

New Mexico School Health Assistant Training March 2 & 3, 2017

Midtown Public Health Office
2400 Wellesley Dr. NE
Albuquerque, NM 87107



Day One – Thursday

- 8:00 - 8:15** **Registration (15 min)**
- 8:15 - 8:45** **Welcome & Overview (30 min) Cindy Greenberg**
- Welcome, introductions, ground rules, and pre-test
- 8:45 - 9:45** **HA Role in Coordinated School Health (60 min) Cindy Greenberg**
- Describe how to access information via the NM School Health Manual
 - Define Health Assistant competencies and the procedure for PED licensure
 - Describe the roles/relationship of HAs & SNs in coordinated school health
 - Describe Health Assistant role in Annual Health Services Report
- 9:45 - 10:00** **Break**
- 10:00 – 10:45** **Laws & Legal Issues (45 min) Susan Acosta**
- Identify key Federal/state laws, regulations, & policies related to school health
 - Describe criminal/civil liability and potential legal risks in school health
- 10:45 – 11:45** **Students with Special Health Care Needs (60 min) Ashley Garcia**
- Define Special Education IDEA & 504 Regulations
 - Describe the purpose of an Individualized Health Plan (IHP)
 - Describe the Health Assistant’s Role in caring for students with special needs
- 11:45 – 12:45** **Lunch provided (60 minutes)**
- 12:45 – 1:45** **Communication Skills (60 min) Janie Lee Hall**
- Identify personal communication styles, relational needs and strategies
- 1:45 – 2:30** **Delegation/Specialized Health Services (45 min) Susan Acosta**
- Describe the basic guidelines for nursing delegation of specialized health services
 - Identify the process/protocols for selected delegated procedures
- 2:30 – 2:45** **Break (15 min)**
- 2:45 – 3:45** **Medications in Schools (60 min) Becky Trujillo**
- Describe medication administration policies in schools
 - Name 5 rights of assisting with medications, guidelines for storage, etc.
- 3:45 – 4:45** **Mental Health, Assets & Self-Care (60 min) Francisco Chavez**
- Describe developmental assets & common problems that should be reported
 - Describe the role of the HA as a child advocate and family liaison
 - Identify tools for self-care and stress-management Immunizations

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Day 2 - Friday



- 8:00 - 8:15** **Welcome back and Check-in (15 min)**
- 8:15 - 9:15** **Communicable Disease Control (60 min) Julianna Ferreira**
- Identify notifiable diseases and conditions in New Mexico
 - Describe principles of infection control and universal precautions
 - Identify recommended school action for common communicable diseases
- 9:15 - 10:45** **Screening and Assessment (90 min) Cathy McDonald**
- Demonstrate routine vision and hearing screening;
 - Demonstrate the ability to interpret, document, and report relevant data
- 10:45 – 11:00** **Break (15 min)**
- 11:00 – 12:00** **Emergencies, First Aid & Safe Schools (60 min) Cathy McDonald**
- Describe Health Assistant role in providing first aid and responding to emergencies
 - Identify procedures for specific emergency/life-saving situations
 - Describe Health Assistant role in the Safe School Plans
- 12:00 – 12:45** **Lunch provided (45 minutes)**
- 12:45 – 1:45** **Immunizations (60 min) Rebecca Trujillo**
- Describe vaccine preventable diseases and the importance of immunizations
 - Explain NM school immunization law and guidelines for exemption
 - Demonstrate ability to read immunization records and interpret requirements
- 1:45 - 2:30** **School Wellness: Nutrition & Physical Activity (45 min) Anita Hett**
- Explain relationship between nutrition, physical activity & school performance
 - Describe common chronic conditions related to nutrition & physical activity
 - Identify nutrition, physical activity & PE/HE requirements in PED wellness policy
- 2:30 - 3:00** **Break (15 min)**
- 3:00 - 4:00** **Health Records, Confidentiality & Duty to Report (60 min) Cindy Greenberg**
- Describe guidelines for health records, documentation, and confidentiality
 - Identify indicators of child abuse/neglect and the duty to report
- 4:00 - 4:45** **Wrap-Up & Certificates (30 - 45 min) Cindy Greenberg, Susan Acosta & Rebecca Trujillo**
- Evaluations, post-test, and certificates of completion