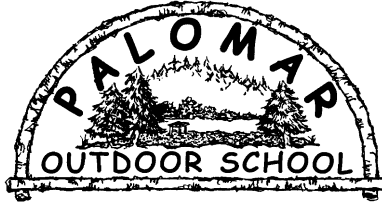


SCHOOL NURSE PACKET

SAN DIEGO UNIFIED SCHOOL DISTRICT
OFFICE OF INSTRUCTIONAL SUPPORT
SCIENCE DEPARTMENT



19452 State Park Rd. – P.O. Box 159, Palomar Mountain, CA 92060
Phone (760) 742 – 3270 FAX (760) 742 – 2126 E-mail grose@sandi.net

School Nurse Overview

This packet contains helpful information for the school nurse responsible for preparing for students who will be attending Palomar Outdoor School. Your cooperation in providing complete and accurate student information in a timely manner is greatly appreciated.

Review School Nurse Packet – See Links Below

It is preferred that the forms be emailed back for convenience sake and to expedite the process. **Both nurses** should always be copied when corresponding:

dconnors@sandi.net (Deborah Connors, RN, M.Ed)

mmoffatt@sandi.net (Maureen Moffatt, RN, MN)

760-742-3270 (phone)

760-742-2126 (fax)

Below, please find links to the files:

Information for School Nurses

Health and Wellness Information

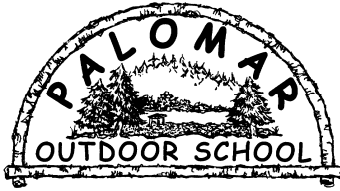
Health Concerns/Medication Log Instructions

[Palomar Outdoor School Health Concerns List](#) (Excel form to be completed by school nurse; see **Health Concerns/Medication Log Instructions**)

[Palomar Outdoor School Medication Log](#) (Excel form to be completed by school nurse; see **Health Concerns/Medication Log Instructions**)

Planning for Students with Special Needs (pdf file for your review)

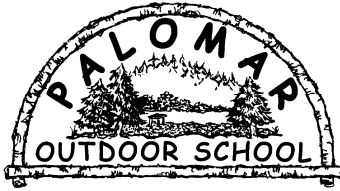
Guidelines for Diabetes Mellitus Type I and Type II (pdf file for your review)



Information for School Nurses

All students may attend “6th grade camp” at Palomar Outdoor School with few exceptions, such as Sickle Cell Anemia. A registered credentialed school nurse is available around the clock so that all children may have the opportunity to attend. Palomar is located at an elevation of 5000 feet and is a one-hour drive to the nearest hospital.

- With **prior planning of at least 3 weeks** most children’s needs may be accommodated by communicating with you, teachers, parents and physicians as needed. See the **Planning for Students with Special Needs** Information.
- Review **Student Health Form A**. This should be already stapled on top of **Authorization Form B**, alphabetized, and separated by girls and boys (not by individual classes).
- Complete **Palomar Outdoor School Health Concerns List** 3 weeks ahead of attending.
- **Medications** need to come in an original container. If dosage is changed, include a note from parent/guardian with specific changes. Label medications with student name, school and **put all inhalers into a labeled plastic zip lock bag**. Send updated hard copy of **Palomar Outdoor School Medication Log** with medications. Medications need to travel on the bus with a teacher, not in a private car.
- Some **students may benefit from having an aide** at Palomar, as we are an around the clock program and students are experiencing a new and different routine. The child’s school is responsible for making these arrangements.
- **Students do not carry inhalers while at Palomar**. Nurses/Staff carefully observe inhaler use and response. Inhalers are readily available to the children. They are carried on hikes by the teachers and sent to the student cabins at night. Assessment for escalating symptoms is carefully monitored.
- Students should bring their own equipment and medication for nebulization.
- **EpiPen and/or Benadryl** for severe allergies e.g. bee sting or food allergies are to have **detailed directions**. Designate trained staff, who is responsible during transport to and from Palomar, to assure medications’ availability on student’s bus.
- For **diabetic students** send orders that cover 24 hours, for example, pump settings, HS insulin, etc. Also send the Health Notebook. Students should have a snack and glucometer available on the bus while riding to camp. It is advisable for students to bring their usual snack for AM, PM and bedtime (**No peanut or nut products**). See **Guidelines for Diabetes Mellitus Type I and Type II**.
- **Parents/guardians are encouraged to send food** that might be needed by their child, e.g. severe allergies, religious needs, snacks for diabetics, etc. It will be kept in the Dining Hall or Nurses Office. Palomar Outdoor School is a **nut and peanut free campus**.
- Give **parents/guardians** our names, emails and phone numbers as needed if they have any **questions or concerns**, e.g. insulin dependent diabetes, special diets, medically involved, special education/behavioral needs, etc.
- Palomar Outdoor School website is sandi.net/Palomar
- **Emails** need to be sent to **both** school nurses because of their varying schedules:
Deborah Connors, RN MEd dconnors@sandi.net
Maureen Moffat, RN MN mmoffat@sandi.net
Phone: 760-742-3270 **Fax:** 760-742-2126

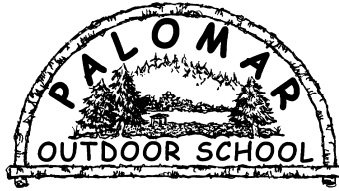


HEALTH AND WELLNESS INFORMATION

- Palomar Outdoor School is located on beautiful Palomar Mountain at an elevation of 5000 feet. It is about an hour away from medical facilities and approximately 65 miles north of San Diego.
- A credentialed school nurse is available around the clock at Palomar Outdoor School while students are in attendance.
- We make every effort to accommodate all students' needs. Students with Sickle Cell Anemia Disease may not attend. These students are at risk at 5000 feet elevation.
- If the child has ASTHMA and is prescribed an inhaler, please send it. Elevation and numerous triggers (weather change, pollen, etc.) can cause an asthma episode. All inhalers are kept in the nurses' office during the day, in the cabin at night and on all out of camp activities. This allows the school nurses to closely supervise use of inhalers and student's conditions.
- Parents are encouraged to send food* for their students with special dietary needs, e.g. allergies, religious, etc. Food is kept in the Dining Hall or Nurses Office. It may be helpful for you to contact our chef, Glenn, at 760-742-2128 to discuss such matters. Calling around 9am M-F works well.
Due to numerous food allergies, we request that **non-peanut/nut snacks or foods are sent*
- Students who have allergies requiring an Epipen and/or Benadryl should bring them with **complete instructions from physician.**
- Students with special education/504 needs are accommodated at Palomar. Sometimes students may need additional adult support due to around the clock schedule. It is helpful to discuss these needs with your child's teacher and/or school nurse. (See Planning for Students with Special Needs)
- Students who are insulin dependent (using insulin pump or intermittent sliding scale injections) should provide the school nurse complete orders regarding their care around the clock. The child's school nurse will then provide that information to Palomar Outdoor School Nurse. (See Guidelines for Diabetes Mellitus Type I and Type II)
- **Parents/Guardians are expected to pick up their student at Palomar if the child needs to go home due to medical or behavior concerns.** Make transportation arrangements prior to sending your child to Palomar to ensure your child can go home if necessary.

Deborah Connors, RN MED
Maureen Moffatt, RN MN
Phone: 760-742-3270

dconnors@sandi.net
mmoffatt@sandi.net
Fax: 760-742-2126



Health Concerns/Medication Log Instructions

Interactive Excel forms are available at sandi.net/palomar/staff.html

Health Concerns List

**** Complete 3 Weeks Before Attendance ****

- **Use the Excel form, not Zangle created Health Concerns list**
- Separate list for each scheduled week (if your school is attending more than one week)
- Separate list of boys and girls for each week
- Note Special Education, ILS, ED, PACE, SDC, etc.
- Note if student may need additional adult support, e.g. 1:1 aide
- Include food allergies
- **Note:** It is not safe for students with **Sickle Cell Anemia** to attend and therefore they are excluded
- Send the list via email or FAX to Palomar Outdoor School **3 weeks before school participation (Not necessary to mail original hard copy)**
- **Changes or updates need to be added to the bottom of the original list and dated; then resend via e-mail or FAX**

Medications and Medication Log

**** MEDICATION LOG to ACCOMPANY MEDS SENT TO CAMP ****

- Separate list for each schedules week
- Separate list of boys and girls for each week
- List student name and a separate line for each Rx. **This becomes the Medication Log used at Palomar**
- Only complete the **highlighted** columns
 - Enter only one medication per line
 - Rx & Strength: Give details about the specific name, type and dosage of the medication
 - Amount: The amount given to the student (i.e. number of pills, sprays, etc.)
- Send prescription meds in original container
- Label each medication with school and student name
- Send all meds via **school bus** not private car
- **Health Form A is sufficient for Rx administration** (Physician Recommendation for Medication not needed)
- **Place inhalers and nasal sprays in labeled zip lock bag**
- **Avoid sending OTC meds (see camp forms for OTCs available at camp)**
- For students with EPI-PENs, designate responsible trained staff for transport to and from Palomar

Deborah Connors, RN, M.Ed
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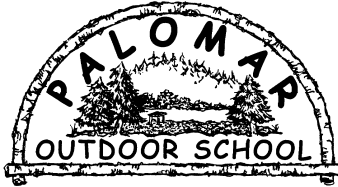
MEDICATION LOG

School: _____

Date Attending: _____

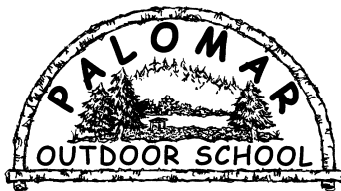
Sex(M or F): _____

Sent	C	H	Student (Last Name, First Name)	Rx/Strength (one per line)	Dosage	Time	M	T	W	Th
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Planning for Students with Special Education Needs attending Palomar Outdoor School

- Every effort is made to accommodate the needs of students while at Palomar.
- Completing and submitting the **Student Needs** form **three weeks** prior to attendance communicates needs and strategies. This facilitates planning for cabins, dens, core groups and staff assignments.
- The usual ratio of **“on schedule”** city teachers to students is 1:30. As needed and authorized, additional teacher(s) and/or classified staff may come to Palomar and be **“off schedule”**. This allows for direct support and supervision of a student or group of students with additional needs.
- When a Special Education teacher is not attending Palomar with their students, it is very helpful to plan with the teacher who will be attending to meet the needs of the students.
- Consider factors that are different while away e.g. around the clock, personal needs, multiple changes throughout the day, unstructured time as compared to school, etc. These often affect and influence student needs and behavior.
- Students are in groups of approximately 15-19 in core and 55-65 in cabins. These groups have 1-2 supervising adults. Information about new routines and transition from one activity to another is under the leadership of a variety of Palomar staff.
- Arrival is approximately noon on Monday. Teacher and/or aide are requested to check into the Health Office to discuss needs/plans with the Palomar school nurse.
- Days start at 6:30 am; lights out is about 9:30 pm.
- City staff **does not** sleep in the cabins with students.
- Students who usually have a 1:1 aide will likely need one while at Palomar. Aides are paid by their school for their usual hours worked. Additional hours worked while at Palomar will be recorded on a time sheet by the individual and paid by the OCILE program.
- Students who do not have an aide in the school may require an aide in the Palomar Outdoor School environment. While the site school must arrange for the requested aide, OCILE can provide budget money to assist in this.
- **The sending school is responsible for making all arrangements for staffing.** This can be done with school site staff and/or the sub desk.
- Conversations with parent/guardian may be essential to discuss any needs related to sleep, self care, etc. so appropriate plans be made ahead of time.



Guidelines for Diabetes Mellitus Type I and Type II

Students with Diabetes are welcome and encouraged to attend Palomar Outdoor School (6th Grade Camp) whether insulin dependent, taking injections, on a pump, or taking oral medication. There is a credentialed school nurse available around the clock for students participating in the camp program. Preparation and careful planning are necessary to ensure that students are safe and comfortable at camp. Therefore, **providing health information three weeks before students attend is critical.** In many instances, this is the first opportunity for a child with Diabetes to be away from home. Our goal is to make it a positive experience.

The following assistance from parents/guardians and school nurses is requested:

- Call Glenn in the Dining Hall (760-742-2128) to request a menu and “carb count” list.
- Send Doctor’s orders including 24 hour around the clock needs to your school nurse, who will forward it to Palomar at least one week prior to attending
- Send the 3 ring binder from the school site Nurse’s Office
- Send the child’s usual snacks for morning, afternoon, and bedtime (peanut/nut products are not allowed)
- Send supplies including:
 - Glucometer, lancets and 40+ strips
 - Insulin – all types used
 - Syringes
 - Glucagon
 - Glucose tablets
 - Strips for urine ketones
 - Cassettes/batteries and other supplies for pump
 - Insulin pen or other back up insulin for pump
- Supplies should be transported on the bus with other medications from the school
- Call or email the Palomar nurses with any other questions or concerns
- Parents/guardians are encouraged to call us as needed

The general routine for students with Diabetes at Palomar includes:

7:00 AM	glucose check in Health Office
7:30 AM	breakfast
10:00 AM	snack (if indicated)
11:50 AM	glucose check in Health Office
12:00 PM	lunch*
3:00 PM	snack (if indicated)
5:00 PM	glucose check in Health Office
5:15 PM	dinner **
8:00 PM	glucose check in Health Office, snack (if indicated)
1:00 AM	glucose check in cabin

*On arrival day lunch is at 1:00 PM so it is important that the student has an adequate snack available on the bus if he/she is used to eating an earlier lunch.

**On departure day snack/dinner accommodations will be made on an individual basis. Arrival at school is estimated to be approximately 7:00 PM