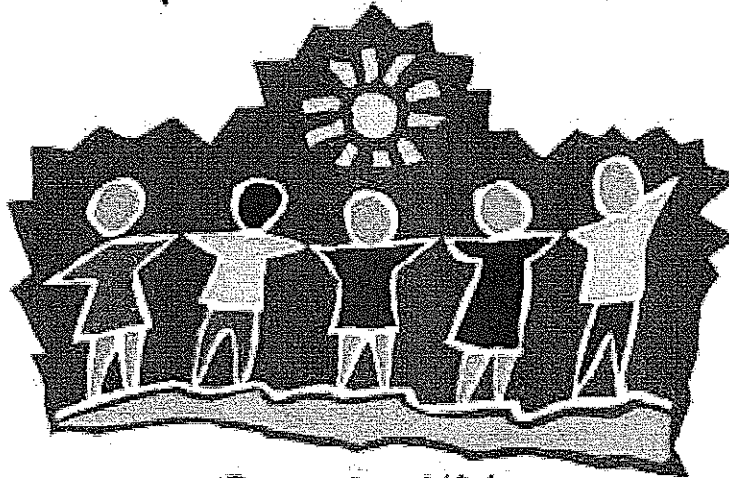


*Quincy Public Schools  
Program Improvement Plan*

*Health Services*

*School Nurses*



Care for Kids

*Rita Bailey MEd BSN RN  
Coordinator of Health Services*

*2018- 2019*

# TABLE OF CONTENTS

- I. Mission Statements**
  - a. Quincy Public Schools
  - b. Health Services
  
- II. Program Leader's Message**
  
- III. Program Description**
  
- IV. District Improvement Plan Alignment**
  - a. System Organizational Chart
  - b. Health Services Organizational Chart and Staffing
  - c. System Team Alignment Chart
  - d. DIP Standard/Team Alignment Chart
  - e. Team Information
    - Team Name(s)
    - Chairperson
    - Purpose, Standard, Key Question, Indicators, and Benchmarks
    - Goals, Action Steps, Source of Evidence and Team/Person Responsible
    - Related Professional Development
    - Membership and Meeting Dates

## Quincy Public Schools Mission Statement

Our mission is to provide a safe and nurturing learning environment for children to achieve their individual maximum potential.

Our desire is to develop students who persevere in their studies, take responsibility for their choices, and are honest in their character.

We seek to equip the students with the necessary skills to thrive as productive workers and committed citizens, and to meet the challenge of change in a global community.

We strive to help children discover and explore their gifts and talents, and to value and respect each other's uniqueness.

In order to accomplish our mission, students, parents and staff must work in a collaboration of effort and trust with open communication.

Our success will be measured by our students who exemplify a lifelong love of learning.

## Health Services Mission Statement

The mission of the Quincy Public Schools' Health Services Team is to promote, protect and enhance the health status of all students. School nurses assess and intervene to address actual and potential health concerns. We support the social, emotional and physical well-being of students to facilitate optimal learning. Nurses encourage a collaborative partnership of all students, parents, community members and school staff to achieve this mission.



## II. COORDINATOR'S MESSAGE

School health programs are experiencing new and unprecedented challenges to support the education, health and well-being of students and their families. Changes in our society and the health care delivery system have increased the need for school nurses to not only advocate for the health and well-being of students, but to become directly involved in providing individualized nursing care to students who might otherwise be unable to attend school. The multifaceted role of the school nurse is the link between good health and educational achievement. Nurses communicate and collaborate with students, parents, school staff and community health providers to coordinate and implement health services.

Our team of experienced nurses provides a wide continuum of direct nursing care ranging from basic first aid to the management of students with chronic illnesses and conditions. Students visit our health offices for scheduled daily medication administration, nursing treatments and procedures. Individual health care plans are created for students with specialized medical needs in order to remove barriers to learning and enhance the educational process.

Nurses are responsible for maintaining adherence to state mandated health requirements of students such as ensuring up to date immunization status and physical examinations. Health prevention interventions include screenings for vision, hearing, scoliosis, and body mass index (BMI) in the effort to address a potential health issue that could affect a student's ability to learn. In the event of a communicable disease occurrence, the school nurse is the central figure in the identification, confirmation, collaboration, notification, and education to the school community. School nurses on an ongoing basis provide individual and group health education.

As the Coordinator of Health Services, it is my pleasure and privilege to work with our team of nurses, teachers, specialists and our administrators who are truly committed to ensuring the health and wellness of our students and school communities.

Rita F. Bailey, MEd BSN RN  
Coordinator of Health Services

### III. Program Description

The Health Services Program is a system-wide school health program that is designed to serve the health needs of all students within Quincy Public Schools. School nurses provide direct care to students on a daily basis and work to enhance the educational process by the modification or removal of health-related barriers to learning. Our team works to foster a safe and healthful school environment promoting an optimal level of wellness.

Each elementary and middle school health office is staffed with at least one full time nurse. There are two full time nurses at each high school. A part time nurse (.6) provides additional nursing support to Clifford Marshall Elementary School. We have four health paraprofessionals on our team. There is one at each high school health office and the other two paraprofessionals circulate throughout the district to assist our nurses.

School nurses meet the health needs of students with a variety of special medical issues. Some of the more predominant conditions include diabetes, asthma, seizure disorders, life-threatening allergies, and other chronic illnesses.

Based on a health needs assessment at the beginning of each school year, nurses provide individualized care to students closely collaborating with primary care providers, families and school team members. Individual Health Care Plans and Emergency Action Plans are developed when necessary.

School nurses provide a wide range of direct patient care services. This care ranges from basic first aid, episodic care, emergency care and chronic illness management. Nurses have scheduled daily visits for medications, treatments and procedures as well as students and staff that visit the health office for illness assessment and health consultation on an as needed basis.

As required by the Massachusetts Department of Public Health, school nurses also conduct routine health screenings of students at various grade levels on an annual basis. Vision, hearing, postural and Body Mass Index growth screenings are performed.

Parents of students who fail any screening test are notified in writing and are referred for medical follow up. Nurses advocate for students and collaborate with parents to address any identified health issues that may pose a barrier to learning.

We continue to collaborate with the Department of Public Health's Oral Health Unit and Big Smiles for dental screenings. These programs are offered to all students in each school and is free of charge. Approximately 1010 students participated in the Dental Program last year.

Last year Clifford Marshall School piloted the "Big Smiles" in-school dental program. This dental program provided oral health to children who may not regularly see a dentist. Licensed dentists and dental assistants performed all the necessary care. After seeing the number of completed referrals, eight other schools decided to try "Big Smiles." For the 2018-19 school

year 14 schools have signed up with “Big Smiles.” The four remaining schools will work with the Department of Public Health.

The health needs of students vary from year to year. There are approximately 2,510 students throughout our system that have special health care needs. The major diagnoses are asthma, life-threatening allergies, diabetes, seizures, as well as varied behavioral and emotional conditions and multiple chronic medical conditions. Nurses work closely with students, families, school staff and health care providers to insure that the medical needs of the student can be safely met throughout the school day. The least amount of disruption is taken into consideration so the student does not miss learning opportunities in the classroom.

An ongoing challenge is the management and care of diabetic students in school. The use of insulin pumps, pen needles and other technology is always changing. Nurses work closely with students, as well as their primary care physician to regulate the administration of insulin throughout the day based on blood glucose levels and the calculation of carbohydrate intake. Newly diagnosed diabetic students also pose a new challenge for school nurses. Students are returning to school after much shorter hospital stays, thus requiring the school nurse to be more closely involved with providing the initial health education, coordination and management of their illness throughout the school day.

School nurses are also actively involved in providing outreach and education on ways to control and prevent the spread of flu and other communicable illnesses.

Another challenge facing health services is the provision of health care to students attending both daily and overnight field trips. It is difficult at times to obtain substitute nursing coverage and a challenge to delegate medical procedures whenever possible. Our QPS Field Trip Policy, which includes a Health Services protocol, is being utilized to facilitate the health and safety of students on school sponsored field trips.

### **Nursing Team**

Our team of nurses has prior experience from a myriad of clinical settings. Due to the nature and scope of school nursing practice, it is essential that nurses possess good clinical skills and are able to effectively manage the health needs of their student population.

The school nurse works collaboratively with students, families, and staff both within the school and community to coordinate the health care of students during the school day.

All school nurses are licensed registered nurses in Massachusetts and possess a school nurse license by the Massachusetts Department of Elementary and Secondary Education (DESE). Ten of our school nurses have received National Certification as School Nurses.

School nurses will continue to incorporate performance evaluation based upon the Massachusetts Department of Elementary and Secondary Education Evaluation Standards for

Specialized Instructional Support Personnel (SISP) Rubric. This will be done in conjunction with the School Nurse Appendix that was written by a DPH nursing task force in accordance with the National Association of School Nurses Scope and Standards of Nursing Practice.

Because of our computerized record keeping system, nurses are able to keep individualized student health records and track valuable data regarding the type and frequency of health encounters that occur in school health offices. The numbers of health encounters for first aid and illness assessment continue to increase from year to year.

The number of students who return to class after a visit to the health office has remained in the 93<sup>rd</sup> percentile, indicating that the school nurse has a direct impact on keeping students in school. Further, analysis of our health data has provided valuable information on ways that we can improve our health practices.

Nurses at all levels take an active role in providing health education to all students. Individual health education is provided to students upon each health encounter. At the elementary level, nurses provide classroom presentations on health topics such as hand washing, hygiene, flu prevention, dental health, nutrition, growth and development, sun and bicycle safety.

Middle and high school nurses work closely with staff to address specific health issues such as tobacco use, drug and alcohol use, and poor nutritional habits.

High school nurses are also involved in working with school teams to coordinate guest speakers to address issues of substance abuse, social host laws, head injury, nutrition and eating disorders to name a few. There are active chapters of Students Against Destructive Decision making (SADD) at North Quincy High School and Quincy High School. This has also been introduced into the Middle Schools as well.

At each high school, nurses have taken a leadership role in coordinating activities with students that promote healthy behaviors and positive decision-making. Some of the programs that were offered include the Mentor Program, Red Ribbon Week, Children's Hospital of Boston fundraiser, Substance Abuse Trivia Contest, Injury Prevention, Melanoma Prevention, "Rachel's Challenge," "Pay It Forward" and "Drug Story Theater." This year's programming will include building competencies around diversity and inclusion.

Each nurse is also a member of their individual school's Wellness Team, which focuses on promoting healthy habits and creating a healthier school environment. Our four-year contract with the "Alliance for a Healthier Generation Healthy Schools Program" concluded in June 2016. However, we still maintain a partnership with them, which includes on-line support and assistance. The Alliance provides a framework that supports schools to create healthier school environments by promoting increased physical activity and healthy eating. Schools nurses are directly involved in conducting school inventories and identifying team goals that positively



influence a healthy lifestyle, nutrition and physical activity behaviors. Quincy Public Schools hosted its' fifth Health & Wellness Symposium on May 23, 2018. During this session, we had three different speakers who presented on three different topics. Julie Bosworth, RD – Sugar Addiction, Christine O'Shaughnessy – Mindful Presence and Heather DiNino – Yoga. This was an extremely informative session for the Wellness Team Members because it relates to so many topics that are presented to students of all grades throughout the year.

Some of the many health initiatives that take place at the elementary school level thru the year include: BOKS, JAMmin minute sessions, before and after school exercise programs (i.e. basketball, floor hockey), Walk for Diabetes and the American Heart Association, Jump Rope for Heart, Family Soccer Day, Health Fairs, Healthy Habits and Challenges, and try a new fresh fruit and/or vegetable day.

Nurses provide health education and promote a healthy lifestyle to all students. Although nurses are not directly involved in daily classroom instruction, school nurses provide direct health education to students upon each health encounter. Nurses are in a unique position to provide education to a student regarding their specific health issues and necessary management and follow up.

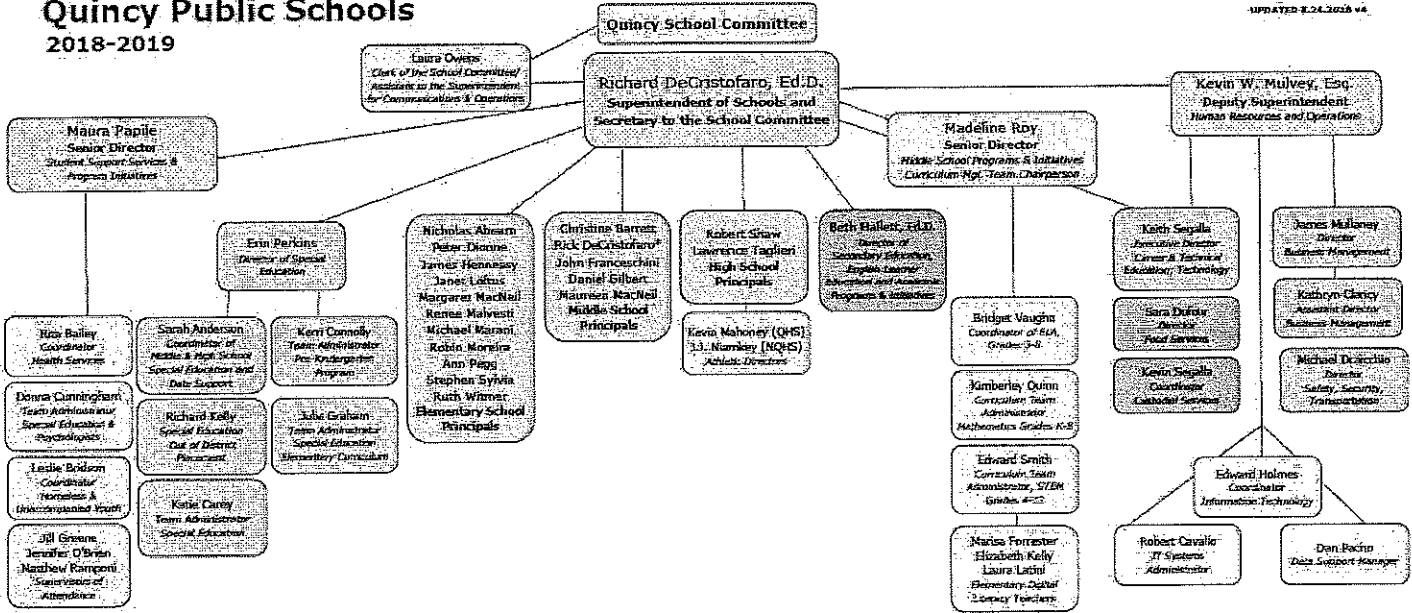
As the school nurse becomes familiar with the students, she is able to track health visits and identify repeated patterns of medical symptoms, which lead to a detailed health assessment, direct intervention and referral when necessary.

Nurses also provide annual health education to staff, regarding health and safety issues including: first aid measures, universal precautions, blood borne pathogens, anaphylaxis and emergency care. Last year our nursing staff provided instruction and certified 157 staff members in CPR. Classes are offered to staff throughout the school year.

# IV. District Improvement Plan Alignment

**Quincy Public Schools**  
2018-2019

UPDATED 8.24.2018 v4



**Team Assignments:**  
Student Support Services Teams  
Health Educators  
Physical Education  
Health Services  
Special Education Support Teams  
Alternative Programs Team  
Student Placement Teams  
Health, Nutrition, Wellness  
Student Records Teams  
Chairpersons Team

**Team Assignments:**  
Special Education Program Teams & Vertical Teams  
Elementary Vertical Teams  
Elementary Principal Team  
Elementary Digital Learning Team  
Literacy Team  
Pre-Kindergarten Team  
EL High Needs Team  
EL Pre-Kindergarten Team

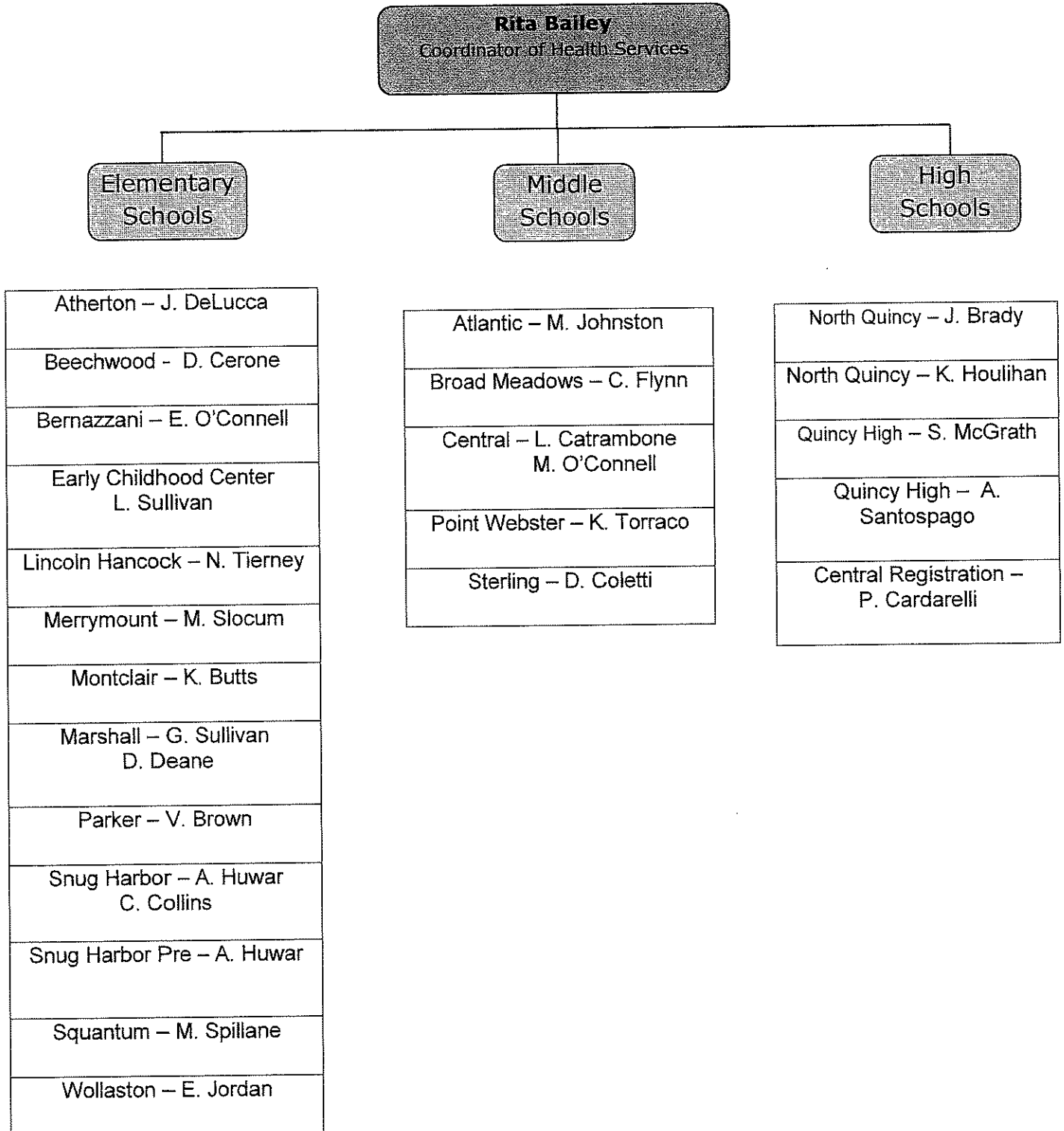
**Team Assignments:**  
Curriculum & Assessment Mgt. Team  
Middle School Vertical Teams  
Middle School Principal Team  
Middle/High School Digital Learning Team  
Advanced Pathways Team  
Professional Development Team, K-8  
Teacher Mentor Team  
Middle School Tech/Engineering Team

**Team Assignments:**  
High School Vertical Teams  
High School Principal Team  
Cabinet Council Team  
High School PQS Team  
English Learner Education & EL/EL Vertical Teams  
EL High Needs Team  
Academic Programs Team  
Central Registration Team  
Athletics Advisory Team  
CTE Team & CTE Advisory Teams

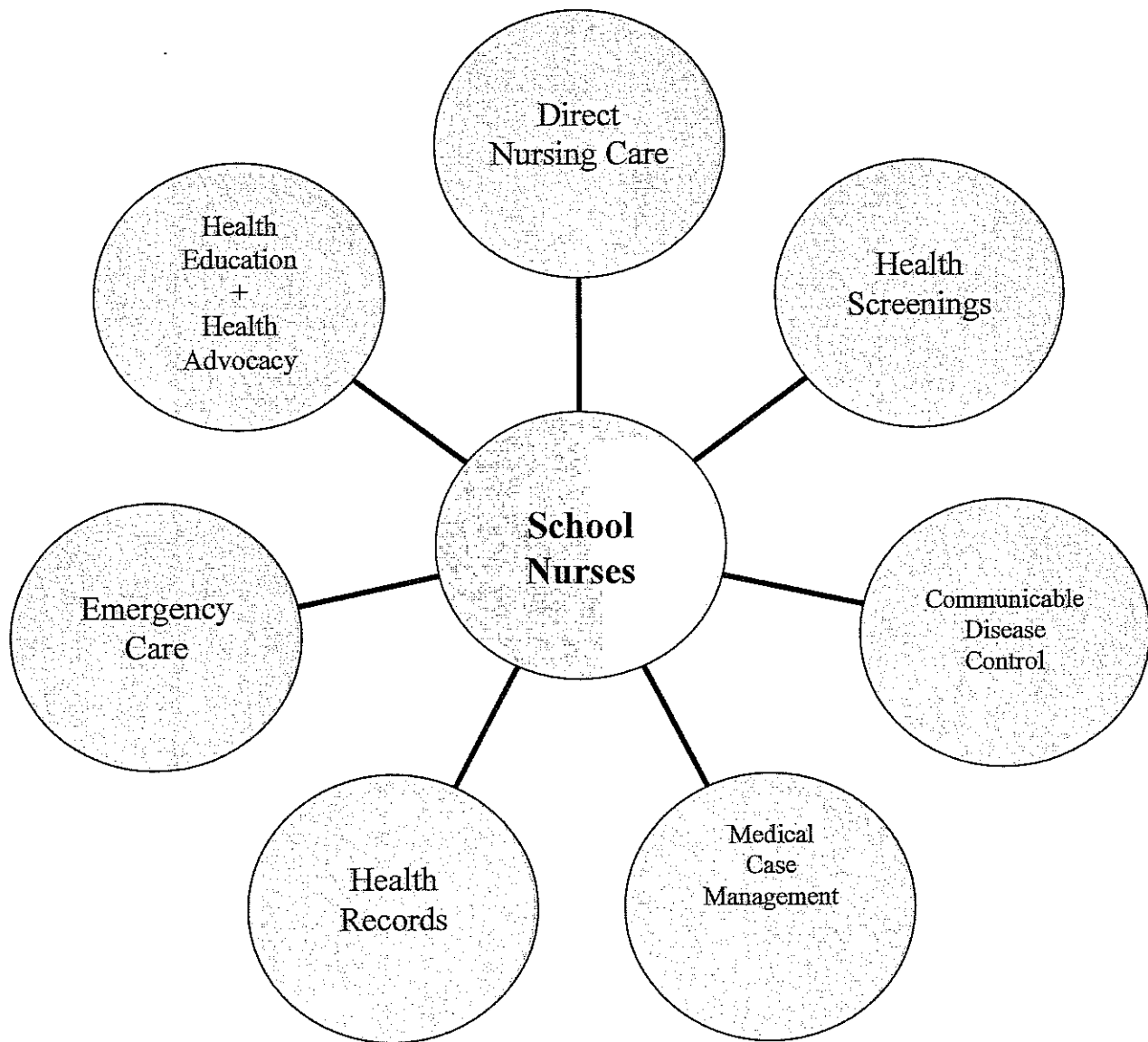
**Team Assignments:**  
Personnel Teams  
QPS/QEA Educator Evaluation Team  
Secretaries Team  
Transportation Administration Team  
Business Operations Integration Team  
Technology & Training Team  
Custodial Services Team  
IT Techs Team  
Food Services Team  
Safety & Security Team  
Grant Administration Team  
School-Community Partnership Team

## IV. District Improvement Plan Alignment

### b. Health Services Organizational Chart Staffing



## Health Services Areas of Responsibilities

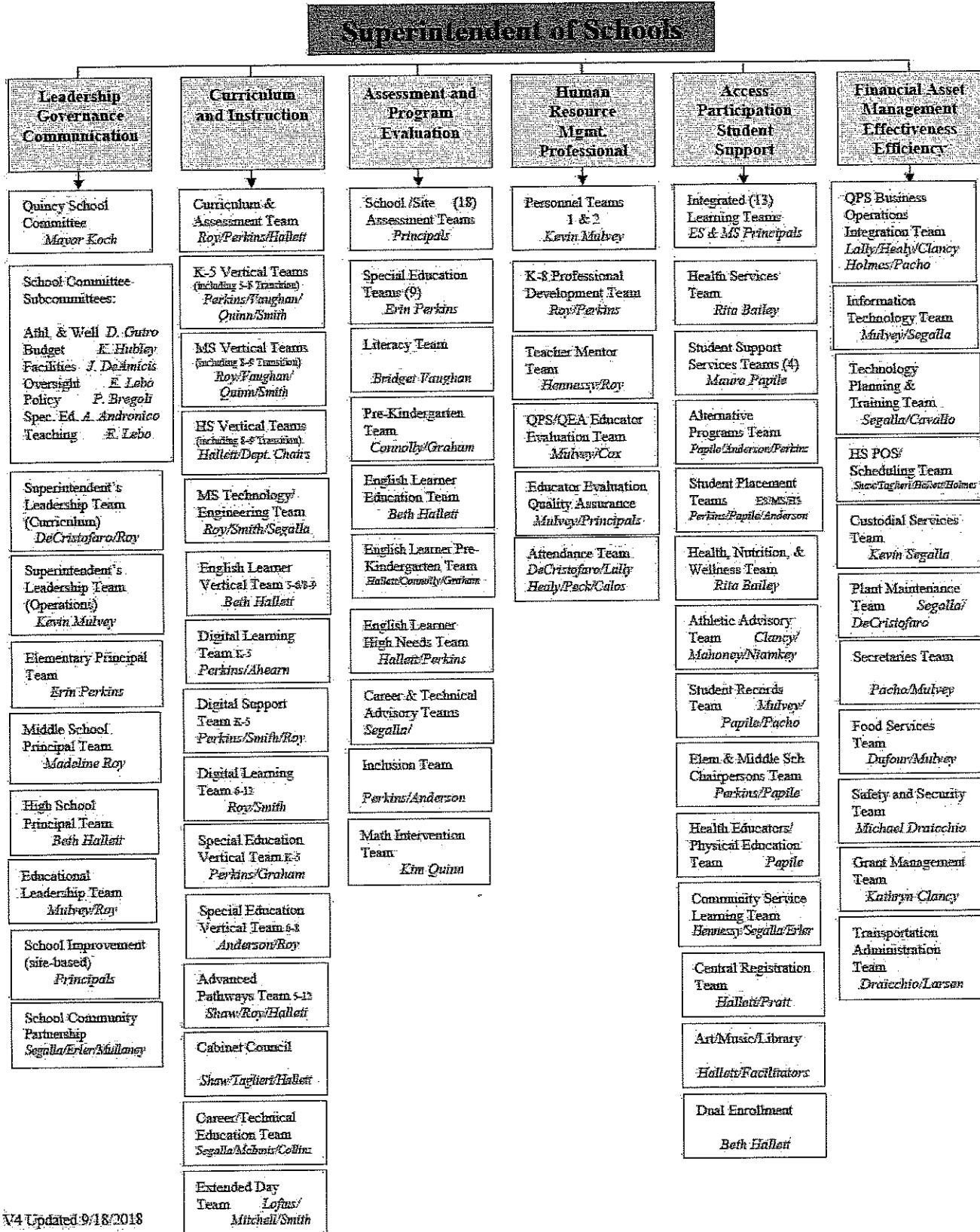


# IV. District Improvement Plan Alignment

## c. System Team Alignment Chart

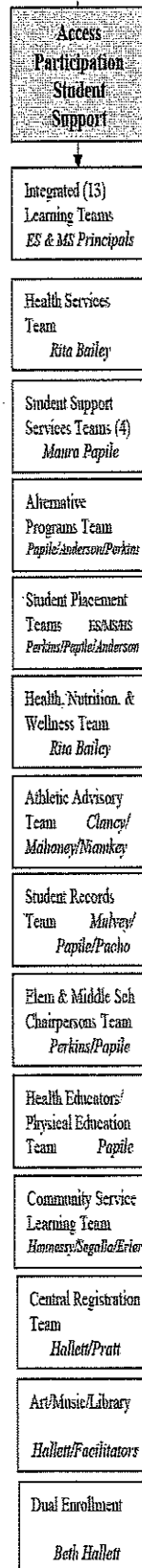
### Quincy Public Schools

#### Team Organization and Alignment Chart 2018-2019



# IV. District Improvement Plan Alignment

## d. DIP Standard/Team Alignment Chart



## V. District Improvement Plan Alignment

### e. Health Services Team

**Team:** Health Services Team

**Chairperson:** Rita Bailey

**Purpose:** To promote, protect, and enhance the health status of all students.

<b>DIP Standard:</b>	Standard 5 ~ Access, Participation and Student Academic Support
<b>Key Question:</b>	Are comprehensive, accessible, and rigorous academic programs provided? Are support services offered that addresses the needs of all students, establish effective discipline and behavior practices, and maintain high rates of student attendance through graduation? Are accessible and rigorous academic programs provided? Are support services offered that address the needs of all students, establish effective discipline and behavior practices, and maintain high rates of student attendance through graduation?

<b>Indicators</b>	<b>Benchmarks</b>
<b>Indicator 7:</b> The district implemented policies and programs that addressed the needs of transient and homeless students and provided them with timely and equitable access to quality programs.	The district identifies homeless students and provides outreach to families regarding rights and services. The district monitors prompt registration and educational services. Nurses work with the families and agencies to obtain the required medical information.
<b>Indicator 8:</b> District and school policies and practices promoted the importance of student attendance and attendance was continuously monitored, reported and acted upon.	The district accommodates students' particular medical needs and ensures that students returning from extended medical leaves have a smooth transition back to school. The district promotes good health and makes referrals to outside medical professionals where needed.

**Team:** Health Services Team  
**Alignment:** Standard 5: Access Participation and Stud. Support  
**Chair Person:** RITA BAILEY  
**Purpose:** To promote, protect, and enhance the health status of all students.

Member Names	Title	Email	Role
VANESSA BROWN		vanessabrown@quincypublicschools.com	Team Member
KELLIE BUTTS	Nurse	kelliebutts@quincypublicschools.com	Team Member
LOREN CATRAMBONE	Nurse	lorencatrambone@quincypublicschools.com	Team Member
DEBORAH CERONE	Nurse	deborahcerone@quincypublicschools.com	Team Member
DIANE COLETTI	Nurse	dianecoletti@quincypublicschools.com	Team Member
CHRISTINE COLLINS		christinecollins@quincypublicschools.com	Team Member
DONNA DEANE	Nurse	donnadeane@quincypublicschools.com	Team Member
JORDAN DELUCCA	Nurse	jordandelucca@quincypublicschools.com	Team Member
CHRISTINE FLYNN	Nurse	christineflynn@quincypublicschools.com	Team Member
KRISTIN HOULIHAN	Nurse	kristinhoulihan@quincypublicschools.com	Team Member
MEREDITH JOHNSTON	Nurse	meredithjohnston@quincypublicschools.com	Team Member
ELIZABETH JORDAN	Nurse	elizabethjordan@quincypublicschools.com	Team Member
SHEILA MCGRATH	Nurse	sheilamcgrath@quincypublicschools.com	Team Member
EMILY O'CONNELL	Nurse	emilyoconnell@quincypublicschools.com	Team Member
MOLLIE O'CONNELL	Nurse	mollieoconnell@quincypublicschools.com	Team Member
ASHLEY SANTOSPAGO		ashleysantospago@quincypublicschools.com	Team Member
MARTHA SLOCUM	Nurse	marthaslocum@quincypublicschools.com	Team Member
MAUREEN SPILLANE	Nurse	maureenspillane@quincypublicschools.com	Team Member
GEORGINA SULLIVAN	Nurse	georginasullivan@quincypublicschools.com	Team Member
LAURA SULLIVAN	Nurse	laurasullivan@quincypublicschools.com	Team Member
NANCY TIERNEY	Nurse	nancytierney@quincypublicschools.com	Team Member
KATHLEEN TORRACO	Nurse	kathleentorraco@quincypublicschools.com	Team Member

**Goals**

Description	Status
<p><b>Goal 1:</b> The Health Services Team members will help identify and implement in collaboration with individual school wellness teams, new wellness initiatives based on the "Alliance for a Healthier Generation Healthy Schools Program" framework and school inventory. The nurses will continue to work with wellness team members to help create and sustain a healthy environment where students can learn and flourish. To support these initiatives the nurses and wellness team members will partake in two Health Symposiums that are scheduled on November 28, 2018 and April 3, 2019.</p> <ol style="list-style-type: none"> <li>1. Identify School Wellness Team Members. 9/2018</li> <li>2. Develop school wellness team meeting schedule for the school year. 10/2018</li> <li>3. Identify school wellness goal(s) and develop action plan. 11/2018</li> <li>4. Review and revise school inventory with wellness team members. 11/2018.</li> <li>5. Implement school wellness goals. 11/2018 through 6/2019.</li> <li>6. Participate in Health Symposium "Dynamic Influence." 11/28/18</li> <li>7. Participate in Health Symposium "Leadership." 4/3/19.</li> <li>8. Evaluate progress and celebrate accomplishments. 6/2019</li> </ol>	Ongoing



**Team:** Health Services Team  
**Alignment:** Standard 5: Access Participation and Stud. Support  
**Chair Person:** RITA BAILEY  
**Purpose:** To promote, protect, and enhance the health status of all students.

**Goals**

Description	Status
<p><b>Goal 2:</b> The Health Services Team will participate in Professional Development Programs that are concentrated on increasing nursing skills, assessments and knowledge. One of the trainings will center on "Managing Students with Seizures" and the other training sessions emphasis will be on the development and creation of a "Nursing Guidelines, Protocols and Procedures Manual."</p> <p style="margin-left: 20px;">1. Participate in Professional Development Programs focusing on increasing nursing skills and knowledge. 9/2018 - 6/2019</p> <p style="margin-left: 20px;">2. Create a Quincy Public Schools Nursing Guidelines, Procedures and Protocols Manual. Throughout the school year, the nurses will work as a team gathering and reviewing information. Once we have all the documents, a decision will be made as to what belongs in the manual.</p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Ongoing</div>

Meeting Dates	Time	Location	Complete?
Tuesday, September 4, 2018	12:30 PM - 2:30 PM	Coddington Rm. 121	No
Tuesday, October 9, 2018	1:00 PM - 2:30 PM	Coddington Rm. 121	No
Tuesday, November 13, 2018	1:00 PM - 2:30 PM	Coddington Rm. 121	No
Tuesday, December 11, 2018	1:00 PM - 2:30 PM	Coddington Rm. 121	No
Tuesday, January 8, 2019	1:00 PM - 2:30 PM	Coddington Rm. 121	No
Tuesday, February 12, 2019	1:00 PM - 2:30 PM	Coddington Rm. 121	No
Tuesday, March 12, 2019	1:00 PM - 2:30 PM	Coddington Rm. 121	No
Tuesday, April 9, 2019	1:00 PM - 2:30 PM	Coddington Rm. 121	No
Tuesday, May 14, 2019	1:00 PM - 2:30 PM	Coddington Rm. 121	No
Tuesday, June 11, 2019	1:00 PM - 2:30 PM	Coddington Rm. 121	No

## Health Services Professional Development 2018-2019

Date	Professional Development	Location
October 9, 2018	"QPS Nurse Guidelines, Protocols and Procedures Manual"	Coddington Rm. 121 2:30p.m. – 4:30p.m.
November 28, 2018	Health Symposium Robert Hackenson "Dynamic Influence"	Tirrell Room 3-4pm
January 8, 2019	"Managing Students With Seizures" – Susan Welby New England Epilepsy Foundation	Coddington Rm. 121 2:30p.m. – 4:30p.m.
March 12, 2019	"QPS Nurse Guidelines, Protocols and Procedures Manual"	Coddington Rm. 121 2:30p.m. – 4:30p.m.
April 3, 2019	Health Symposium Robert Hackenson "Leadership"	Tirell Room 3-4p.m.

**Team:** Health, Nutrition, & Wellness Team

**Alignment:** Standard 5: Access Participation and Stud. Support

**Chair Person:** RITA BAILEY

**Purpose:** This policy provides for the implementation of Massachusetts Law c.111, 233, 105 CMR 215: Standards for School Wellness Advisory Committees; CMR 225: Nutrition Standards for Competitive Foods and Beverages in Public Schools; Section 204 of the Healthy, Hunger Free Kids Act of 2010, Public Law 111-296, Local School Wellness Policy Implementation and Public Law 108-265 Local Wellness Policies which sets the standards for the establishment and implementation of School Wellness Policies and Advisory Committees.

Member Names	Title	Email	Role
MAURA PAPILE	Administrator	maurapapile@quincypublicschools.com	Co-Chair
SARA DUFOUR	FoodSrv	saradufour@quincypublicschools.com	Team Member
SARAH GINN		SARAHGINN@QUINCYPUBLICSCHOOLS.COM	Team Member
Doug Gutro			Team Member
KATHRYN HUBLEY			Team Member
KEVIN MAHONEY	Para Aide	kevinmahoney@quincypublicschools.com	Team Member
JEAN-JACQUES NIAMKEY	Administrator	jjniamkey@quincypublicschools.com	Team Member

**Goals**

Description	Status
<p><b>Goal 1:</b> Quincy Public Schools will have a Health, Nutrition and Wellness Advisory Team, consisting of school staff and concerned community representatives to recommend, review, and help implement school district policies addressing school nutrition, nutrition education, physical activity and related issues that affect student health.</p> <ol style="list-style-type: none"> <li>1. Update current QPS Wellness Policy. 10/2018</li> <li>2. Review policy with Advisory Council. 01/2019</li> <li>3. Publish Health, Nutrition and Wellness Team Newsletter. 11/2018 &amp; 03/2019</li> </ol>	Ongoing
<p><b>Goal 2:</b> Provide guidance and support to individual school wellness teams throughout the 2018-19 school year.</p>	

Meeting Dates	Time	Location	Complete?
Monday, October 22, 2018	9:00 AM - 10:30 AM	Coddington Rm. 121	No
Monday, January 7, 2019	9:00 AM - 10:30 AM	Coddington Rm. 121	No
Monday, March 18, 2019	9:00 AM - 10:30 AM	Coddington Rm. 121	No
Monday, June 17, 2019	9:00 AM - 10:20 AM	Coddington Rm. 121	No

**Health, Nutrition and Wellness Advisory Team Membership:**

Member Names	Title	E-Mail
Rita Bailey	Coordinator Health Services	ritabailey@quincypublicschools.com
Maura Papile	Director Student Support Services	maurapapile@quincypublicschools.com
Sara DuFour	Director of Food Services	saradufour@quincypublicschools.com
Sarah Ginn	Food Services	saraginn@quincypublicschools.com
Kevin Mahoney	QHS Athletic Director	<a href="mailto:kevinmahoney@quincypublicschools.com">kevinmahoney@quincypublicschools.com</a>
JJ Niamkey	NQHS Athletic Director	<a href="mailto:jjniamkey@quincypublicschools.com">jjniamkey@quincypublicschools.com</a>
Kathy Deady	Parent	rdeady@verizon.net
Roseann Russell	Parent	roseannrussell@comcast.net
Kim Kroeger	Manet Community Health Center	kkroeger@manetchc.org
Robert Shiner	Physician –School Physician Manet Community Health Center	rshiner@manetchc.org
Ruth Jones	Public Health Nurse Quincy Health Department	rjones@ci.quincy.ma.us
Karen McKim	Public Health Nurse Quincy Health Department	kmckim@ci.quincy.ma.us
Claire Brennan	Germantown Neighborhood Center	cbrennan@ssymca.org
Tracey Phelan	Germantown Neighborhood Center	tphelan.ssymca.org
Kathryn Hubley	School Committee Member	kathrynhubley@quincypublicschools.com
Douglas Gutro	School Committee Member	douglasgutro@quincypublicschools.com