

RHODE ISLAND SCHOOL HEALTH MANUAL Model Guidelines

Department of Elementary and Secondary Education
&
Department of Health

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Model Guidelines

PREFACE

The Rhode Island School Health Manual Model Guidelines development project was sponsored by the [Rhode Island Department of Education](#) in partnership with the [Rhode Island Department of Health](#). This project was supported by the Centers for Disease Control and Prevention (CDC) grant funding, *Promoting Adolescent Health through School-Based HIV/STD Prevention and School-Based Surveillance*.

These model guidelines serve as a tool and reference point for policy development, protocols and procedures, as needed, in a school health program. Utilization of these model guidelines is encouraged to develop or supplement district and non-public school health manuals.

In 2014, Rhode Island established a state level School Health Advisory Council (SHAC) with representation from RI school districts, state agencies, and key stakeholders to support the implementation of CDC funded program and planning activities. A Health Services sub-committee of SHAC was formed and charged with the research of evidence-based practices and information for the development of the RI School Health Manual Model Guidelines. The proposed document was presented to the SHAC for final review and adoption. The Health Services sub-committee will review and update these model guidelines as deemed necessary.

ACKNOWLEDGEMENTS

The Rhode Island Departments of Education and Health wish to thank the RI Certified School Nurse Teacher Association and all RI school nurse teachers for providing *expertise and oversight for the provision of school health services and promotion of health education (NASN)* and for their continued dedication to ensure a healthy and safe environment for all RI students to learn.

A special acknowledgement is extended to the SHAC, Health Services sub-committee members Linda Mendonca, RN, MSN, MEd, NCSN; Patricia Raymond, RN, MPH; Judith Russell, BSN, CSNT; Midge Sabatini, RN, MS, EdD; and Rhonda Sexton, RN, MEd, CSNT for their continued support, guidance, and contributions during the development process of this manual.

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I. INTRODUCTION

The Rhode Island School Health Manual Model Guidelines document was developed for the purpose of providing recommendations, resources, and guidelines to school nurses and other school health personnel for coordinated school health practice and programs throughout the state. This manual is aligned with the *Rules and Regulations for School Health Programs* and with school health-related statutes, regulations and protocols that ensure the health and safety of students at all Rhode Island schools. This manual is meant to help guide the development of a school health manual and/or to supplement existing school health manuals.

According to the RI Rules and Regulations for School Health Programs (Section 2.2), each community, school district and appropriate non-public school authority (e.g. the superintendent, the headmaster, or the principal) shall be responsible for a comprehensive school health program (health education, health services, healthful school environment) and shall develop a manual of procedures (protocols) governing health education, health services and a healthful school environment. This manual shall be available at the Superintendent's office and at each school, both public and non-public, within the district.

a. Role of the School Nurse

According to the RI Rules and Regulations for School Health Programs, a certified school nurse-teacher shall provide population-based health services (Section 7.1 of the [Rules and Regulations](#)) to school children in public and non-public schools in the community. The certified school nurse-teacher shall provide individualized health services (Section 7.2 of the [Rules and Regulations](#)) to all public school children in the community.

- National Association of School Nurses Position Statement: [Role of the School Nurse](#)

b. Role of the School Administrator

According to the RI *Rules and Regulations for School Health Programs*, each community, school district and appropriate non-public school authority (e.g. the superintendent, the headmaster, or the principal) shall be responsible for a comprehensive school health program (health education, health services, healthful school environment) and shall develop a manual of procedures (protocols) governing health education, health services and a healthful school environment.

RHODE ISLAND COORDINATED SCHOOL HEALTH PROGRAM - [THRIVE](#)

School success and academic achievement are built on a strong foundation of healthy students learning in safe and caring school environments. **Coordinated school health programs** make the connection between health and student achievement.

thrive, Rhode Island's Coordinated School Health Program (CSHP) was developed in 1994 with funding from the Centers for Disease Control and Prevention (CDC) and designed to prevent serious health problems and to improve educational outcomes.

As partners, the Rhode Island Departments of Education (**RIDE**) and Health (**RIDOH**) work to build infrastructure supports with state, school, and community partners to help create safe, healthy, and nurturing schools that reduce barriers to learning. Aligned with the Rhode Island Department of Education Strategic Plan, Basic Education Program, and Health and Physical Education Frameworks, **thrive** has also been successful in:

- Effecting legislative and regulatory changes,
- Developing and implementing policy as well as standards-based curriculum, instruction, and assessment, and
- Designing and providing professional development opportunities for school administrators, policy-makers, teachers, parents, students, and community organizations.

II. RI STATUTES, REGULATIONS, AND REQUIREMENTS

- [A Guide to Preventing Bullying, Teen Dating Violence, and Sexual Violence in Rhode Island Schools](#)
- [A Guide to Identifying and Reporting Child Abuse in the Schools](#)
- [Bloodborne Pathogens: OSHA 29 CFR 1910.1030](#)
- [District Health and Wellness Subcommittees](#)
- [Policy Guidelines Relating to HIV/Hepatitis](#)
- [RI Basic Education Program](#)
- [RI Comprehensive Health Instructional Outcomes](#)
- [RI Health Education Framework](#)
- [RI Nurse Practice Act](#)
- [RI Nursing Rules and Regulations](#)
- [RI Physical Education Framework](#)
- [Rules and Regulations for Lead Poisoning Prevention \(R23-24.6-PB\)](#)
- [Rules and Regulations Pertaining to Immunization and Communicable Disease Testing in Preschool, School, Colleges or Universities](#)
- [Rules and Regulations Pertaining to the Reporting of Infectious, Environmental and Occupational Diseases](#)
- [Rules and Regulations for Radon Control](#)
- [Rules and Regulations for School Health Programs](#)

III. HEALTH SERVICES

The health services that are provided in RI schools are guided by the [RI Rules and Regulations for School Health Programs](#). These regulations apply to both public and non-public schools. Required services include screenings, records review, acute care, chronic disease management, and health risk prevention.

- [All Grades School Nurse Teacher Certificate](#) – RI certification requirements
- Health Room – According to Section 31.0 of the Rules and Regulations for School Health Programs, schools shall have a designated health room(s) to be utilized for health services.
- [RIDOH Licensing Information for Nurses](#)
- [RI General Law § 16-21-8 Certified nurse-teacher](#)
- Role of the School Physician (Section 8.0 of the [Rules & Regulations](#))

a. HEALTH/PHYSICAL EXAMINATIONS & HEALTH HISTORY

- [Health Information Privacy: FERPA and HIPAA](#)
- [Health Insurance Portability & Accountability Act \(HIPAA\) and Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Health Records](#) (Confidentiality of Health Care Information Act)
Whenever a student transfers to another school building or school system in or out of Rhode Island, the original, a copy, or electronic version of the complete, cumulative school health record shall be transferred at the same time to the health personnel of the school building or school system to which the student is transferring. A copy of the record (or the original) shall be maintained by the sending community for a minimum of five (5) years after the student turns eighteen (18) years of age or five (5) years after the student leaves the school district (Section 15.3 of the [Rules & Regulations](#)).
- [Student Health Card](#) Fillable form
- [Student Health & Dental Cards](#)
- [School Physical Form](#)

- **Individual Health Care Plan (IHCP)** is a comprehensive plan for care of children with special health care needs developed by the certified school nurse teacher in collaboration with the student, parents/guardians, school staff, community, and health care provider(s), as appropriate.
 - [Food Allergy IHP Template](#) – NASN
 - [Individual Health Care Plan \(IHCP\) – sample](#)

- **Emergency Care Plan (ECP)** is a set of procedural guidelines that provides specific directions about what to do in a particular emergency situation. A student with special health care needs may have both an ECP and an IHCP. The ECP may be formulated as part of the IHCP. As indicated in the RI Rules and Regulations for School Health Programs, the “emergency care plan (ECP)” shall have the same meaning as “emergency health care plan (EHCP).”
 - [Asthma Action Plan](#) – RIDOH
 - [Asthma Action Plan](#) – NIH
 - [Bee Sting Allergy ECP - sample](#)
 - [Food Allergy ECP - sample \(Food Allergy Research & Education\)](#)
 - [Seizure Action Plan - sample](#)
 - [Seizure Disorder ECP – sample](#)

- **504 Education Plan**
 - [KidsHealth 504 Education Plans](#)
 - RI Parent Information Network - [Section 504: A Parent’s Guide](#)
 - [USDOE Office of Civil Rights: About Section 504 and the Education of Children with Disabilities](#)

b. HEALTH & DENTAL SCREENINGS

- Health Screenings
 - [Hearing Screening](#)

- [Scoliosis Screening](#)
- [Speech/Language Screening](#)
- [Vision Screening](#)
- Dental Screening Forms
 - [English](#) and [Spanish](#) Screening Forms
 - [Oral Health Information for Teachers & Schools](#)

c. IMMUNIZATIONS

- [Immunization Information for Parents](#)
- [Immunization Information for Schools](#)
- [RI Recommended Childhood Immunization Schedule](#)
- [Rules and Regulations Pertaining to Immunization and Communicable Disease Testing in Preschool, School, Colleges or Universities](#)
- [Vaccinate Before You Graduate \(VBYG\)](#)
- [Where to Get Vaccinated](#)

d. COMMUNICABLE DISEASES

- [Bloodborne Pathogens: OSHA 29 CFR 1910.1030](#) and [Fact Sheet \(OSHA\)](#)
 - [Cover Your Cough](#) – CDC
 - [Infectious Disease Information for Schools](#)
 - [Infectious Diseases – A to Z List](#)
 - [Chickenpox \(Varicella\)](#)
 - [Fifth Disease Fact Sheet \(OSHA\)](#)
 - [Flu \(Influenza\)](#)
 - [Head Lice: Guiding Principles for School Policy](#)
 - [Lyme borreliosis \(Lyme Disease\) CDC Data](#)
 - [Measles](#) and [German Measles](#)
 - [Meningitis, bacterial \(Meningococcal Disease\)](#)
 - [Meningitis, viral \(Meningitis\)](#)
 - [MRSA Fact Sheet \(OSHA\)](#)
 - [MRSA \(Staphylococcal Infection\)](#)
 - [Mumps](#)
 - [Pertussis](#)
 - [Pertussis/Whooping Cough Fact Sheet \(OSHA\)](#)
 - [Reportable Diseases & Conditions](#)
 - [Scabies Infestation \(Scabies\) CDC FAQ's](#)
 - [Sexually Transmitted Diseases \(STDs\)](#)
 - [Tuberculosis](#)
 - [Policy Guidelines Relating to HIV/Hepatitis](#)
 - [RI School Nurse Teacher Infectious Disease Manual](#)
 - [Rules and Regulations Pertaining to the Reporting of Infectious, Environmental and Occupational Diseases](#)
 - [Universal Precautions in the School Setting Tutorial](#)
- e. FIRST AID & EMERGENCIES BASIC FIRST AID**
- Animal bites [Report Form](#)

- [Bites \(Human & Animal\)](#) – algorithm
- [Bleeding \(external\)](#) – American Red Cross video
- [Burns](#) – American Red Cross video
- CPR/AED
 - [American Heart Association: CPR – Hands Only Demos and Videos](#)
 - [American Red Cross CPR/AED Handbook](#)
- [Eye Injuries](#) – algorithm
- [First Aid App](#) – American Red Cross
- [Gloves and Person Protective Equipment](#) - CDC
- [Handwashing](#) – CDC videos
- [Nosebleeds](#) – American Red Cross video
- [Movement/Transportation of Injured Person](#) – American Red Cross
- Opioid Overdose
 - [School District Naloxone Model Policy Guidelines](#)
 - [Naloxone FAQs](#)
 - Resources:
 - <http://www.health.ri.gov/healthrisks/drugoverdose/>
 - http://www.bhddh.ri.gov/substance_use/index.php
 - <http://prescribetoprevent.org/patient-education/videos/>
 - http://store.samhsa.gov/shin/content//SMA14-4742/Overdose_Toolkit.pdf
- [Pregnancy](#) – algorithm
- [Seizure First Aid](#) - Epilepsy Foundation
- [Sequence for Donning and Removing Personal Protective Equipment](#) – CDC poster
- [Ticks](#) – algorithm & [Tick Removal](#) – CDC
- [Universal/CDC Standard Precautions](#) - poster
- [911 Emergency Medical System](#) – sample poster
- [911 Emergency Procedures](#) – sample poster

- **CONCUSSIONS & HEAD INJURIES** (Section 18.18 of the [Rules & Regulations](#))
 - [CDC Concussion Signs and Symptoms Checklist](#)
 - [CDC Heads Up](#)
 - [CDC HEADS UP to High School Sports](#)
 - [CDC HEADS Up to Schools: School Nurses](#) – materials/fact sheets
 - [Concussions and Mild Traumatic Brain Injury](#)
 - [Returning to School after a Traumatic Brain Injury](#)
 - [RIDOH Traumatic Brain Injury Resources](#)
 - [RI School and Youth Concussions Act](#)
 - [RI Technical Assistance Project](#)

- **FOOD ALLERGY MANAGEMENT** (Sections 18.11 – 18.13.5 of the Rules & Regulations)
 - [American Academy of Pediatrics Clinical Report: Managing Food Allergies in Schools](#)
 - [CDC: Food Allergy Publications and Resources](#)

- [CDC Tool Kit for Managing Food Allergies in Schools](#)
- [Food Allergy and Anaphylaxis: A NASN Tool Kit](#)
- [Food Allergy IHP Sample Template](#)
- [Food Allergy Research & Education \(FARE\) Emergency Care Plan](#)
- [FREE EpiPens for Schools](#)
- [How to Use an EpiPen® \(epinephrine\) Auto-Injector](#) includes video
- [RI Peanut Allergy Law Guidance Documents](#)

f. DIABETES CARE MANAGEMENT (Section 19.0 of the Rules & Regulations)

- [Diabetes Information for Schools](#)
 - [Emergency Hypoglycemia \(low blood glucose\) Care Plan](#)- sample form
 - [Physician Orders for Students With Diabetes](#) – sample form
- Glucagon Administration Toolkit:
 - [Authorization for Glucagon Administration by Non-Nurse Personnel](#) - sample form
 - [Glucagon Emergency Administration Training Presentation](#)
 - [Training in Glucagon Administration for Volunteer Personnel In Schools, Certification](#)

g. MEDICATION ADMINISTRATION (Section 20.0 of the [Rules & Regulations](#))

According to the RI Rules and Regulations for School Health Programs, "**Medication**" means any FDA-approved substance regarded as effective for the use for which it is designed in bringing about the recovery, maintenance or restoration of health, or the normal functioning of the body.

- [Rules and Regulations for School Health Programs](#) (Section 20.0):
 - Medication Administration (Section 20.0)
 - Provisions Related to Nurse Administration (Section 20.5)
 - Controlled Substances (Section 20.9)
 - Self-Carry and Self-Administration of Medication (Section 20.10)
 - Inhalers (Section 20.14)
 - Medication Administration at Off-site School-sponsored Activities (Section 20.15)
 - [Merck Manual Online Professional Version](#)

h. SPECIAL EDUCATION

The goal of Special Education is to improve the academic, social and post school success of students with disabilities ages 3 to 21. Students eligible for special education require specially designed instruction and related services as needed to meet their unique needs.

- Special Education Regulations
 - [Individuals with Disabilities Education Act \(IDEA\)](#)
 - [Rhode Island Board of Education Regulations Governing the Education of Children with Disabilities, Adopted September 9, 2013; Effective October 9, 2013](#)
- Special Education Resources:
 - [Autism Spectrum Disorders \(ASD\)](#)

- [Emotional Disturbance](#)
 - [Blind & Visual Impairments](#)
 - [Deaf or Hearing Impairment](#)
 - [The Auditory/Oral Program at the Northern Rhode Island Collaborative](#)
 - [Learning Disabilities & Response to Intervention \(RTI\)](#)
 - [Traumatic Brain Injury \(TBI\)](#)
 - [Severe Intellectual Disability](#)
 - [Information on Section 504 of the Rehabilitation Act and the Americans with Disabilities Act](#)
 - [USDOE Office of Civil Rights: About Section 504 and the Education of Children with Disabilities](#)
 - [Module for Help in Identifying Students with Emotional Disturbance](#)
 - [Module for Help in Identifying Students with Other Health Impairment](#)
 - RI Parent Information Network - [Section 504: A Parent's Guide](#)
- [Individualized Education Program \(IEP\)](#)

For students with disabilities, this means that the student must be provided with a free, appropriate, public education (FAPE) designed to meet his or her needs and to provide the student with access and opportunity to attain those high standards. Their education must also be provided in the least restrictive environment, which for most students is the regular classroom.

i. BEHAVIORAL HEALTH

- [Day One – RI Sexual Assault & Trauma Resource Center](#)
- [Kids' Link RI - Bradley Hospital](#)
- [Psychological First Aid for Schools](#)
- [RI Department of Behavioral Healthcare, Developmental Disabilities and Hospitals](#)
- [RI Parents Guide to Mental Health Services](#)
- [RI Student Assistance Services](#)
- [RI Youth Suicide Prevention Project](#)
- [Samaritans of RI](#) - Suicide Prevention Resource Center
- [School Safety Resources](#)

IV. HEALTHFUL SCHOOL ENVIRONMENT is the physical and aesthetic surroundings and the psychosocial climate and culture of the school. Factors that influence the physical environment include the school building and the area surrounding it, any biological or chemical agents that are detrimental to health, and physical conditions such as temperature, noise, and lighting. The psychological environment includes the physical, emotional, and social conditions that affect the well-being of students and staff.

a. ASBESTOS

- [Asbestos Information for Schools](#)

b. LEAD

- [Lead Poisoning Information for Schools & Child Care Centers](#)
- [Rules and Regulations for Lead Poisoning Prevention \(R23-24.6-PB\)](#)

- [Rules and Regulations Pertaining to Reporting of Infectious, Environmental and Occupational Diseases \[R23-10-DIS\]](#)
- c. **PESTICIDES**
 - [§ 23-25-37](#) Pesticide applications at schools
 - [EPA Pest Control and Pesticide Safety](#)
- d. **RADON**
 - [Radon Information for Schools, Public Buildings & Child Care Centers](#)
 - [Rules and Regulations for Radon Control](#)
- e. **SCHOOL SAFETY** (Sections 37.0 of the [Rules & Regulations](#)) - The development and use of safety plans and bullying policies is essential to keep students safe and engaged in learning. The safety of schools must be based on the application of policies that reflect the priorities of the school community.
 - **School Safety Plans** - [§ 16-21-24](#) Requirements of school safety plans, school emergency response plans, and school crisis response plans. School Safety Plans address two critical issues: the early detection of potential violence or harm, and response and intervention to emergencies and crises. To ensure the safety of students, teachers, administrators and staff, every school should be prepared to handle and recover from an emergency. Download the [Model School Safety Plan](#) and [School Emergency Procedures Toolkit](#)
 - **School Safety Resources**
 - [Guide for Developing School Emergency Operations Plans – FEMA](#)
 - [Guide for Developing School Emergency Operations Plans for Institutions of Higher Education – FEMA](#)
 - [National Education Association: School Safety](#)
 - **Social Emotional Learning**
 - [Collaborative for Academic, Social, and Emotional Learning \(CASEL\)](#)
 - [Parent Toolkit \(Produced by NBC News - Education Nation\)](#)
 - [What is Social Emotional Learning in RI?](#)
- f. **STATEWIDE BULLYING POLICY**
 - [A Guide to Preventing Bullying, Teen Dating Violence, and Sexual Violence in Rhode Island Schools](#)
 - RI General Laws [§16-21-33](#) ; [§16-21-34](#) and [Summary and FAQs](#)
 - [RI Statewide Bullying Policy](#)
- g. **UNITED STATES ENVIRONMENTAL PROTECTION AGENCY (EPA)**
 - [EPA Indoor Air Quality \(IAQ\) Tools for Schools Action Kit](#)
 - [EPA Health School Environments](#)
 - [Free Sun Safety Resources](#)
 - [Safe Routes to School](#)

V. ADDITIONAL RESOURCES & LINKS

- [American Public Health Association](#)
- [American School Health Association](#)
- [CDC Health Topics A-Z](#)
- [Centers for Disease Control and Prevention](#)
- [KidsHealth](#)
- [Merck Manual Online Professional Version](#)
- [National Association of School Nurses](#)
- [Nursing HEALTH Connections](#)
- [Rhode Island Office of the Child Advocate: Educational Rights of Children](#)
- [RI Certified School Nurse Teacher Association](#)
- [RI Coordinated School Health website - thrive](#)
- [RI Department of Education](#)
- [RI Department of Health](#)
- [RIDOH Information for Nurses](#)
- [RIDOH Publications for School Nurses](#)
- [RIDOH Publications for School Administrators](#)
- [RI KIDS COUNT](#)
- [RI Public Health Association](#)
- [RI State Nurses Association](#)
- [thrive e-Academy Professional Development:](#)
 - [Annual School Health Report - Tutorial](#)
 - [Creating a Safe School Environment for LGBTQQ Youth Tutorial](#)
 - [Universal Precautions in the School Setting - Tutorial](#)