

Avel eSchool Health

Annual Review

Your eSchool Health team is committed to helping you feel confident in the care you provide to the students you serve. We appreciate your partnership with us and allowing us to help you when needed! Please review the information below and let us know if there is ever any specific education or reviews you desire; we are happy to help in any way we can!

Infection Control~

It is part of your role to always ensure you are following proper infection control measures to keep yourself and those you care for protected. These measures include:

- Handwashing before and after any care provided
- Gloves should be worn when working with medication or when there is a potential exposure to any bodily fluids.
- Mask when appropriate.
- Gown when appropriate.
- Hand Sanitizer must be at least 60% alcohol based and should not be used if:
 - Hands are visibly soiled, before eating or after using the bathroom

First Aid~

We know there are many kiddos you care for that do not require a call to us, you are more than capable of managing many things; never hesitate to call us if you need us!

Video: <https://vimeo.com/547695770>

Health Care Plans~

Each year your primary nurse will request a medical condition list from you listing any students that have asthma, allergies, seizures, diabetes, or any other complex medical condition. Once we get that we reach out to families for more information and then create a health care plan that outlines any details of care the student may need at school. These will be sent to you to save and dispense to staff as needed. Please be aware of which students have one and chose a location to store them where they can be quickly accessed. We also recommend teachers do the same in case an emergent situation arises in class.

Privacy~

Every employee is bound by HIPPA and FERPA laws in place to ensure confidentiality is maintained. This applies to every interaction you have with a student. The information you obtain should be used only to provide the needed educational or health related cares and should not be shared with anyone that is not involved in the care provided.

Emergency Preparedness~

Follow your district emergency preparedness plan. Emergencies can include violence threat, natural disaster, fire, etc.

Roles and Responsibilities:

- Define who is responsible for emergency medication
- Emergency medications should include: anaphylaxis, hypoglycemia, seizures, asthma
- Have emergency care plans available and a plan to quickly take emergency medications with you out of the building as needed.

School Outings~

When a student leaves school for any outing, concert, field trip, sporting event, etc.:

Send a separate bottle, envelope or container labeled with the student name, medication name, dose and time it is to be given.

Dose can be sent with a teacher to administer appropriately.

Tyto Equipment~

Please review this brief video on use of your Tyto equipment. We are so thankful for your help during assessments, you are our hands and we could not do it without you!

Video: <https://vimeo.com/492592059>

Head Bump Protocol~

When a student bumps their head it is requested that they be sent to the office, accompanied if needed, and a call made to eSchool Health for an evaluation to be done. It is crucial that an initial evaluation be done by a nurse so that if there are any changes we have had the opportunity to get a baseline immediately after the injury. This best enables us to determine next steps in care that may be needed.

****Any student that has a head bump at school should have a head bump letter sent home with them****

Staff also need to be aware of signs and symptoms of a head injury, listed on the letter below.

I Bumped My Head Today!

Today's date: _____

Dear Parent/Guardian of _____,

We are writing to inform you that your child has injured his/her head while at school. While this may not be serious, it is important to take precautions and watch for any indication of serious head injury.

EMERGENT SYMPTOMS TO WATCH FOR:
<ol style="list-style-type: none"> 1. Drowsiness or lethargy- cannot be awakened 2. Staggering or difficulty walking 3. Muscle weakness or paralysis of one or more extremity 4. Unequal pupils (one pupil larger than the other) 5. Convulsions/seizure or twitching muscles 6. Vomiting 7. Increasing headache 8. Stiff neck or fever 9. Clear or bloody fluid draining from the ear or nose 10. Unusual behavior 11. Speech changed 12. Pale or flushed face 13. Loss of bowel or bladder control 14. Slow and full pulse changing to fast and weak
<p>If any of these occur, contact your healthcare provider or take your child to the emergency room.</p>

ONGOING SYMPTOMS THAT MAY INDICATE A CONCUSSION:
<ol style="list-style-type: none"> 1. Appears dazed or stunned 2. Moves clumsily 3. Answers questions slowly 4. Drowsiness 5. Shows mood, behavior, or personality changes 6. Can't recall events prior to or after a hit or fall 7. Headache or "pressure" in head 8. Nausea or vomiting 9. Balance problems or dizziness, or double or blurry vision 10. Bothered by light or noise. 11. Feeling sluggish, hazy, foggy, or groggy 12. Confusion, or concentration or memory problems 13. Just not "feeling right," or "feeling down, irritable, or sad"
<p>If one or more of these symptoms occur, contact your healthcare provider.</p>

If your child requires further assessment by a medical provider, please also let your school know. If you have questions, please contact the school office at

_____.

Sincerely,

Medications~

Please be familiar with your districts medication administration policies and abide by them. If needed, ensure all documentation is present such as provider and guardian permission to administer, labeled medication with administration directions, and a means to document the administration to each student. **If you ever have any questions on administration of a medication, please contact a nurse for guidance prior to administering anything.**

If you are a school in SD it is required that you provide a signed medication order to eSchool Health for any medication that is administered at school

Each time a medication is administered you **must** check the 6 R's of safe medication administration.

- Right person/student
- Right drug/medication
- Right dose/amount
- Right time
- Right route (oral, inhalation, ear drops, etc.)
- Right documentation per district policy

If you are a registered as a UMA or UDA remember to renew your registration every 2 years, you will receive alerts via email to remind you.

Documentation Guidelines~ **General Rule: if it is not documented it was not done.**

- Use blue or black ink.
- Include date and time.
- Writing readable and neat.
- Correct spelling, grammar and punctuation.
- Never erase or use correction fluid. Draw a neat line through the incorrect entry and write "error", date and your initials.
- Sign your name at the bottom of the form or in designated area.
- Medication form must include student's name.
- Record only what you do or see yourself, do not record for others.
- Never chart until after medication is given.

PRN Medications (as needed)~ Please review the information and videos below if you have any students with the listed medical condition. Know where all medications are stored~ in the office, a bag, a locker, in the classroom, etc. These may be needed emergently so must be available immediately.

Asthma~ call nurse anytime help with assessment or administration is needed.

Signs/symptoms include wheezing, persistent dry cough, shortness of breath, chest tightness

Triggers include allergens, exercise, weather (extreme cold or high humidity), and respiratory illness

Inhaler Use:

Video without a spacer: https://www.youtube.com/watch?v=Lx_e5nXfi5w&feature=emb_rel_end

Video with a spacer: <https://www.youtube.com/watch?v=BbONuRXJdr0>

Epi Pen~ If use of epi pen is needed, or you question if it is needed always call the nurse.

Signs/symptoms of anaphylaxis include shortness of breath, cough, rapid heart rate, feeling like throat is swelling shut, drooling, swelling or hives, dizziness, wheezing, etc.

Causes can be from exposure to a known allergen: use prescribed epi pen if available.

Or can occur if a student has contact with something they are allergic too, but were not aware: use stock epi pen if available.

If Epi pen is administered always call 911.

Video: <https://www.youtube.com/watch?v=KzHebySkD6c>

Seizures~

First Aid for seizures includes:

- **Call nurse**
- Safety, moving objects away, lowering to the floor, protecting head
- Turn onto side if able
- Monitor time, type of seizure
- Refer to care plan
- Buccal emergency med:
 - Can be done with tablets or liquid
 - Can be given even if teeth are clenched
 - Insert syringe or tablet between teeth and check, along the gum line and allow to absorb.



Video rectal emergency med: https://www.youtube.com/watch?v=R6gVnyi34_g

Medication Administration Video review: <https://vimeo.com/547694077>

Diabetes~

Refer to student specific care plan for detailed care instructions. If a student with diabetes exhibits signs of high or low blood sugar please notify the nurse for help in checking and managing treatment.

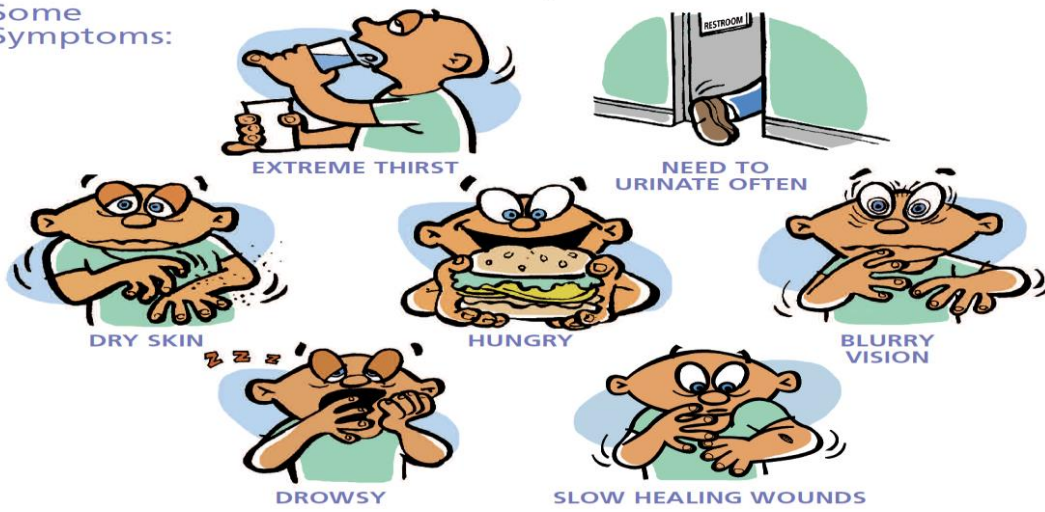
Low Blood Sugar:



Video glucagon: https://www.youtube.com/watch?v=1XQ13_zXvy4

High Blood Sugar:

Some Symptoms:



Avel eSchool Health**Annual Assessment**

Please the following assessment and return to eSchool Health for review, if you have any questions or concerns please let us know! 605-322-2386

Name: _____

School: _____

Date: _____

1. What is a health care plan?
 - a. A document listing a student's daily medication at school.
 - b. A document including all of the student's previous hospitalizations and surgeries.
 - c. A document stating a student's health condition and details on management at school.

2. Parents need to be contacted and a letter sent home for a student who:
 - a. Bumped their forehead on a pole and presents to the office with a bruise.
 - b. Fell off a swing and bumped the back of their head on the ground, no bruising or swelling is noted.
 - c. Bumped their head on the corner of a shelf causing a cut and minor bleeding.
 - d. All of the above.

3. All of the following are symptoms to watch for after a student has a head injury at school EXCEPT:
 - a. Inability to recite the alphabet backwards
 - b. Worsening headache
 - c. Nausea or vomiting
 - d. Unsteady walking

4. The 6 rights of medication administration include all of the following EXCEPT:
 - a. Right drug/medication
 - b. Right dose/amount
 - c. Right route (oral, inhalation, ear drops)
 - d. Right parent

5. Which of the following is TRUE in regards to documentation of a medication administration?
 - a. Your colleague said they gave it for you so you sign it off
 - b. If it is not documented it is not done
 - c. The order on the medication administration sheet is changed so you can white out the old one and write the new one over it
 - d. If a medication is as needed and not scheduled you do not need to document when it is given

6. The 6 rights of medication administration should be checked:
 - a. Only by the nurse
 - b. Only when administering a PRN (as needed) medication like and inhaler or seizure med
 - c. Every time any medication is given to a student

7. True or False: you are administering an oral medication to a student for a urinary tract infection, you should email all teaching staff to let them know.

8. Which of the following are infection control measures?
 - a. Hand washing
 - b. Mask
 - c. Gloves
 - d. Gown
 - e. All of the above

9. True or False: you should have a plan in place prior to an emergency occurring for how to quickly and safely take emergency medication with you during an emergency such as a fire.

10. If you are unsure of anything related to a medication order, administration, dosage, side effects, etc. what should you do?
 - a. Ask the nurse for clarification
 - b. Ask the parent for clarification
 - c. Ask a local pharmacist for clarification
 - d. Ask a doctor for clarification

11. Which one of the following statements on epi pen administration is NOT true?
 - a. Epi pens should be used for the emergency treatment of a life threatening allergic reaction
 - b. Epi pens should be injected to the outer thigh
 - c. If an epi pen is administered and the student feels better, 911 does not need to be called

12. A diabetic student may have a low blood sugar due to which of the following:
 - a. Not enough food
 - b. Too much insulin
 - c. More physical activity
 - d. All of the above

13. When you want to call the nurse what is the first step?
 - a. Log in to the Tyto app on the iPad and power on your device
 - b. Call first to state you are placing a video call
 - c. Ask an administrator if it is ok to call

14. You have a child who has an ear ache, you call the nurse to evaluate, what should you NOT do to get ready for the visit?
 - a. Power on the device so the otoscope can be used
 - b. Have the child sit in a chair
 - c. Get a disposable otoscope cover ready
 - d. Prepare the child by telling them it will hurt but only for a second

15. How do you calibrate the thermometer on your device?
 - a. Take your own temperature before the students
 - b. Aim the thermometer at the floor
 - c. Aim the thermometer at a wall in the room
 - d. It never needs to be calibrated

16. You have a student that has fallen off a high slide at recess and is not able to move their right leg, it appears broken. They cannot be moved into the office but you need our help, what do you do?
 - a. Skip calling the nurse and just call the parent for pick up
 - b. Make the student move into the office
 - c. Skip calling the nurse and call 911 only
 - d. Move your Tyto equipment outside for use

17. When not in use your equipment should:
 - a. The cart should remain plugged in
 - b. The iPad should stay powered on so updates can occur
 - c. The device should stay plugged in but can be powered off
 - d. The wheels should be locked
 - e. All of the above

18. When should you call a nurse?
- a. You have a medication question
 - b. You have a student with an injury
 - c. You have a student not feeling well
 - d. You have an education request
 - e. Anytime
 - f. All of the above

Thank you for taking the time to do this annual review~ We hope it was helpful, if there are any areas you feel you want or need more education on please let us know!

Phone: 605-322-2386

Please send this completed review (**pages 8-11 only**) to:

Email: Amanda.allison@avera.org

OR

Fax: 605-679-6883