

Health Office Schedule & Coverage Consideration

MMSD Health Services is responsible for providing health office coverage in our schools throughout the school day. The amount of nurse and nurse assistant FTE dedicated to a particular health office takes into consideration the following factors: total enrollment, low income students, TEP, special education students, health office volumes, students with chronic / medically complex conditions as well as those needing daily medications.

Health Services uses a ***differentiated*** staffing model.

Nurse's Assistants provide routine care in the health office giving medication and taking care of ill and injured students.

The School Nurse role has a broader scope which includes oversight of the care provided in the health office / assistance with the needs of medically complex students as well as care coordination - connecting students with needed health care resources outside of school, following up on needs identified during screening programs, special education evaluations, medication management, counseling, classroom education.

Every school year we will reassess/approve the Health Office schedule (see template below). When creating the Health Office schedule we need to ensure:

- we have consistent coverage during all school hours
- the schedule reflects each individual's allocated fte (hours per week)
- there is a minimum of 5 hours overlap between the nurse and nursing assistant (for training and continuity of care) per week
- the nurse is available to attend their school's SST, SSIT, MTSS and SBLT meetings - requires nurse assistant to cover health office at this time
- nurses and nurse assistants are both scheduled to work to allow for Health Services Role-Alike PD
- Nurses Assistant's schedule should include some hours Monday - Friday (5 days / week)
- Shifts should be longer than 3 hours
- Nurses covering two schools should avoid, if possible, split day schedules.
- Ensure consistent coverage for providing daily medications and care of students with chronic conditions (diabetes management)

A Note About Coverage for Absences:

Because of the consultative nature of the school nurse role, when nurses are absent, substitute nurses are not routinely provided in elementary and middle school as long as a Nurse Assistant is scheduled to cover the Health Office. A sub will be provided if the NA is not scheduled to work all day. In this situation both the [Back up Nurse](#) and Nurse Coach assigned to the school are available to the Nurses Assistant for any questions that may arise.

Because of the nature of the Nurse's Assistant role, every attempt is made to provide a sub (often an RN) in the event of an NA absence. Because of very limited and variable substitute RN availability, we ask the nurse and/or nurse assistant to cover for each other if that is a possibility. This ensures continuity of care for the students in the school. If a sub is not available, the school nurse may be asked to re-arrange their schedule for the day so that ordered medications are given and procedures are done.

All substitute coverage is arranged by the Health Services Administrative Assistant. If a Nurse or Nurse Assistant is going to be absent they must notify the Administrative Assistant by a phone call OR completion of the Absence Form PRIOR to 7:00 AM. Schools should not contact subs directly to arrange coverage.

Health Office Schedule Template

At the beginning of each school year please provide the proposed Health Office Schedule to the Health Services Admin Clerk, your Lead Nurse Coach and Director of Health Services for review/approval.

Check List:

- ☐ hours reflect fte for nurse (measured in 1/2 days)
- ☐ hours reflect fte for nursing assistant (measured in hours)
- ☐ nurse and nursing assistant are working during school leadership meetings that require Health Services RN participation
- ☐ 5 hours overlap per week with nurse assistant and nurse
- ☐ nurse and nurse assistant are available Wednesday mornings for Role Alike
- ☐ shifts are longer than 3 hours
- ☐ nurse assistant schedule reflects hours 5 days per week
- ☐ nurse hours are not split between two schools in a single day

School Name:

Nurse:

Nurse Assistant:

Nurse Coach:

Principal:

Leadership meetings that require Nurse participation (day of week and time):

Schedule:

	Mon	Tues	Wed	Thurs	Fri
Nurse					
Nurse Assistant					

Date Reviewed by

Nurse:

Lead RN Coach:

Director of Health Services:

Principal: