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# End of Year Reports

**WASN Conference 2023**



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Burlington Area School District

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My background

No disclosures

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# Why write a report???

## Wisconsin Administrative Code PI8.01 Standard (g)

- (g) *Emergency nursing services.* Each school district board shall provide emergency nursing services under a written policy adopted and implemented by the school district board which meets all of the following requirements.
1. The emergency nursing policies shall be developed by a professional nurse or nurses registered in Wisconsin in cooperation with other school district personnel and representatives from community health agencies and services as may be designated by the board.
  2. Policies for emergency nursing services shall include protocols for dealing with pupil accidental injury, illness and administration of medication at all school sponsored activities including but not limited to curricular, co-curricular and extra-curricular activities and a method to record each incident of service provided.
  3. Arrangements shall be made with a licensed physician to serve as medical advisor for the emergency nursing service.
  4. The emergency nursing services shall be available during the regular school day and during all school sponsored activities of pupils.
  5. Pupil emergency information cards, equipment, supplies and space for the emergency nursing services shall be appropriate and readily accessible.
  6. A review and evaluation by the school board shall be made of the emergency nursing services program at least annually.



- **Cover Page: School District, school year, your name and title, picture**
- **Next page: I include a listing of Administration (Superintendent, Assist. Superintendent, principals). Then list District Nurses and Health Aides**

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## WI Statute 121.02 (1)(g) and WI Administrative Code PI 8.01 Standard g

I have written these 2 out and then I state whether the district  
"meets" or "does not meet" these standards.

### ADMINISTRATIVE RULE

Wisconsin Statute 121.02 (1)(g) and Wisconsin Administrative Code PI 8.01 Standard (g)

Emergency nursing services shall be provided under the direction of a nurse(s) registered in Wisconsin. Arrangements shall be made with a physician to serve as medical advisor for the emergency nursing service. Written policies shall include procedures for dealing with accidental injury, illness, and medication at all school-sponsored activities. An annual review shall be made of the emergency nursing services. Emergency nursing services shall be available for emergencies or illnesses that occur during the regular school day, including curricular and extracurricular activities of pupils. Equipment and supplies for the emergency nursing services shall be readily accessible.

#### REQUIREMENTS FOR MEETING STANDARD

- M Provide nursing services under the direction of a registered nurse. Arrangements for a medical doctor to serve as medical advisor.
- M Establish written policies and procedures for emergency nursing.
- M Designation of individuals responsible in each attendance center and for all school functions to carry out the emergency nursing procedures.
- M A record system including accident investigation reports and log of services performed.
- M Adequate equipment and supplies readily accessible.
- M A record system including medication administration to students and consent forms.
- M Annual review of emergency nursing services.

M = Meets requirements.

D = Deficient areas – see attached narrative report.

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## Enrollment numbers

I list each school and their enrollment numbers.

I get these numbers from the 3rd Friday count  
and also from the immunization report.

You can compare the enrollment numbers to  
previous years. Are numbers going up or down?

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## Immunizations

I use a table to show each school, number of students who are UTD, in process, behind or no record, medical waiver, religious waiver, personal waiver.



Then I show a total (which matches the enrollment number). I also give the compliance percentage for each school, along with a percentage for the district over all.

I compare the percentage from this year to last year.

I also include a brief narrative under the table discussing any concerns and giving credit to our health aides who work incredibly hard on this task.

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## Vision and Hearing

Include numbers of how many screened, grade levels, how many rescreened (hearing) and how many referrals were sent.

If you have information on results/follow up from referrals, that is also great information to include.



You may want to include information on groups you partnered with: Lions Club, Prevent Blindness

How many vouchers?

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## Health Room Visits



- I list each school and the total number of health room visits for the year.
- I also include the last 3 years and compare data from year to year

I also include a separate chart which lists how many student accident reports, head injury reports, 911 calls and any BBP exposures

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## Staff Accident Reports



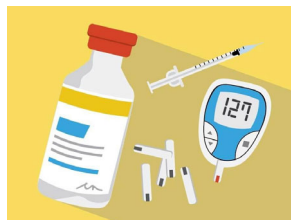
- I list each school and how many STAFF accident reports they had.
- I further break them down by:  
Are they report only?  
Or did they seek medical care?
- I also compare this years numbers to the last 3 years numbers and look for trends

# Special Health Programs



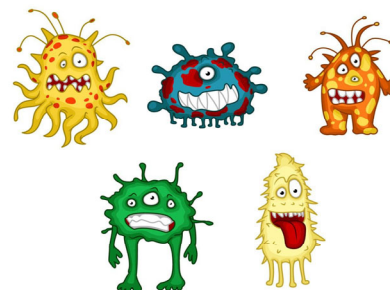
- 5th grade puberty talks
- Freshman Decision Making Class
- Anything else: oral health, muscles and bones to 3rd grade, handwashing, nursing career talk

## Medications



- Chart by school of how many meds were given.
- I also break it down by OTC VS Prescription
- How many Epipens at each school?
- How many Diastat?
- How many Inhalers?
- How many Diabetics?
- I separate out how many doses of insulin were given
- And also how many diabetic health room visits.
- Also, if there were any medication errors.

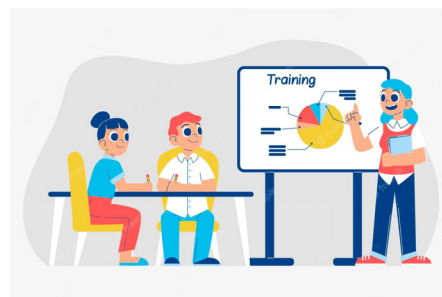
# Communicable Disease



- Total Communicable Diseases across the district.
- Compare this year's numbers to last year's
- I include reportable and also nonreportable (strep throat, pink eye, etc)
- In previous years we would have had separate charts for numbers of COVID cases - per school and separated out by staff or student.

## Staff - Trainings, Etc

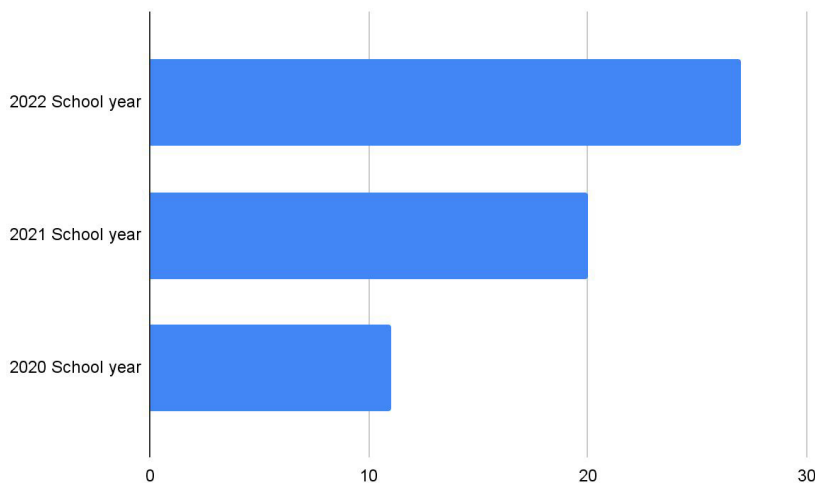
- Staff flu shots - how many staff received their flu shot at the onsite flu shot clinic
- Staff Biometric screening - how many staff
- Staff CPR/First Aid Training
- Staff Stop the Bleed Training
- Staff Narcan Training
- Etc
- Did you train staff on G-Tube feedings?
- Glucagon, Diastat, etc, etc.
- ALL of our staff are trained annually on Epipens and BBP



## Students with documented health conditions

- Chart that includes health conditions by school
- Total number of students with health conditions
- Compare this number to the previous year's numbers, or the last few years numbers to see trends.
- It was eye opening for our School Board to hear that there were 1171 students with documented health conditions (up from the previous year's 926). This is more than  $\frac{1}{3}$  of our student population. They were amazed.

## Students with Mental Health Concerns

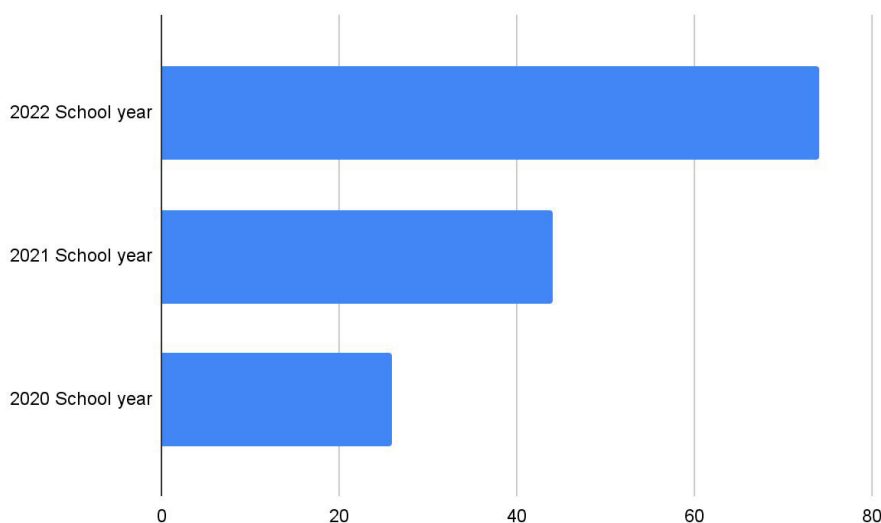


2022: 27 students across the district who were identified as having depression.

In 2020 there were 11 students



## Students with Mental Health Concerns



2022 there were 74 students identified as having anxiety.

2020 there were 26.

## Other charts or graphs to include:

- IHPs or EAP's by school
- 504 plans per school. How many total 504 plans and how many was the nurse involved with?
- IEP's. I usually only include the IEP's that I was a part of
- I also include a chart on Concussions.
  - I break them down by school
  - Then by if they occurred due to a school sport, gym class, other at school (including recess), field trip, or if they occurred outside of school.
  - Then I give a total number of concussions and compare it to the previous year's totals

What else have you done???

- Updated any policies?
- Updated any protocols?
- My district also includes a total number of SCAN cases called in per year

## Evaluation/Recommendations


I end with a narrative that summarizes the data

- Numerous paragraphs, 1 -2 pages

**#Goals**

## Goals/Plans for next year

- What are your goals for the next school year???
- What are the things you would like to work on, or implement next school year???



**Thank you!!!!**

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**Burlington Area School District**