

New Mexico School Health Assistant Training

Day One – Thursday January 9, 2020

8:00 - 8:30 Welcome & Overview (30 min)

Welcome, introductions, ground rules, and pre-test

8:30 – 9:30 HA Role in Coordinated School Health (60 min)

- 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

9:30-10:15 (45 min) Health Services Reports (45 min)

- Describe Health Assistant role in Annual Health Services Report
- Describe Health Assistant role in NM DOH Adverse Event Report

10:15 – 10:30 Break

10:30 – 11:15 Laws & Legal Issues (45 min)

- Identify key Federal/state laws, regulations, & policies related to school health
- Describe criminal/civil liability and potential legal risks in school health

11:15 12:15 Delegation/Specialized Health Services (60 min)

- Describe the basic guidelines for nursing delegation of specialized health services
- Identify the process/protocols for selected delegated procedures

12:15 – 1:00 Lunch provided (45 minutes)

1:00 – 2:00 Medications in Schools (60 min)

- Describe medication administration policies in schools
- Name 5 rights of assisting with medications, guidelines for storage, handling, and disposal

2:00 -3:00 Health Records, Confidentiality & Duty to Report (60 min)

- Describe guidelines for health records, documentation, and confidentiality
- Identify indicators of child abuse/neglect and the duty to report

3:15– 3:30 Break (15 min)

3:30 -4:45 Mental Health, Assets & Self-Care (75 min)

- 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
- Identify nutrition, physical activity & PE/HE requirements in PED wellness policy

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8:00 - 8:15 Welcome and review

8:15- 9:00 Communicable Disease Control (60 min)

- Identify notifiable diseases and conditions in New Mexico
- Describe principles of infection control and universal precautions
- Identify recommended school action for common communicable diseases

9:00- 10:00 Immunizations (60 min)

- 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

10:00 – 10:15 Break (15 min)

10:15 – 11:00 Emergencies, First Aid & Safe Schools (45 min)

- 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

11:00-12:15 How do you Communicate (75 min)

12:15- 1:00 Lunch provided (45 minutes)

1:00- 2:15 Screening and Assessment (75 min)

- Demonstrate routine vision and hearing screening;
- Demonstrate the ability to interpret, document, and report relevant data

2:15- 2:30 Break (15 min)

2:30 - 3:30 Students with Special Health Care Needs (60 min)

- 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

3:30-4:30 School Wellness: Nutrition & Physical Activity (60 min)

- 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

4:30- 5:00 Post Test, Evaluation and Certificates (30 min)