

2017-18 The Division of School Health Update

1) The Division of School Health has moved

- a. The Division of School Health's new address is 30 Kline Plaza, Harrisburg, Pa 17104.
- b. Please send all written correspondences to this address.
- c. The contact information is unchanged. Phone 717-787-2390, fax 717-783-4790 and email address c-paschool@pa.gov .
- d. **Prior to contacting the Division of School Health** please contact your county's school health nurse consultant. Their contact information and the counties that they cover are located on the main page of the school health website [School Health Consultants.docx](#) .
- e. The Division of School Health's staff currently consists of 1 Acting Chief, 1 Administrative Officer, and 2 School Health Nurse Consultants for the entire state.

2) The Division of School Health Website

- a. The Division of School Health provides an array of information on their website.
- b. Please use the website as the first resource to find answers and information.
- c. The website can be accessed at <http://www.health.pa.gov/My%20Health/School%20Health/Pages/default.aspx#> .

3) The official school year begins July 1

- a. All orders for medications, treatments, permissions etc must be renewed annually.
- b. Medications and treatments may not be administered without a current order.

4) Dental Hygiene Services Program (DHSP)

- a. **All** Dental Hygienists working in the school setting must be certified by the Pennsylvania Department of Education (PDE) as an Educational Specialist- Dental Hygienist. There are currently no certification programs for school dental hygienists. PDE put in place a process to obtain certification. You must apply for the Educational Specialist certificate using the online [Teacher Information Management System \(TIMS\)](#) .
- b. If a school does not have a certified hygienist then they may not implement a Dental Hygiene Services Program (DHSP) and must implement a Mandated Dental Program. See the Division of School Health's website for more information on both programs. <http://www.health.pa.gov/My%20Health/School%20Health/Pages/Dental-Health-Program.aspx#> .
- c. The Bureau of School Leadership and Teacher Quality can be reached at 717-PA-TEACH (728-3224) or 717-787-3356 or by clicking [Chat with certification staff](#).
- d. DHSP Authorization plans are to be maintained at the school and reviewed every three years, the authorization is required via SHARRS annually.
- e. SHARRS will be opened from **May through September** for submission of the Dental Hygiene Authorization Plan for the **upcoming school year**.
- f. Remember to "Submit" your plan or you will not be able to complete those pages when entering the SHARRS data at the end of the school year.
- g. Any user may submit the DHSP Authorization Plan. It need not be the Superintendent/CEO.
- h. Instructions to set up a SHARRS user account, a template hardcopy of the Authorization Plan, guidelines and applicable laws and regulations are available on the Division of School Health's website at <http://www.health.pa.gov/My%20Health/School%20Health/Pages/Quick%20Links/Dental%20Health/Dental-Hygiene-Services-Program.aspx#> .

5) Management of Students with Diabetes - Act 86 of 2016

- a. This is a voluntary program that schools may choose to implement. It is not mandated by law that schools implement the program.
- b. If schools choose to implement diabetes care and management in their schools all required training, policies, procedures, and permissions must be in place in accordance with Act 86. Schools should thoroughly read Act 86 and the Diabetes in School Children Recommendations and Resource Guide for School Personnel 2016 located on the Division of School Health's website at

<http://www.health.pa.gov/My%20Health/School%20Health/Pages/Quick%20Links/Chronic%20Disease/Diabetes.aspx#>.

- c. This law allows an unlicensed staff to administer diabetes medications, use monitoring equipment, and provide other diabetes care to an individual student provided that all required policies/provider orders/permissions/plans of care/service agreement and trainings are in place as outlined in Act 86.
- d. The law also allows a student with diabetes to possess and self-administer diabetes medications and operate monitoring equipment provided all requirements are in place in accordance with Act 86. The school may revoke this privilege if the student does not adhere to their IEP/Service Agreement or for not safeguarding their diabetes medication or monitoring equipment.
- e. A school must have the student's parent/guardian, family healthcare provider, school nurse, and student permissions.
- f. This law does not relieve the school's responsibility to employ a Certified School Nurse. A CSN is to be available at all times when students are under school jurisdiction.
- g. An unlicensed school employee may not be mandated to participate in providing diabetes care to a student.
- h. Please note that any school employee who has the potential of having an occupational exposure to blood or other infectious materials, such as with the epinephrine auto injector, glucagon, or insulin shall be offered the Hepatitis B vaccination series (at no charge to the employee) within 10 working days of the assignment. The "Guidelines on Bloodborne Pathogens for the Public Sector" applies to all employers and employees in the public sector who are not covered by federal standards of the Occupational Safety and Health Administration (OSHA). It addresses all actual or potential occupational exposures to blood or other infectious materials in a public-sector healthcare facility, home healthcare organization or other facility providing health care related services. Schools fall under "other facility providing health care related services."

6) Epinephrine Auto-injector Administration by School Bus Drivers and School Crossing Guards - Act 2 of 2017

- a. This law allows school bus drivers and school crossing guards to administer epinephrine auto-injectors to students if their employers choose to permit them to do so.
- b. If an employer chooses to permit a school bus driver and/or school crossing guard to administer epinephrine, then the employer must develop policies to address the administration of epinephrine auto-injectors to students by school bus drivers and school crossing guards.
- c. Anyone who will be permitted to administer epinephrine auto-injectors must complete an approved training course.
- d. Any of the approved training courses listed on the Division of School Health's website may be used for training. The approved courses are available on the [approved courses page](#). The "CARE Course" is a good choice for non-medically trained persons.

7) Modification request to cease TB testing of Students

- a. Send a request to the Division of School Health, on letterhead, stating the school (Districtwide, Charter or Private/Nonpublic) wishes to cease TB testing of students.
- b. The school may choose to test no students, only high-risk students, students entering from foreign countries, never been tested students or out of state students.
- c. School staff and volunteers must continue to be tested.

8) Modification to accept private Physical and/or Dental Exams one year prior to the grade in which they are due

- a. This modification extends the time frame for accepting private physical and/or dental examinations from 4 months prior to the start of the school year to 1 year prior to the start of the school year.
- b. Exams conducted by school providers must be done in the grades in which they are due.
- c. Send a request to the Division of School Health, on letterhead, stating the school wishes to accept private exams one year prior to the start of the school year.

9) Professional Approvals for School Physicians and Dentists

- a. Article XIV of the Pennsylvania Public School Code of 1949 requires public school entities hire/contract with school physicians and dentists. Appointments shall be approved by the Department of Health.

- b. To request approval for a school physician or dentist, the school entity must submit a request in writing on district letterhead and include: the name of the physician or dentist as it appears on their license; their license number and the date of decision to contract with this provider.
- c. A new letter is required each time the school hires/contracts with a new physician or dentist.

10) Immunization Requirements

- a. Per the Division of Immunizations' request contact your local District Office; Immunization Nurse Consultant with questions.

11) Narcan is now available to ALL school buildings that house grades 9-12

- a. Private, Non-public and Parochial schools may now apply to receive a free 2-dose carton of Narcan nasal spray for each building that houses grades 9-12.
- b. The application, sample standing order and approved trainings are available at <http://www.health.pa.gov/My%20Health/School%20Health/Pages/Narcan-Program-in-Schools.aspx#>.
- c. The standing order must be written by a school physician. Dr. Rachel Levine's standing order is not acceptable for schools' use.

12) School Health Annual Reimbursement Request System (SHARRS)

- a. SHARRS is due to the Division of School Health within three months following the end of each school year (September 30). It opens for data input in May of each year.
- b. SHARRS can be accessed at <http://www.health.pa.gov/My%20Health/School%20Health/Pages/Reimbursement-SHARRS.aspx#>.
- c. See the **"INSTRUCTIONS"** button on the top right hand side of each page on the report for guidance on setting up a user account and completing the report accurately (what may or may not be included).
- d. The User Account Manager (UAM) is responsible to maintain and manage the school user accounts. It is important this person educate themselves on SHARRS by reading the instructions.
- e. SHARRS data is not only used to financially reimburse schools for healthcare services provided but it is also used for statistical reporting purposes; it is imperative data is entered accurately.
- f. Inaccurate information leads to longer time required to review and approve reimbursement to schools.
- g. It is advised a Certified School Nurse to review the medical information to ensure accuracy.
- h. The most common inaccuracies are on the CSN Caseload and Cycle; Supplemental Staff and Other Health Professionals pages. Please refer to the instructions for assistance in completing the report. Do NOT use the term PRN for a cycle. That option was removed from the page. "Other cycle" is to be used and then enter a comment such as 1 day a month or 0.125/5 etc. Since this is a retroactive document it should be calculated how much time was spent in each building.
- i. Be sure to accurately report the number of screens and exams performed as this will affect the amount of reimbursement a school receives.

13) Private and Non-Public School Health Services

- a. In 1962, the legislature passed the School Nurse Act. This act required equitable services be provided to students, whether they attended public or non-public schools. This law remains in effect today as Section 1402(a.1) of the Pennsylvania Public School Code.
- b. The Department of Health regulations state in Section 23.51 "A child in private, parochial and public schools shall be provided with school nurse services in the school which the child attends;" and Section 23.52 "The school nurse services shall be provided through the public-school system and the administration of this service shall be the responsibility of the public-school administrator in consultation, as needed, with the private or parochial school administrator.
- c. School nurse services are considered mandated services (same as examinations and screens) and include the same nursing functions as those provided to students in public school buildings, such as assessment of student health care needs, development of appropriate plans of care, medication administration, first aid and emergency care, etc. Neither the law nor regulation distinguish differences in the level of service to public vs. non-public schools.

14) Suspected Child Abuse and Neglect (SCAN)

- a. Free live trainings are offered to school nurses from PA SCAN in conjunction with the PA American Academy of Pediatrics.
- b. There is a minimum number of participants required for a live presentation.
- c. Presented on-site by a physician and a local Children & Youth worker, this three-hour program provides practical information on recognizing and reporting suspicious circumstances and models collaboration between the medical community and child protective services.
- d. The curriculum is eligible for Act 48 credit for certified school nurses and for Act 58 credit for registered nurses.
- e. Please go to www.pascan.org to submit your presentation request. Any questions can be directed to Teresa Olsen, Program Director at the PA Chapter, American Academy of Pediatrics at tolsen@paaap.org.
- f. Other approved trainings (live and internet) are available on the Division of School Health's website at <http://www.health.pa.gov/My%20Health/School%20Health/Pages/Quick%20Links/Special%20Concerns/Child-Abuse.aspx#>.

15) Medical Marijuana

- a. Information on Medical Marijuana can be found on their webpage at <http://www.health.pa.gov/My%20Health/Diseases%20and%20Conditions/M-P/MedicalMarijuana/Pages/default.aspx#>.
- b. Inquiries about the program can be sent via email at RA-DHMedMarijuana@pa.gov.
- c. While Medical Marijuana may not be administered by the school nurse or stored on school grounds the school nurse should be informed of which students it is being administered to, by whom it is being administered and when that person enters the school to administer it.

16) Email Addresses

- a. Please provide your School Health Nurse Consultant with your current e-mail address if you wish to receive various information and updates from the Division of School Health.
- b. If you have received e-mails from the Division of School Health or your School Health Nurse Consultant that were forwarded to you from another person please contact your School Health Nurse Consultant so you may be added to our distribution lists.
- c. Include the name of your school district or charter school and the county in which the school resides as the distribution lists are arranged by county.