

**New Mexico School Health Assistant Training**  
**September 29, 2016**  
*Day One – Thursday*



- 8:00 - 8:15**     **Registration (15 min)**
- 8:15 - 8:45**     **Welcome & Overview (30 min) Cindy Greenberg**
- Welcome, introductions, ground rules, learning objectives, 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 - 10:30**     **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
- 10:30 – 10:45**     **Break (15 min)**
- 10:45 – 11:45**     **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
- 11:45 – 1:00**     **Lunch (75 min) On Your Own**
- 1:00 – 2:00**     **Communication Skills (60 min) Janie Lee Hall**
- Identify personal communication styles, relational needs and strategies
- 2:00 – 2:45**     **Delegation/Specialized Health Services (45 min) Susan Acosta**
- Describe the guidelines for nursing delegation of specialized health services
  - Identify the process/protocols for selected delegated procedures
- 2:45 – 3:00**     **Break (15 min)**
- 3:00 – 3:45**     **Communicable Disease Control (45 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
- 3:45 – 4:30**     **Health Records, Confidentiality & Duty to Report (45 min) Cindy Greenberg**
- Describe guidelines for health history, health records and confidentiality
  - Identify indicators of child abuse/neglect and the duty to report

**New Mexico School Health Assistant Training**  
**September 30, 2016**  
*Day 2 - Friday*



- 8:00 - 8:15**     **Welcome and Check-in (15 min)**
- 8:15 - 9:15**     **Medications in Schools (45 min) Susan Acosta**
- Describe current options for medication administration in schools
  - Name 5 rights of assisting with medications, guidelines for storage, etc.
- 9:15 - 10:30**    **Screening and Assessment (75 min) Cathy McDonald**
- Demonstrate routine vision and hearing screening;
  - Demonstrate the ability to interpret, document and report relevant data
- 10:30 - 10:45**   **Break (15 min)**
- 10:45 - 11:45**   **Emergencies, First Aid & Safe Schools (60 min) Cathy McDonald**
- Describe HA role in providing first aid and responding to emergencies
  - Identify procedures for specific emergency/life-saving situations
  - Describe HA role in the Safe School Plan
- 11:45 - 1:00**    **Lunch (75 min) On Your Own**
- 1:00 – 1:45**     **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
- 1:45 - 2:30**    **Students with Special Needs/IHPs (45 min) Susan Acosta**
- Define students with special needs and the role of IDEA & 504
  - Describe the purpose of an Individualized Health Plan (IHP)
  - Identify common conditions that may require an IHP
- 2:30 - 3:00**     **Break (15 min)**
- 3:00 - 4:00**     **Immunizations (60 min) Anita Hett**
- 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
- 4:00 - 4:30**     **Wrap-Up & Certificates (30 min) Cindy Greenberg & Susan Acosta**
- Evaluations, post-test, and certificates of completion