

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH**



Community Health Administration

***Frequently Asked Questions About the District of Columbia School Health
Nursing Program***

The following questions and answers are designed to provide information on school nursing services, school health suite facility standards, and how to apply for school nursing services.

Does the Government of the District of Columbia provide school nursing services?

DC ST § 38-621 provides for 20 hours of nursing services in DC Public Schools (DCPS) and public charter schools. School nursing services are sponsored by the DC Department of Health (DOH) and provided under a contract with Children's National Medical Center (CNMC).

In FY 2006 the Committee on Health of the DC Council requested DOH and CNMC to begin transitioning nursing coverage to 40 hours a week in DCPS by supplementing 20 hours of RN nursing service with 20 hours of coverage by licensed practical nurses (LPNs). DOH has now phased in full time coverage at DCPS and public charter schools with nurses supported by the department.

What are the professional requirements for a school nurse?

At a minimum, a current registered nursing license in the District of Columbia is required for this position.

What are the core health services provided by school nurses?

School nurses perform services which include:

1. Assessment and triage of sick and injured children
2. Providing emergency care as needed
3. Providing counseling on various health issues
4. Providing health services to children with special health care needs
5. Administering medications
6. Performing health assessments
7. Vision Screening
8. Hearing Screening
9. Care of medically fragile students
10. BMI Testing

What are the facility requirements for a school nurse suite?

The District of Columbia Department of Health and Children’s School Services (a division of CNMC) have established the following assessment tool to assist public schools in determining the facility standards to which school nurse suites must adhere :

Health Suite Assessment Tool

Provision of health services must include health offices with adequate staff, supplies, equipment, technology and privacy to ensure effective and efficient assessment and triage of sick and injured students, provision of care, and evaluation of increasingly complex health needs. School health facilities, personnel, space, structure and equipment must adequately provide for privacy, and include consideration of projected school enrollment, make-up of student population, necessary supplies and equipment services required and confidentiality and safety.

PART I. HEALTH SUITE CRITERIA

Criteria	Met	Not Met	NA	Comments
1. At least one bathroom that conforms to the Americans with Disabilities Act (ADA) guidelines.				
2. Health suite should be located in a quiet area, easily accessible to all areas of the building, including the administrative offices.				
3. Accessible for the disabled, with doors leading to main office, outer hallway and/or outside for access to emergency transportation.				
4. Health suite is used only for health related services and provides for the privacy of students’ health information.				
5. Health suite contains incandescent and natural lighting adequate for viewing rashes, injuries, etc.				
6. Adjustable overhead lights in rest area.				
7. Provision of emergency lighting in case of a power outage.				
8. At least one outside window that may be opened for natural lighting and ventilation.				
9. At least one electrical outlet every six feet, with surge protection distributed throughout the health suite including the bathroom.				

10. Adequate plumbing to ensure hot and cold running water for the assessment and treatment area.				
11. Water source outside of the bathroom to allow for administration of medication, washing hands and providing first aid.				
Criteria	Met	Not Met	NA	Comments
12. ADA accessible water sources within the bathroom for washing hands and facilitating special needs.				
13. Sinks equipped with gooseneck faucets, wrist or foot control device, liquid soap, and a paper towel dispenser.				
14. Lockable wall and base cabinets for the storage of medications, supplies and equipment. (Avoid storage of medications in cabinets with glass doors since they provide visual access and minimal security.)				
15. Install base cabinets with cleanable counter tops to provide treatment areas.				
16. Install a floor to ceiling closet for storage of large equipment.				
17. Provide a lockable refrigerator of adequate size for storing medications and snacks for special needs students.				
18. A tile or seamless anti-microbial resinous floor which facilitates disinfection of soiled areas				
19. Easily cleanable hard walls.				
20. Provide heating and air conditioning controls that are separate from the rest of the building.				
21. Provide access to fresh air and exhaust fans to provide adequate ventilation.				

Health office configuration that allows for specific, separate areas to provide optimal functionality:				
22. Include a waiting and triage area with four chairs for approximately every 300 students enrolled at the school.				
23. Provide an assessment and treatment area where injuries are cared for; include an exam table, sink with eye wash attached, countertop, supply cabinet, and access to a refrigerator and icemaker.				
24. Medication area, including locked cabinet, sink, and access to refrigerator.				
25. Private nurse's office for administrative work, counseling, and meetings; install windows to provide visual access to cot and waiting areas to monitor students. Include blinds or one-way glass to provide privacy, a standard office desk, computer, printer, fax, telephone, file cabinets and guest chairs.				
26. Rest area with one cot for every 300 students.				

Criteria	Met	Not Met	NA	Comments
27. Nurse's office with access to student records, telephone, computer, printer, and fax.				
28. Isolation area with cot and chair for students with potentially infectious problems or who need privacy.				
29. Bathroom that is wheelchair accessible, with grab bar next to toilet, good lighting and ventilation, sink, storage, and floor drains				

PART II - HEALTH OFFICE EQUIPMENT

In order to implement the District of Columbia School Health Nursing Program (DCSHNP) program leaders must accept responsibility for providing health supplies for immediate care. Supplies are ordered as necessary. The nurse should assume the responsibility to confer with the principal and/or designee in order to recommend supplies and equipment necessary for implementing the DCSHNP.

Criteria	Met	Not Met	NA	Comments
1. Desk with lockable drawers, adequate surface for telephone, work area and computer.				
2. Lockable file cabinets with a minimum of four drawers for the storage of confidential files and other materials.				
3. Networked computer with monitor <ul style="list-style-type: none"> ▪ disc drive ▪ printer ▪ fax ▪ privacy features to ensure confidentiality of information. 				
4. Separate phone line for the computer.				
5. Reference materials including: <ul style="list-style-type: none"> ▪ first aid manual ▪ medication reference ▪ pediatric and/or adolescent health references ▪ guide to specialized health care procedures ▪ medical dictionary ▪ physical assessment book ▪ school health guidelines, ▪ policies and procedures 				
6. One cot or bed for every 300 students, separated by curtains or screens				
7. Washable surfaces or disposable sheeting to allow for disinfecting between students.				
8. Screening equipment as required by District of Columbia statutory and regulatory mandates.				
9. Blankets and pillows with disposable or plastic covers.				
Criteria	Met	Not Met	NA	Comments
10. Wall-mounted liquid soap dispensers adjacent to all sinks.				
11. Wall-mounted paper towel dispensers adjacent to all sinks.				
12. Pedal controlled, covered waste receptacle with disposable liners.				

13. First aid station with washable counter tops and adequate storage space.				
14. Sharps container for disposal of hazardous medical waste and procedures for disposal of hazardous waste containers.				
15. Folding screens or draperies to provide privacy in rest area.				
16. Refrigerator with icemaker or ice trays to provide ice for treating injuries.				
17. Eye wash station attached to water source for irrigating foreign substance eye injuries.				
18. Clock with second hand, chairs, paper wastebasket, flashlight, and wheel chair.				
19. Gooseneck and or magnifying lamp.				
20. Balanced scale with height measuring device and or a wall mounted height-measuring device.				
21. Sink with hot and cold running water.				
22. Adequate bathroom facility.				
23. Double locked medication cabinet, or single locked medication cabinet with locked box to go inside.				
24. Peak flow meter with disposable mouthpieces.				
25. Sphygmomanometer and appropriate sized cuffs.				
26. Stethoscope				
27. Tape measure				
28. Magnifying glass				
29. Books and informational resources appropriate for the student population.				
30. Office supplies (pens, pencils, etc.)				

PART III - FIRST AID SUPPLIES - At the time of the Health Suite Assessment please inventory the supplies listed below to determine the current supply. Additionally, please answer Question # 1 and provide any additional comments to help us better understand the status and condition of your health suite.

Criteria	Met	Not Met	NA	Comments
1. Band-Aids <ul style="list-style-type: none"> • 1000 1"1400 Students • 1000 ¾ "1400 Students 				
2. Tape of various widths, hypoallergenic				

3. Alcohol pads				
4. Emesis basins, 12 disposable				
5. Cold packs, reusable and disposable, 100 per 400 student				
6. Cotton -topped applicators, 1 box CPR masks, pediatric and adult				
7. Germicidal wipes 1 container				
8. Eye pads, 100 sterile/400 students				
9. Synthetic or non-latex gloves, 20 boxes				
10. Masks, 1 box				
11. Drinking water				
12. Cups <ul style="list-style-type: none"> • Drinking: paper, 200 per 400 students • Medicine: plastic, 200/40 students 				
13. Paper towels with dispenser, 1case of 24 rolls				
14. Plastic bags, small and large re-sealable, 1000/400 student				
15. Roll paper for cots or examination table, 1case of 24 rolls				
16. Appropriate forms				
17. Assorted safety pins, 1 bag				
18. Feminine sanitary napkins, 200 per 200 students				
19. 3 pairs of scissors (2 bandage and 1 office)				
20. Slings and/or triangular bandages,				
21. Soap (in a dispenser)				
22. Hand sanitizer				
23. Assorted splints				
Criteria	Met	Not Met	NA	Comments
24. Tissue, 1 case of 24				
25. Air freshener (In bathroom only)				
26. Tongue blades, adult and pediatric, 1box/400 students				
27. Digital thermometers,				
28. Probe covers, 400/400 student				
29. Non-sterile 4 X 4's, 200/400 student				
30. Non-sterile 2 X 2's. 400/400 students				
31. Kling wrap, 10 yards each of 2", 3", and 4"				
32. Portable crisis kit (Run Bag)				

<p>33. First Aid Kits</p> <p>It is recommended that first aid kits be located in designated classrooms one on each floor of the school building. The number of kits will vary according to the size of the facility. The kits can be restocked from the health suite supplies.</p>				
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Are schools required to provide parking for the school nurse?

Yes, schools are required to provide assigned parking on the school grounds. School buildings that don't have grounds must provide assigned parking within 1 block of the school.

How can my public charter school obtain a school nurse?

If your local education agency (LEA) would like the District of Columbia School Health Nursing Program (DCSHNP) to provide a school nurse, please send a letter of request to:

Charlissa Quick, RN, MSA
 School Health Division Chief
 Community Health Administration
 District of Columbia Department of Health
 899 North Capitol Street, NE, 3rd Floor
 Washington, D.C. 20002
 (202) 442-9123
charlissa.quick@dc.gov

Subsequent to the receipt of your letter representatives of the DCSHNP will meet with you and provide technical advice to ensure that the nurse suite you are planning will enable the nurse to perform the required functions in accordance with professional school nursing standards. The nurse suite design must facilitate federal privacy requirements under the Family Educational Rights and Privacy Act (FERPA) of 1974 which protects the privacy of student records, including health information.