school children.

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 Program Manager and Health Director. The school health plan's overriding objective is to create a joint collaboration and deliberation of representatives of the GCDHHS 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 will employ and supervise various public health professionals who will serve GCS without inappropriate barriers to such service. Services will be 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.
- c. Medical direction for school nurses providing services in the schools of Guilford County will be provided by the Medical Director of the GCDHHS-PH.
- d. The school system 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.
- e. The school system 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 2018-2019

II. ROLES/RESPONSIBILITIES FOR EACH AGENCY

Administration, Supervision, Joint Program Planning and Evaluation

- a. The GCDHHS-PH and the school system have specific responsibilities which are clearly defined as the result of joint planning and evaluation.
- b. The school system's 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. The Health Department's Program Manager and Supervisors of the School Health Nursing Program provide the hiring, terminating, and supervision of school health nurses and school health aides.
- d. The 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. The school system provides a private space in each school, preferably with telephone, and easy access to students and school staff for the school nurse/aide.
- f. The GCDHHS-PH provides basic equipment and supplies for school nurses.
- g. The GCDHHS-PH provides professional development of school nurses.
- h. The GCDHHS-PH provides medical oversight and standing orders.
- i. The GCDHHS-PH provides School Health Advisory Council representatives.
- j. Selected GCDHHS-PH Health Education staff provides 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.
- 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 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.
- n. GCS to provide email account renewable each year for each school nurse/aide and access to Power School, the web based tool for student information and electronic documentation and will provide technology support. GCS will provide school nurse/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)

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.

Nurse Responsibilities

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

Conferences with Teachers and Parents

Nurse Responsibilities

- a. Meet with 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 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.

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.

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.
- 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 clinician 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 an event of an evacuation.

Nurse Responsibilities

- a. 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 concerns at school.
- c. Provide training for school 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.

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

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.

Nurse Responsibilities

- a. Send parent letter 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 doctor.

- 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. Care plan can be distributed to other school personnel at nurse's discretion and/or individual school protocol.
- f. Formal nursing case management services will be provided on a selective basis as time allows.

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

School Responsibilities

- a. Inform the 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 "Authorization of Medication for a Student at School" within easy access to those designated personnel.

Nurse Responsibilities

- a. Develop an Emergency Care Plan/Individual Health Plan for those students requiring these medications in an emergency.
- b. Train school staff in use of same.

Medical and Dental Emergencies

School 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 information on each student.
- d. Inform the nurse of those students with known life threatening or chronic medical conditions.

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.

Consultation

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

School Responsibility

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

Nurse/GCDHHS-PH Responsibilities

- a. 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
- 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.
GCDHHS-PH staff will respond to referrals or questions and follow through, providing information or answers as appropriate.
- d. GCDHHS-PH staff will consult with school personnel in regards 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))

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.

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)

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.

Nurse Responsibilities

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

III. ACCESS TO HEALTHCARE:

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

Infestation/Communicable Infection Management

School Responsibility

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

Nurse Responsibility

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

Vision Screening

School Responsibilities

- Staff or trained volunteers will screen students in K, 1st, 4th, & 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. 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. Provide a suitable location for screening to take place.

Nurse Responsibility

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

Hearing Screening

School Responsibility

- 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 weeks. Those who fail the second screening are referred for a medical intervention or audiological exam by an audiologist.

Nurse Responsibility

- Assist school personnel to find source of care for those students with continuing unmet needs after evaluations and several contacts with parents by school.

Dental Screening

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.

GCDHH-PH S/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 refers for financial assistance if necessary.
- f. Dental hygienist may rescreen students needing follow-up.
- g. Nurse will assist dental hygienist with follow up as needed.

Referral and Follow-Up of Medical Conditions

School Responsibility

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

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. Assist parent/guardian in obtaining health care for the student. Students having no personal physician will be assessed for eligibility for care through appropriate community resources.

Children with Special Health Care Needs

To identify health problems that may interfere with learning.

Counseling and Consultation

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 on-going evaluation of students with special health care service needs in the school setting.
- d. Annual training of school personnel per state law on Diabetes Care for Students in Schools (GS115C-47).
- e. Notify 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 for students with a chronic disease and/or significant health problem that are referred to the nurse.
- e. Assist 1st Responders in following Emergency Care Plan including special procedures.
- f. Determine whether delegation of nursing care is needed 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.

IV. 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.

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 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 nurse prior to student being excluded from school for nurse to follow-up.

Nurse Responsibilities

- a. Assist in review of incomplete or questionable immunization records.
- b. Train and consult with school staff whom 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 problems.
- f. Develop immunization review procedure with the cooperation of school personnel and assist school staff in implementation of procedure.

Health Education

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

School Responsibility

- 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.

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.

School Responsibility

- Adhere to health and safety regulations pertaining to food handling and physical environment.

Nurse Responsibility

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

GCDHHS-PH Responsibility

- Environmental specialist will inspect lunchrooms in each school 4 times a year, and wells and septic systems according to state criteria. School buildings are inspected once a year.

Safe Environment

School Responsibilities

- a. Maintain adequate first aid and sickroom supplies and facilities.
- b. Provide First Aid/CPR training to appropriate 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.

V. EMERGENCY AND DISASTER PREPAREDNESS **(Including Pandemic Influenza 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.

School Responsibility

Refer to the Crisis Management and Emergency Handbook (including the Pandemic Influenza Response Plan). Must ensure that school nurse's role is defined in crisis plan.

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 Crisis Management and Emergency Handbook (including the Pandemic Influenza Response Plan).
- c. In the event of a public health emergency, nurses will be deployed where needed within Guilford County in accordance with GCDHHS guidelines and Guilford County School policy and procedure

VI. 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.

School/Nurse Responsibilities

- a. A health record will be maintained 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 nurse.
- c. School Board approved policies will be followed for records management.

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 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

Guilford County Schools:

- **Director of Health Services and Counseling Services**

Guilford County Department of Health and Human Services:

- **Nursing Supervisors/School Health**
- **Program Manager/Community Health**
- **Health Educator as needed**