

ROLES AND RESPONSIBILITIES OF THE STUDENT'S SCHOOL HEALTH TEAM

Care coordination for students with chronic health conditions requires a team working and talking together to create a circle of support. Roles and responsibilities of the members of a student's team may vary. Below are the general roles and responsibilities of team members.

Students:

It is so important to have the student participate in planning and ongoing evaluation of care provided at school. Roles and responsibilities for students include:

- Come to school every day ready to learn.
- Find out who is on the school health team:
 - communicate with the school nurse about health and safety concerns;
 - know who to contact when help is needed during the school day, or at school-sponsored events; and
 - identify members of a *circle of support* to be involved in planning and providing care.
- Participate in the school health team meetings.
- Consider wearing a medical alert identification (ID).
- Carry supplies as outlined in the individualized healthcare plan (IHP), and know where daily and emergency supplies are stored, if they are not carried with the student.
- Tell teachers or other school staff if symptoms of a medical emergency are being felt.
- Take charge of self-managing health conditions at school, as allowed by the IHP and as appropriate.

Families:

Schools often are the first community setting where children manage their chronic health condition without the direct supervision of family members. Families can help reduce their stress while supporting the health and learning success of their student by following these roles and responsibilities:

- Inform the school of a student's diagnosed chronic health condition.
- Learn about what health services are provided at school.
- Understand what forms are required at school and how to submit them.
- Before each new school year begins, meet with the child's healthcare provider to get the medical orders needed to provide care at school.
- Establish a communication plan with the school:
 - provide consent that allows information to be shared among the healthcare provider(s), family, and school/school nurse; and
 - provide accurate and current family emergency contact information and update the school about any changes.
- Participate in the development of student health plans, and identify student and family priorities and goals for the management of the chronic health condition at school.
- Provide all supplies and equipment necessary for providing care at school. If needed, ask the school nurse to help connect with community resources for needed supplies and equipment.
- Participate in the development of student education plan(s) as appropriate.
- Be knowledgeable about federal and state laws that may apply, and advocate for resources, policies, and practices in the school and community to support management of chronic health conditions in school.

- Make school attendance a priority:
 - Send the child to school every day, unless they have necessary appointments or other health concerns (e.g., fever) that would prevent them from going to school.
 - Talk with the student about why school attendance is so important for future health and school success.
- Respect the student's confidentiality and right to privacy.

School nurses:

The school nurse provides healthcare expertise for a student with a chronic condition. Roles and responsibilities for the school nurse include:

- Identify students who have chronic health conditions and who would benefit from school nurse-led care coordination or case management.
- Plan, implement, and evaluate the school health services required to address the needs of the student with a chronic health condition:
 - Develop the individualized healthcare plan (IHP).
 - Develop the emergency care plan (ECP) to avoid or respond to a student's medical emergency.
 - Lead school health team meetings.
 - Provide education and training to school administration and school personnel to support students with chronic health conditions.
 - Provide education to families and students to improve student self-management of their chronic health condition.
 - Collaborate with healthcare providers to identify best ways to partner with schools to meet the health goals of their patients.
 - Connect families and students to community resources and partners.
 - Perform routine and emergency nursing interventions.
 - Maintain accurate and confidential documentation of school health services provided; communication between school, family, and healthcare provider(s); and training and supervision of school personnel who provide direct care to students.
- Participate in education planning teams, as appropriate. Serve as the health expert who can address health barriers that may affect student learning.
- Respect the student's confidentiality and right to privacy, obtaining consent to share information with the school health team and the student's medical management team.

Medical healthcare providers:

The student's healthcare provider(s) are so important in providing for ongoing care between the home, school, and community. Roles and responsibilities of medical healthcare providers include:

- Become familiar with local school policies and practices such as:
 - documentation required
 - consent required to share information
 - options for sharing electronic health records
 - preferred communication channels
- Provide medical orders for care to be provided at school.
- Communicate with the school as soon as a student's health status and/or treatment plan changes.
- Work with schools to create a standard way of documenting for use in multiple schools or districts.
- Provide education to school staff on topics about student health.
- Serve as a school's healthcare provider or serve on a health-related school committee.
- Respect the student's confidentiality and right to privacy.

Schools:

Schools are concerned about a lot more than just student tests scores, including student health and safety. Care coordination for students with chronic health conditions makes sense to the school district administrator, school principal, teachers, and other school staff when they understand they have a role and responsibility to support BOTH student health and learning. Other school staff include the school psychologist, counselor, social worker, coaches, food service, bus drivers, and others. The roles and responsibilities for schools include:

- Understand and follow federal and state laws that apply to students with chronic health conditions.
- Work with members of the school health team, led by the school nurse, to implement the student's health and education plans.
- Communicate with the school nurse about student progress or any concerns.
- Be able to recognize and respond to signs and symptoms of medical emergencies:
 - know who to contact for a suspected or actual medical emergency, and
 - know how to activate local emergency medical services.
- Identify gaps, develop, and implement school/district policy that supports the management of chronic health conditions in schools.
 - Support the time school nurses need to plan and evaluate care, like teacher preparation time, such as:
 - conducting literature reviews to stay current with best practices,
 - working with healthcare providers and families to develop student-centered health and education plans
 - conducting individual and classroom health education.
 - Provide resources to carry out care coordination at school and school-sponsored events, such as:
 - require adequate staffing to implement the plan of care;
 - include staffing for a school nurse all day, every day;
 - include technology as a resource.
- Provide education for school nurses and school personnel on student health
 - Topics to include:
 - importance of chronic health condition management, and
 - how social and emotional needs of students with chronic health conditions affects student learning and ability to self-manage.
 - Provide education at district or school level staff education days.
- Participate in the appropriate level of staff training presented by the school nurse.
- Promote a positive school climate to include:
 - trusted adults, where students can seek help;
 - non-discrimination, where students with a chronic health condition are treated the same as other students, except to respond to their medical needs;
 - student confidentiality and right to privacy, where students' expectations of confidential and private care is upheld; and
 - school/classroom accommodations provided, as indicated in the student's health and/or education plans.