

## 2023-2024 School Annual Health Annual Report Survey

In accordance with Department of Education Chapter Rules 40 and 45, each administrative unit and approved private school shall provide an annual report summarizing emergency medication administration, and other medication as determined by the department, as well as hearing and vision screenings completed. This form is to be used to make this annual report.

The final (optional) section represents Maine's work to promote nationwide school health data collection. Data helps build bridges that connect school nursing services to the rest of the health care system. This data collection will help to demonstrate their unique and critical contributions to the health of school-age children. Following the definitions of each data set is critical for this to be successful.

- School health work force identifies the number of school health staff providing DIRECT SERVICES in the school as well as determine an RN caseload.
- Children's Chronic Health Diagnoses data represents some of the most common chronic conditions such as, Asthma, Type I and Type 2 Diabetes, Seizures and Life-Threatening Allergies, and myalgic encephalomyelitis/chronic fatigue syndrome (ME/CFS). These are students with a diagnosis from a health care provider.
- Concussion incidence includes those students who were diagnosed with a concussion by a health care provider.
- Disposition of the Student after Health Office Visit is being collected to better understand the outcome of school health office visits.

1. Select your school administrative unit/district.

2. In case we need to contact you after submission please provide your contact information.

Person Completing Form

Title

Phone number

Email address

3. What do you use for health office documentation?

Paper

School Information System health module (e.g., Infinite Campus, Synergy, Power School)

Electronic Health Record (e.g., SNAP, Frontline, Magnus, SchoolDoc)

4. What barriers are experienced by your health office staff in documentation? [Free text]

#### VISION SCREENINGS

5. Distance Visual Acuity Screening- TOTAL Number of students screened  
Definition: Number of students screened in accordance with Chapter 45.  
TOTAL NUMBER, ALL GRADES:
6. Near Visual Acuity Screening- Number of students screened for each grade level:  
Definition: Number of students screened in accordance with Chapter 45.  
TOTAL NUMBER, ALL GRADES:
7. Number of students referred for further evaluation due to vision screening concerns:  
Definition: Include the number of students referred for further evaluation based on the results of screening.  
TOTAL NUMBER, ALL GRADES:
8. Total number of vision referrals that were completed:  
Definition: Include the number of students known by the school nurse to have received follow up care or returned a referral form following a screening referral.  
TOTAL NUMBER, ALL GRADES:
9. Total number of students bypassing screening based on school nurse judgement:  
Definition: Include the number of students referred directly to a specialist for a comprehensive exam based on school nurse's judgement and review of past medical history.  
TOTAL NUMBER, ALL GRADES

#### HEARING SCREENINGS

10. Total number of students screened:  
Definition: Number of students screened using audiometer, Pure Tone testing.  
TOTAL NUMBER, ALL GRADES:
11. Total number of students referred for further evaluation due to hearing screening concerns:  
Definition: Number of students referred, based on results of screening.  
TOTAL NUMBER, ALL GRADES:

12. Total number of hearing referrals that were returned or known by the school nurse to have received care:

Definition: Include the number of students receiving follow up care.

TOTAL NUMBER, ALL GRADES:

13. Total number of students bypassing hearing screening based on school nurse judgement:

Definition: Include the number of students referred directly to a specialist for a comprehensive exam based on school nurse's judgement and review of past medical history.

TOTAL NUMBER, ALL GRADES:

#### EPINEPHRINE SUMMARY

14. Does the district have a collaborative practice agreement that allows unlicensed staff to administer epinephrine after completing training to a student with a previously unknown allergy suffering from anaphylaxis?

Yes

No

15. Total numbers for the school year of epinephrine administrations:

To students: \_\_\_\_\_

To staff: \_\_\_\_\_

To visitor: \_\_\_\_\_

Total: \_\_\_\_\_

16. How many doses were administered to someone with:

Known allergy diagnosis: \_\_\_\_\_

Unknown diagnosis: \_\_\_\_\_

Total: \_\_\_\_\_

17. How many doses given for each potential allergen, if known:

Peanut/Tree nut: \_\_\_\_\_

Other food: \_\_\_\_\_

Medication: \_\_\_\_\_

Insect sting: \_\_\_\_\_

Other non-food allergy: \_\_\_\_\_

Unknown: \_\_\_\_\_

Total: \_\_\_\_\_

18. Number of doses administered by:

RN: \_\_\_\_\_

LPN: \_\_\_\_\_

Trained unlicensed person: \_\_\_\_\_

Administered to self: \_\_\_\_\_

Total: \_\_\_\_\_

19. Number of times EMS (911) was called following epinephrine administration:

This number should be less than or equal to the total number of epinephrine administrations (Q15)

EMS Called: \_\_\_\_\_

Total: \_\_\_\_\_

#### NALOXONE SUMMARY

20. Does the district have a policy for NALOXONE (Narcan) administration in case of opioid overdose?

Yes

No

21. Where is naloxone (Narcan) stored in your school buildings? (check all that apply)

Health Office

Public area in elementary school

Public area in middle school

Public area in high school

School resource officer

22. Does the district have a collaborative practice agreement that allows unlicensed staff to administer naloxone (Narcan) after completing training to a person suspected of experiencing opioid overdose?

Yes

No

23. Enter the total number of naloxone administrations for the 2023-2024 school year:

To students: \_\_\_\_\_

To staff: \_\_\_\_\_

To visitor: \_\_\_\_\_

Total: \_\_\_\_\_

#### MEDICATION ADMINISTRATION

24. Does your district have a written protocol for medication errors?

Yes

No

25. Total number of students that have regularly scheduled medication at school.

TOTAL NUMBER, ALL GRADES: \_\_\_\_\_

26. Total number of students that have prn (as needed) medication at school prescribed to them (e.g., albuterol, epinephrine, Diastat, or any other prescription medication given that is not regularly scheduled)

TOTAL NUMBER, ALL GRADES: \_\_\_\_\_

#### CONCUSSION INCIDENCE (optional data, please provide data if you are able to)

27. Number of concussions

28. Of these, how many were due to an injury during an organized athletic event?

29. Of these, how many were during routine daily living/play?

#### SCHOOL HEALTH ADVISOR

30. Enter the name and email of your school health advisor/school physician.

#### HEALTH OFFICE STAFF

A full-time equivalent (FTE) is based on a teacher FTE (i.e., the 5 school days per week if 1 FTE). Please do not double count any person. One FTE may provide services at more than one school within your school system, this person is only counted once.

31. Number of Full-time Equivalent (FTE) Registered Nurses in the district providing direct services in the health office:

Definition: Direct services means responsible for the care of defined group of students in addressing their acute and chronic health conditions. It includes health screenings, health promotion and case management. Include long term substitute (but not the

substitute RN list for short term needs) and exclude nurses working with medically fragile students.

RN FTE: \_\_\_\_\_

32. Number of FTE Licensed Practical Nurses (LPNs) in the district providing direct services in the health office (not special assignment or private duty):

Definition: Direct services means responsible for the care of defined group of students in addressing their acute and chronic health conditions. It includes health screenings, health promotion and case management. Include long term substitute (but not the substitute LPN list for short term needs) and exclude LPNs working with medically fragile students.

LPN FTE: \_\_\_\_\_

33. Number of FTE Health Aides or Unlicensed School Personnel in the district providing services in the health office (not special assignment or private duty):

Definition: This number should reflect only those whose main assignment is health related. Exclude secretaries, teachers or principals who only address health issues at times. You may include FTE of secretary or other aides IF it is included as a specific part of their responsibility (i.e., cover health office regularly).

Health Aide FTE: \_\_\_\_\_

34. Number of FTE Registered Nurses in the district with special assignments, such as working with a limited caseload providing direct services to one or group of medically fragile students:

Definition: Include RNs working with a limited caseload providing direct services such as medically fragile students.

RN Special Assignment FTE: \_\_\_\_\_

35. Number of FTE LPNs in the district with special assignments, such as working with a limited caseload providing direct services to one or group of medically fragile students:

Definition: Include LPNs working with a limited caseload providing direct services such as medically fragile students.

LPN Special Assignment FTE: \_\_\_\_\_

36. Number of FTE Health Aides in the district with special assignments, such as working with a limited caseload providing direct services to one or group of medically fragile students:

Definition: Include health aides (non-RN, non-LPNs) working with a limited caseload providing direct services such as medically fragile students.

Health Aide Special Assignment FTE: \_\_\_\_\_

37. Total number of RN FTEs providing administrative or supervisory school health services:

Definition: RN's providing management/clinical supervision to RNs, LPNs, or other health aids or conducting other administrative health services, e.g., case management.

Do not double count any person. This count is in addition to any other RNs already counted in previous questions.

RN Supervisor/Administrator: \_\_\_\_\_

38. Total number of LPN FTEs providing administrative or supervisory school health services:

Definition: LPNs providing management/clinical supervision to LPNs, or other health aids or conducting other administrative health services. Do not double count any person.

This count is in addition to any other LPNs already counted in previous questions.

LPN Administrator: \_\_\_\_\_

39. Total number of Assistant FTEs providing administrative support services to RNs or LPNs:

Definition: Assistants providing administrative support services to RNs or LPN, e.g., clerical assistance.

Assistants: \_\_\_\_\_

40. Total number of permanently hired/contracted RNs who provide

supplemental/additional direct nursing services or specific procedures, e.g. child find/EPST. Do not include RNs with 1:1, 1:2, 1:3, 1:4, 1:5 assignments. This count is in addition to the RNs previously counted.

Float RNs: \_\_\_\_\_

41. Total number of permanently hired/contracted LPNs who provide

supplemental/additional direct nursing services or specific procedures, e.g. child find/EPST. Do not include LPNs with 1:1, 1:2, 1:3, 1:4, 1:5 assignments. This count is in addition to the LPNs previously counted.

Float LPNs: \_\_\_\_\_

42. Total number of permanently hired/contracted health assistants/aids (non-RN, non-

LPN) who provide supplemental/additional direct nursing services or specific procedures, e.g. child find/EPST. Do not include health aides with 1:1, 1:2, 1:3, 1:4, 1:5 assignments. This count is in addition to the Health Aids previously counted.

Float Health Aids: \_\_\_\_\_

43. Number of health services staff serving your student population, who hold a certification/degree at the level of education indicated. For each staff record only the single highest degree related to their health care role with the school district.

Doctorate in nursing: \_\_\_\_\_

Doctorate in another field: \_\_\_\_\_

Master of nursing: \_\_\_\_\_

Master of education: \_\_\_\_\_

Master of public health: \_\_\_\_\_

Master of another field: \_\_\_\_\_

Bachelor of nursing: \_\_\_\_\_

Bachelor of another field: \_\_\_\_\_

Associate of nursing: \_\_\_\_\_

Associate of another field: \_\_\_\_\_

Diploma of nursing: \_\_\_\_\_

Technical/program certificate: \_\_\_\_\_

High school diploma/GED: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

44. For school nurses serving your student population, please indicate the number who have each of the following non-degree credentials:

National Certification as a School Nurse (NCSN): \_\_\_\_\_

School Nurse credentials issued by state DOE (e.g., 524 Endorsement): \_\_\_\_\_

National Nurse Practitioner Certification: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

45. Enter the number of students in the district with a diagnosis from a health care provider:

Asthma: \_\_\_\_\_

Type 1 Diabetes: \_\_\_\_\_

Type 2 Diabetes: \_\_\_\_\_

Seizure Disorder: \_\_\_\_\_

Life Threatening Allergy: \_\_\_\_\_

Myalgic Encephalomyelitis/Chronic Fatigue Syndrome (ME/CFS): \_\_\_\_\_

Total: \_\_\_\_\_



46. Number of students who require any care, regardless of who is providing the care in school, related to a feeding tube, including but not limited to mic-key, j-tube, g-tube, peg tube, or any device.
47. Number of students who have an individualized health plans created by a registered nurse (this would include emergency action plans and allergy action plans. Do not double count students if they have more than one plan.)
48. Number of concussions diagnosed by a provider.
49. Of these, how many were injuries from an:  
Organized athletic event \_\_\_\_\_  
Other \_\_\_\_\_  
Unknown \_\_\_\_\_
50. Total number of health office visits for mental health support, crisis, or other similar issue.  
Seen face to face by RN: \_\_\_\_\_  
Seen face to face by LPN: \_\_\_\_\_  
Seen face to face by Health Aide: \_\_\_\_\_
51. Did the district collect information about Health Office visits and ending dispositions (returned to class, sent home, or called 911)?  
Yes  
No [IF NO, Skip to End]
52. Number of health office visits resulting in student returning to class or staying in school:  
Seen face to face by RN: \_\_\_\_\_  
Seen face to face by LPN: \_\_\_\_\_  
Seen face to face by Health Aide: \_\_\_\_\_  
Total: \_\_\_\_\_
53. Number of health office visits resulting in student being sent home:  
Include students sent home with recommendations to see a health care provider.  
Seen face to face by RN: \_\_\_\_\_  
Seen face to face by LPN: \_\_\_\_\_  
Seen face to face by Health Aide: \_\_\_\_\_  
Total: \_\_\_\_\_

54. Number of health office visits resulting in a 911 call and transport:

Seen face to face by RN: \_\_\_\_\_

Seen face to face by LPN: \_\_\_\_\_

Seen face to face by Health Aide: \_\_\_\_\_

Total: \_\_\_\_\_