

2024-2025 Nursing Service Plan



Burlington Township Schools

Adopted by the Board of Education: October 16, 2024
Updated for new guidance: January 29, 2025

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Certification

October 2024

This letter of assurance is to verify that the 2024-2025 Burlington Township School District's Nursing Service Plan is in compliance with state code. Below are the signatures of the Burlington Township School District's school nurses and the school physician.

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<hr/> <div>T.K. Cumarasamy, M.D. School Physician</div>	<hr/> <div>M. A. Bell, Ed.D., Superintendent</div>
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<hr/> <div>D. Coakley, CSN, BSN, RN</div>	<hr/> <div>J. Moore, CSN, BSN, RN</div>
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Introduction

Burlington Township Schools comprise the following buildings, campuses and annex settings in which our students are enrolled.

- Burlington Township High School Campus
 - Burlington Township High School Main Building
 - Hopkins Building
- Burlington Township Middle School at Springside
- Fountain Woods Elementary School
- B. Bernice Young School
- Five Points Annex
- Bustleton Annex

The student population ranges from 3 years old to 21+ years old. The school nurse is the most appropriate person to oversee the coordinated school health program and is responsible for identifying actual and potential health problems that can impact health and learning.

The certified school nurses of the Burlington Township Schools have a multitude of roles within the scope of their professional practice. In an ongoing effort to ensure children remain healthy and ready to learn. The school nurses take on roles of child advocates, nursing care providers, investigators, communicators, counselors, educators, community liaisons, recorders and managers.

Nursing Staff

In order to support the health program of the District for the 2024-2025 school year, the Board of Education has authorized the employment of 10 full time or part time certified school nurses and/or registered nurses. The Board has also authorized the position of Head Nurse.

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The certified school nurses function at the level of professional licensed registered nurses and fulfill the duties as indicated in the state code. The nurses have many roles within the scope of their daily routines. These duties and responsibilities are outlined in the Board of Education approved job descriptions for Certified School Nurse, Registered Nurse, and Head Nurse. The job descriptions for these positions are available on the district website.

Child Advocate

Child advocacy is the main role of the school nurse. As a child advocate, the school nurse works closely with staff and families to facilitate the health needs, safety and accommodations are identified and met.

Nursing Care Provider

Within the role of the nursing care provider, the school nurse uses the nursing process, which includes assessing, planning, implementing, and evaluating the nursing care in an ongoing manner. The development of individualized health care plans (IHCP's) and emergency care plans (ECP's) should be carried out by the school nurse for each student with acute or chronic health conditions.

Investigator

As an investigator, the school nurse seeks information regarding health histories, health practices, environmental concerns, safety issues, communicable diseases patterns and current health information relevant to the practice of school nursing. Consultation with parents and guardians, pediatricians, specialists, health agencies, classroom teachers, custodial staff and maintenance staff are sought in order to gather information.

Communicator

As a communicator, the school nurse uses varied approaches to share important information with students, parents, staff members, physicians, health care agencies, administration and governmental entities. Telephone conferences, personal letters, flyers, bulletin board postings, e-mail communications, personal conferences, departmental meetings, Intervention and Referral Services meetings, Child Study Team meetings represent some of the methods and forums in which health information is communicated.

Counselor

The school nurse serves in the role of counselor to the students, parents, and staff alike regarding health issues and personal concerns. Referrals are made to the school psychologist, student assistance coordinator, private physicians or community health resources as needed.

Educator

The role of educator is a vital role for the certified school nurse. The nurse can provide formal classroom teaching in any related setting, as requested. Informal teaching takes place continuously on a one-to-one basis during the delivery of nursing care to both staff and students. Staff education on pertinent health topics is provided as appropriate.

Community Liaison.

In the role of community liaison, the school nurse has a collegial relationship with local, county and state agencies. The school has at her

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disposal pertinent community information to be utilized for referral purposes.

Recorder

A time consuming role for the school nurse is the role of recorder. A legal record must be maintained for each student and documentation for each incident of nursing care is required. Data must also be collected and recorded for state agencies related to immunizations, tuberculosis testing, medical waste management and employee injuries.

Manager

With the variety of roles and needs the school nurse encounters, managing skills are essential. In the school setting, it is essential to aggressively manage any health problems that are likely to present themselves in the health office.

Non-public Nursing Services

Burlington Township has one non-public school within its boundaries. Nursing services for this school are contracted and supplied by Burlington County Educational Services Unit under funding available from the NJDOE allocation.

Nursing Services in Emergency Situations

In accordance with state administrative code and statute, the Burlington Township School District has included nurses in its safety and security plans as outlined in the Quality Single Accountability Continuum (QSAC), Operations: C, Student Conduct, Safety and Security. The nurse or

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designated school personnel calls 911 when the situation indicates such action. Further, the school(s) may utilize security measures as when the situation indicates such action, which include the following measures: *lockdown, lockout, shelter-in-place, or evacuation to a designated area. The nurses have required student records, emergency medical supplies and equipment, medications, and communication devices on hand in crisis situations the district has identified. The nurses treat in accordance to: emergent, urgent, and non-urgent.*

The district is equipped with multiple AEDs throughout the buildings and maintains Code Blue CPR/AED response teams of trained individuals in each building. Radios are issued to the nurses to assist with communication.

Levels of Care

Consideration must be given to the special health care needs of students. In order to accomplish this goal, the nurses will assign each student to a level of care based on the following criteria.

Level I - Nursing Dependent Students/ Medically Fragile Students

Nursing dependent students require 24 hours a day, frequently one to one skilled nursing care for survival. Many of these students are dependent on technological devices for breathing, for example, a ventilator, and/or require continuous nursing assessment and intervention. Without the use of the correct medical technology and nursing care, the student will suffer irreversible damage or death.

Level II - Medically Complex (Critical Priority)

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Students with complicated health care needs in this category face each day with the possibility of a life-threatening emergency requiring the skill and judgment of a skilled nurse. *Students with diabetes, seizures/epilepsy disorders, severe asthma, anaphylaxis, cancer, tracheostomy care, sickle cell, unstable metabolic conditions are examples of critical priority level of care.*

Level III - Moderate (Medium Priority)

Students with medically complex concerns require daily treatments or close monitoring by the skilled nursing staff. These students may have unstable physical and/or physiological-emotional issues that require close monitoring and the potential for a life-threatening event may exist. *Examples of medium priority students include complex mental disorders (Eating Disorders), anemia, preteen or teenage pregnancy, daily medications administered in school, controlled substance medications for ADD/ADHD.*

Level IV - Health Concerns (Low Priority)

Students in this category have uncomplicated and predictable physical and/or emotional conditions. Occasional monitoring is required. *Examples include dental disease, orthopedic conditions requiring accommodations, migraines, eczema, and sensory implants.*

If the school nurse determines that a notification is needed as a reminder to the school nurse, a condition/alert can be selected and not given a priority code in the health system. *Example includes students that wear glasses.*

General Duties

As previously stated the duties of the nursing personnel are vast and varied. The duties listed below are not meant to be exhaustive, instead, are designed to describe the general nature of the duties and responsibilities of the nursing positions and the importance of their inclusion in the overall management of students within Burlington Township.

Health Records

In accordance with state administrative code, the nursing staff will ensure the management of student records including immunization records, medical history, annual and periodic screenings (hearing, height, weight, vision, scoliosis and blood pressure).

Physical Examinations

Nurses will conduct examinations for the following: pre-athletic participation, new student, transferred student, working papers, evaluation of students suspected to be under the influence of alcohol or controlled dangerous substances, conduct tuberculosis testing as directed by NJDHHS.

Medications

Nursing staff will administer authorized medications, health care treatments, oversee self-administered medications, ensure current medical orders, notify parent/guardian of refill needs, maintain log of medications administered and ensure the proper storage of medications.

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Individualized Health Care Plans

The nursing staff will ensure the development of individualized health care plans for students as needed.

Health Care

Nursing staff will provide health care in accordance with NJ administrative codes ([NJAC 6A:16](#)), ([NJAC 6A:13A](#)) and NJ Statute ([NJSA 18A:40-4](#)) to include providing care, determination of isolation, exclusion and re-admittance of students and/or employees with communicable diseases. Nursing staff will notify parents/guardians of the need for emergency care. Health care will include maintaining lists of students with medical accommodations and restrictions including those who cannot participate in athletics, physical education classes, or require the use of elevators. At times nurses will be required to attend field trips with students, these trips may include overnight travel as well.

Communication

Nursing staff will ensure communication with the county and state health authorities as needed. Nursing staff will confer with the school physician as needed. Nursing staff will ensure communication with families of students treated. Nursing staff will notify administration of emergent, urgent or routine matters. Communication will include information on prevention, free screenings, if available, various community resources and distribution of NJ Family Care information.

Maintenance of Health Suites

Nursing staff will ensure the proper supplies and equipment are ordered, stocked, available and in working order. Any concerns will be addressed to the building administrators.

Workers' Compensation

Nursing staff will be the main point of contact for all accidents of staff and contracted staff and will follow the protocols as outlined by the School Business Administrator for workers' compensation.

Committee Membership

Nursing staff will attend meetings as invited by the building or district administration to provide their medical expertise and experience. These committee assignments include and are not limited to: I&RS, 504, high-risk student monitoring, attendance monitoring, risk management, building administrator-nurse meetings, crisis team, code blue team, IEP meetings, pandemic response team and other meetings as assigned.

Life-long Learning

Nurses are encouraged to continue their education as per the negotiated contract. Nurses are encouraged to participate in local and state school nurses associations for valuable information. Nurses are required to maintain their license as well as credentialing such as AED/CPR in order to perform their duties.

Training of Staff

Nurses are a valuable resource for staff and will be expected to train volunteers on the administration of epipen, seizure awareness and other pertinent medical care needs.

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Appendix 1 - Levels of Care by Building

Burlington Township High School

Main Building and Hopkins Building, 610 Fountain Avenue, Burlington Township, NJ 08016

Grade Levels:	9-12
Full and Part-time Staff:	146
Total Students as of September 30, 2024:	1,114
General Education Enrollment:	951
Special Education Enrollment:	163

Students with Health Care Needs:	
Level I - Nursing Dependent/ Medically Fragile	0
Level II - Medically Complex - Critical Priority	61
Level III -Moderate - Medium Priority	141
Level IV - Health Concerns	276

Current Nursing Staff - 1 Full-time Nurse and 3 Part-time Nurses

Burlington Township Middle School

1600 Burlington Bypass, Burlington Township, NJ 08016

Grade Levels:	6-8
Full and Part-time Staff:	154
Total Students as of September 30, 2024:	811
General Education Enrollment:	677
Special Education Enrollment:	134

Students with Health Care Needs:	
Level I - Nursing Dependent/ Medically Fragile	0
Level II - Medically Complex - Critical Priority	45
Level III -Moderate - Medium Priority	73
Level IV - Health Concerns	194

Current Nursing Staff - 1 Full-time Nurse and 1 Part-time Nurse

Fountain Woods Elementary School

601 Fountain Ave, Burlington Township, NJ 08016

Grade Levels:	2-5
Full and Part-time Staff:	180
Total Students as of September 30, 2024:	946

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General Education Enrollment:	804
Special Education Enrollment:	142

Students with Health Care Needs:

Level I - Nursing Dependent/ Medically Fragile	0
Level II - Medically Complex - Critical Priority	96
Level III - Moderate - Medium Priority	145
Level IV - Health Concerns	91

Current Nursing Staff - 2 Full-time Nurses

B. Bernice Young School

1203 Neck Road, Burlington Township, NJ 08016

Grade Levels:	PK3-1st
Full and Part-time Staff:	158
Total Students as of September 30, 2024:	677
General Education Enrollment:	552
Special Education Enrollment:	125

Students with Health Care Needs:

Level I - Nursing Dependent/ Medically Fragile	0
Level II - Medically Complex - Critical Priority	32
Level III - Moderate - Medium Priority	27
Level IV - Health Concerns	187

Current Nursing Staff - 2 Full-time Nurses

Five Points Annex

1308 Mt. Holly Road, Burlington Township, NJ 08016

Grade Levels:	PK-3&4
Full and Part-time Staff:	9
Total Students as of September 30, 2024:	44
General Education Enrollment:	44
Special Education Enrollment:	0

Students with Health Care Needs:

Level I - Nursing Dependent/ Medically Fragile	0
Level II - Medically Complex - Critical Priority	1
Level III - Moderate - Medium Priority	3
Level IV - Health Concerns	11

Current Nursing Staff - 1 shared nurse from the high school complex

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Bustleton Road Annex

1750 Bustleton Road, Burlington Township, NJ 08016

Grade Levels:	PK-3&4
Full and Part-time Staff:	4
Total Students as of September 30, 2024:	29
General Education Enrollment:	29
Special Education Enrollment:	0

Students with Health Care Needs:	
Level I - Nursing Dependent/ Medically Fragile	0
Level II - Medically Complex - Critical Priority	2
Level III - Moderate - Medium Priority	1
Level IV - Health Concerns	9

Current Nursing Staff - 1 shared nurse from the high school complex