

## Utah School Health Workload Report: 2024 - 2025 Template

Please submit district/charter/private/parochial school year 2024-2025 data online by June 30<sup>th</sup>, 2025. Contact [samanthabushnell@utah.gov](mailto:samanthabushnell@utah.gov) or call (801) 419-1078 with any questions. Data will be collected online, a link will be sent out to you in the spring. Please take time to read through the document and reference which information to collect. Numbers should be reported for the school year.

Remember: **This report is mandatory for all districts and charter schools per [R277-415](#)**.

**Instructions:** please complete the School Health Workload Report below as one per district, one per charter school, or one per private/parochial school. If your LEA does not have a school nurse, please answer questions 1-60.

1. LEA
  - a. Name
  - b. Is your LEA a district, charter, or private/parochial school?
  - c. Are you submitting data for any schools outside of your defined LEA?
2. Please list numbers that best represent your LEA (district/charter/private)
  - a. How many schools are in your LEA (district/charter/private)
  - b. How many students in LEA? Oct 2024 data if possible
3. Person Completing report
  - a. Name
  - b. Title
  - c. Email
  - d. If you are NOT the best contact for future school health workload report data questions please list contact information for that person. (leave blank if you are the best contact)
  - d. Are you a school nurse (defined as a registered nurse who is licensed in Utah, and whose primary role is the care of a defined group of students enrolled in school)?
4. Does your district or school have the following policies in place?
  - a. Health and wellness policy
  - b. Medication policy
  - c. Administration of naloxone
  - d. Administration of Epinephrine
  - e. Traumatic head injury policy
  - f. Are policies reviewed and updated every 5 years.
5. Are there at least two individuals onsite that have a current certification in CPR and First aid from an authorized training program? As required by [R392-200-6\(9\)](#)
6. Total number of schools with AEDs:

### DISPOSITIONS-

7. Enter number of all student encounters/health office visits, not just those due to specific conditions.

**Submit numbers for the full school year.**

- a. Number of student encounters/health **office visits to RN** resulting in:
  - a. Students returned to class or staying in school
  - b. 911 Called
  - c. Student sent home
- b. Number of student encounters/health **office visits to LPN** resulting in:
  - a. Students returned to class or staying in school
  - b. 911 Called
  - c. Student sent home
- c. Number of student encounters/health **office visits to health aid/clerk** (non-RN/ office staff):

- a. Students returned to class or staying in school
- b. 911 Called
- c. Student sent home

### **MEDICAL CONDITIONS**

8. Students with certain medical impairments (see definitions on last page).
- a. Total number of students with health concerns
  - b. Total number of medically complex students:
  - c. Total number of medically fragile students:
  - d. Total number of nursing-dependent students:

### **Adrenal insufficiency**

9. Answer the following questions for students diagnosed by a healthcare provider with adrenal insufficiency:
- a. Total Diagnosed with Allergy by healthcare provider:
  - b. Total students with this condition that have an IHP/EAP:
  - c. Total students with this condition that have Section 504/IEP plans:
  - d. Total students who were chronically absent (by diagnosis)
10. Total number of times stress hydrocortisone tablets were administered at school for adrenal insufficiency:
11. Total number of times emergency hydrocortisone injections were administered at school for adrenal insufficiency:
- a. Total number of times medication was administered by non-RN or school employee
  - b. Total number of times medication was administered by school nurse

### **Allergy- Anaphylactic**

12. Answer the following questions for students diagnosed by a healthcare provider with an anaphylactic allergy to anything
- a. Total Diagnosed with an anaphylactic allergy by healthcare provider:
  - b. Total students with an anaphylactic allergy that have an IHP/EAP:
  - c. Total students with an anaphylactic allergy that have Section 504/IEP plans:
  - d. Total students who were chronically absent with an anaphylactic allergy:
13. Does your LEA carry stock epinephrine?
14. Total number of individual orders in your district/school for epinephrine:
15. Total number of staff members trained to administer epinephrine auto-injector (include general staff trained and student specific):
16. Total number of times epinephrine was administered at school (by both lay staff and school nurses):
17. If epinephrine was administered at school, please list:
- a. Total number of students injected with epinephrine:
  - b. Total number of staff/visitors injected with epinephrine:

### **Asthma**

18. Answer the following questions for students diagnosed by a healthcare provider with Asthma:
- a. Total Diagnosed with Asthma by healthcare provider:
  - b. Total students with this condition that have an IHP/EAP:
  - c. Total students with this condition that have Section 504/IEP plans:
  - d. Total students who were chronically absent with Asthma:
19. Total number of students with orders for asthma rescue medication (student specific):
20. Total number of times student specific asthma rescue medication was administered for an asthma exacerbation:
- a. by school staff (non-nurse):
  - b. by school nurse:

21. Dispositions related to an asthma exacerbation:

- a. Total number of students receiving their own student specific asthma rescue medication resulting in:
  - I. Students returned to class or staying in school
  - II. EMS Called
  - III. Student Sent Home
- b. Number of students that needed medication but did not have access to it:
  - I. Students returned to class or staying in school
  - II. EMS Called
  - III. Student Sent Home
- c. Total number of students receiving stock albuterol resulting in:
  - I. Students returned to class or staying in school
  - II. EMS Called
  - III. Student Sent Home

22. From above question, of students who needed asthma medication but did not have access to it that stayed in school and returned to class, what happened?

- a. Total number of students who had their personal medication was brought to them at school:
- b. Total number of students whose needs resolved without medication:

23. Total number of staff members trained to administer student specific asthma rescue medication:

#### **Asthma- Stock Albuterol**

24. Total number of schools that carry stock albuterol:

25. If your school carries stock albuterol, in what form?:

- a. Total number of schools carrying stock albuterol for administration via inhaler:
- b. Total number of schools carrying stock albuterol for administration via nebulizer:

26. Total number of staff trained to administer stock albuterol:

27. Total number of times stock albuterol was administered:

- a. Total number of times administered:
- b. Administered or assisted by lay staff (non-nurse):
- c. Administered or assisted by school nurse:

#### **Diabetes**

28. Answer the following questions for students diagnosed by a healthcare provider with type 1 diabetes:

- a. Total Diagnosed with Type 1 Diabetes by healthcare provider:
- b. Total students with type 1 diabetes that have an IHP/EAP:
- c. Total students with type 1 diabetes that have Section 504/IEP plans:
- d. Total students who were chronically absent with type 1 diabetes:

29. Answer the following questions for students diagnosed by a healthcare provider with type 2 diabetes:

- a. Total Diagnosed with type 2 diabetes by healthcare provider:
- b. Total students with type 2 diabetes that have an IHP/EAP:
- c. Total students with type 2 diabetes that have Section 504/IEP plans:
- d. Total students who were chronically absent with type 2 diabetes:

30. Total number of individual orders do you have in your district/school for glucagon:

31. Total number of times glucagon was administered at school (by both lay staff and school nurses):

32. Total number of staff members trained to administer glucagon (student specific training):

#### **Mental Health Disorders**

33. Answer the following questions for students diagnosed by a healthcare provider with a mental health disorder:

- a. Total Diagnosed with a mental health disorder by healthcare provider:
- b. Total students with this condition that have an IHP/EAP:
- c. Total students with this condition that have Section 504/IEP plans:
- d. Total students with a mental health disorder who were chronically absent:

### **Myalgic Encephalomyelitis/chronic fatigue syndrome (ME/CFS)**

34. Answer the following questions for students diagnosed by a healthcare provider with Myalgic Encephalomyelitis/chronic fatigue syndrome (ME/CFS):

- a. Total Diagnosed with (ME/CFS) by healthcare provider:
- b. Total students with this condition that have an IHP/EAP:
- c. Total students with this condition that have Section 504/IEP plans:
- d. Total students with (ME/CFS) who were chronically absent:

### **Seizure Disorder**

35. Answer the following questions for students diagnosed by a healthcare provider with a seizure disorder:

- a. Total Diagnosed with a seizure disorder by healthcare provider:
- b. Total students with this condition that have an IHP/EAP:
- c. Total students with this condition that have Section 504/IEP plans:
- d. Total students with seizure disorder who were chronically absent:

36. Total number of orders for seizure rescue medication:

37. Total number of times seizure rescue medication was administered:

- a. by the school nurse:
- b. by school employee volunteers:

38. Total number of school employee volunteers trained to administer seizure rescue medication (student specific training):

### **Other Conditions/ Absenteeism**

39. Total number of other IHP/EAP were written for conditions other than those listed above:

40. Total number of students who are chronically absent. Include those listed in the medical diagnosis questions. Please list a number, not a percentage.

### **Medication**

41. Total number of daily scheduled medication orders were on file during the school year:

42. Total number of PRN (as needed) medication orders were on file during the school year not including naloxone, epinephrine, glucagon, hydrocortisone, asthma, and seizure rescue medication (counted separately):

43. Total number of staff members trained to administer daily scheduled medications:

44. Total number of staff members trained to administer PRN medications:

45. Total number of medication errors (definition on last page) your district/school had during this school year:

- a. If you had medication errors, enter number of errors by the school nurse:
- b. If you had medication errors, enter number of errors by other school staff:

### **Naloxone**

46. Does your district/school carry stock naloxone?

47. Total number of times naloxone was administered at school (by both lay staff and school nurses):

48. Total number of staff members trained to administer naloxone:

### **SCREENINGS**

#### **Vision Screening**

49. Total number of students receiving tier 1 vision screening:

- a. Total number of students referred to eye care professional following a tier 1 vision screening:
- b. Total number of students seen by eye care professional following a tier 1 vision screening:
- c. Total number of students receiving treatment (including RX for glasses/contacts):

50. Total number of "Vision Symptoms Questionnaires" submitted for evaluation of a tier 2 vision screening:

- a. Total number of students referred automatically to eye care professional in lieu of tier 2 vision screening:
- b. Total number of students referred to an eye care professional following a tier 2 vision screening by a school nurse:

c. Total number of students seen by eye care professional following a referral and tier 2 vision screening:

d. Total number of students receiving treatment following referral and tier 2(including RX for glasses/contacts):

51. Total number of students receiving financial assistance for glasses or exam with eye care professional (e.g. VSP, Sight for Students, Friends for Sight, Lion's Club):

### **Dental/oral Screening**

52. Total number of students receiving oral screening (through any school-sponsored program):

a. Total number of students receiving dental varnishing:

b. Total number of students receiving restorative services through any school sponsored program:

c. Total number of students seen by the school nurse with a dental emergency:

### **Hearing Screening**

53. Who provides hearing screening for students in your district/charter/private school?

a. School nurse

B. Speech pathologist

c. Audiologist

d. Other(specify)

e. We don't provide hearing screening

54. If screened by the school nurse, Total number of students screened for hearing:

a. Total number of students referred to a hearing professional:

b. Total number of students referred who received treatment:

### **TELEHEALTH**

55. Do you utilize telehealth

a. Yes – school to school nurse

b. Yes – school to health care provider

c. Yes – school nurse to health care provider

d. No

e. Other (specify):

56. If not currently utilizing telehealth:

a. Are you interested in having access to telehealth between the school and the school nurse?

b. Are you interested in having access to telehealth between the school and a healthcare provider?

### **HEAD INJURIES**

57. Please enter the following concerning head injuries.

a. Signs and Symptoms Checklist forms completed in your school(s) during this past school year.

b. Number of confirmed TBI/Concussions.

c. Written statement from qualified healthcare provider to resume participation in return to learn. (sporting event, including PE)

### **DATA COLLECTION**

58. Are you currently using student health data to identify the impact of school nurse interventions on student health and educational outcomes (i.e., improved attendance, test scores, grades, graduation rates)?

Specify:

### **PERIOD PRODUCTS**

59. Period products are now required in all schools with students in 1st – 12th grade female/unisex restrooms free of charge.

- a. How many schools in your LEA are compliant?
- b. How many schools in your LEA are not compliant?
- c. How many schools in your LEA are in the process of becoming compliant?

60. How many vandalism attempts with period products?

**SCHOOL NURSE DATA ONLY** Questions from here to the end are for LEAs with school nurses.

61. School nurses are hired by:

- a. LEA (district/charter/private school) (specify):
- b. Local health department (specify):
- c. Other (specify):
- d. We don't have a school nurse

**TRAINING**

62 Enter the number of district/school staff receiving training *from the school nurse* on the daily management and emergency care needs of students with (please include student-specific and general staff training):

- a. Asthma:
- b. Seizures:
- c. Anaphylaxis (to anything):
- d. Stop the bleed:
- e. CPR/ First Aid:
- f. Other (specify):

63. Enter the number of students taught by the school nurse about:

- a. Maturation
- b. Hygiene
- c. Hand washing
- d. Dental Care
- e. Asthma
- f. CPR/ First Aid
- g. Other (specify):

64. Total number of school nurses that are CPR/1st Aid instructors:

**MEDICAID**

65. Are any of your nurses (including yourself) paid for by Medicaid (e.g., 1:1 nurses)?

66. Does your LEA use Medicaid to bill for school nurses?

67. Does your school have a school-based health clinic that bills any insurance for services?

**MODEL OF PRACTICE**

68. Model of Practice (select all that apply)

- a. RN (with no UAP or LPN assistance) provides direct care to students on a daily basis (RN assigned to one building).
- b. RN + LPN or UAP team provides direct care to students on a daily basis (RN assigned to one building).
- c. RN provides direct care to students on a daily basis (RN assigned to more than one building with no LPN or UAP/Health Aide covering when the RN is not present).
- d. RN + LPN team provide direct care to students on a daily basis (RN assigned to more than one building).
- e. RN + UAP/Health Aide team assigned to the health office provide direct care to students on a daily basis (RN assigned to more than one building).
- f. RN trains UAP/Health Aide (including secretaries) to perform routine procedures needed in the schools (RN assigned to more than one building).
- g. Other (please specify):

69. Credentials: please indicate the number of school nurses who have each level of education (indicate the highest level of education for each team member).

- a. Doctorate in Nursing
- b. Doctorate in another field
- c. Master's in Nursing (MSN)
- d. Master's in Education (MEd)
- e. Master's in Public Health (MPH)
- f. Master's in another field
- g. Bachelor's in Nursing (BSN)
- h. Bachelor's in another field
- i. Associate's in Nursing (ADN)
- j. Associate's in another field
- k. Diploma in Nursing
- l. Technical program/certificate
- m. High School Diploma/GED
- n. Please indicate the number of Nationally Certified School Nurses:

### SCHOOL NURSE STAFFING

Please list ALL Health Room Staff in appropriate category. Each person should be listed and counted ***only once***. (Enter % of FTE as a number i.e. 1 for full-time, .5 for half-time, etc. Information on last page for calculating FTE)

70. Total number of **administrative or supervisory staff** school health services only (no student caseload). Count those RN providing management/clinical supervision to RNs, LPNs, or other health extenders, or conducting other administrative health services (not listed in #7). Enter zero if not applicable. DO NOT double count RNs entered elsewhere.

- a. Name of **RN**, Enter % of FTE, Credentials, Email
- b. Name of **LPN**, Enter % of FTE, Credentials, Email
- c. **Name of UAP/ Health Aide**, Enter % of FTE, Credentials, Email

71. List all Staff with assigned caseload providing **direct services** to this LEA (add lines as needed). Do NOT list diabetes care/insulin nurses here

- a. Name of **RN**, Enter % of FTE, Credentials, Email
- b. Name of **LPN**, Enter % of FTE, Credentials, Email
- c. **Name of UAP/ Health Aide**, Enter % of FTE, Credentials, Email

72. Total number of Staff with **special assignment**- Includes nurses working with limited caseload providing direct services such as medically fragile students (1:1, 1:2, 1:3, 1:4, 1:5), or child find/EPSTDT.

Count your diabetes care/insulin only RN/LPNs here. Enter zero if not applicable. DO NOT double count staff entered elsewhere.

- a. Name of **RN**, Enter % of FTE, Credentials, Email
- b. Name of **LPN**, Enter % of FTE, Credentials, Email
- c. **Name of UAP/ Health Aide**, Enter % of FTE, Credentials, Email

73. Total number of **supplemental/float staff** permanently hired to provide nursing services (i.e. substitute nurses). DO NOT include RNs with 1:1, 1:2, 1:3, 1:4, 1:5 or RN that provide diabetic services only. This count is in addition to the RNs identified in #7. Enter zero if not applicable. DO NOT double count RNs entered elsewhere.

- a. Name of **RN**, Enter % of FTE, Credentials, Email
- b. Name of **LPN**, Enter % of FTE, Credentials, Email
- c. **Name of UAP/ Health Aide**, Enter % of FTE, Credentials, Email

## DEFINITIONS

### EAP: Emergency Action Plan

This is written by the nurse – for other school staff, with input from the family and healthcare provider. This document is usually in the “if you see this – do this” format for lay staff to follow. The nurse and parent should sign this document. Provider signature is only required if provider orders are included in the same document (i.e. medication, procedure order).

### Health Concerns

This student’s physical and/or social emotional condition is currently uncomplicated and predictable. Occasional monitoring by the school nurse varies from biweekly to annually. These students may or may not require an individualized healthcare plan or emergency action plan.

Examples of chronic health conditions these students may have include attention deficit disorder (ADD) or attention deficit with hyperactivity disorder (ADHD), mild asthma, mild allergies, or a condition which requires administration of medication.

### IHP: Individualized Healthcare Plan

The Nurse Practice Act rules define this as *“a written document that outlines the provision of student healthcare services intended to achieve specific student outcomes, and includes a confirmed medical diagnosis by a licensed health care provider”*. This plan is written by the nurse – for the nurse, with input from the family and healthcare provider. The nurse should sign this document, but provider signature is not required.

### Medically Complex Students

The students who are medically complex are defined as those who may have an unstable health condition and who may require daily professional nursing services. Students in this category have a health condition which requires a licensed registered nurse to do an assessment, write an individualized healthcare plan (IHP) and/or emergency action plan (EAP), and teach and oversee tasks delegated to UAP who work directly with the student.

An example of a student in this category would be one who has medically stable epilepsy or moderate asthma. The school nurse will access medical orders, assess the student, write an IHP or EAP, teach UAP or other school staff how to recognize a problem, and assist the student in the event of an acute incident.

### Medically Fragile Students

There are students who are medically fragile are those students who may have a life-threatening health condition and who may require immediate professional nursing services. Students in this category have a health condition which requires frequent (often daily) one-on-one intervention. An example of this would be a six year old student newly diagnosed with type I diabetes. Intervention is required on a daily basis to check blood status, configure correct insulin doses, and administer insulin. As this student’s medical condition becomes more stable and the student matures, the student’s category may change to one which requires less intense school health services (i.e. medically complex).

### Medication Errors

Medication errors include missed dose (only include missed doses when medication was at school - do not include days when parent did not have medication at school), wrong student, wrong medication, wrong dose, wrong time, wrong route, expired medication, etc.

### Mental Health

Mental health issues (question 19) include ADD/ADHD, depression, anxiety disorders, oppositional-defiant disorder, mood disorders, schizophrenia, autism spectrum disorder, bipolar disorder, borderline personality disorder, dissociative identity disorder, obsessive-compulsive disorder, post-traumatic stress disorder, separation anxiety disorder, social phobia, Tourette’s disorder, eating disorders, just to name a few.



## Myalgic Encephalomyelitis/chronic fatigue syndrome (ME/CFS)

ME/CFS is a complex and disabling disease that affects many parts of the body, including the brain and muscles, digestive, immune and cardiac systems. It is a crippling fatigue lasting 6 months or longer. The condition is also sometimes called chronic fatigue syndrome.

## Nursing-Dependent Students

Students who are nursing dependent are those who may have an unstable or life-threatening health condition and who may require daily, direct, and continuous professional nursing services. These students require direct one-on-one services by a licensed nurse so that they are medically safe in the school setting. An example of a nursing-dependent student would be one with impaired breathing who has a tracheostomy which requires frequent suction.

## Unlicensed Assistive Personnel (UAP)

These are lay staff whose main assignment is health related duties (exclude secretaries, teachers, or principals who only address health issues at times).

### **Calculating Full Time Equivalent (FTE)**

There are many ways to calculate FTE. It may be easiest to calculate FTE using days or hours. Reference the scenarios below to help you determine how to calculate FTE for your work situation.

#### **Scenario 1: One school nurse providing care in multiple school buildings within one district**

Sally is the school nurse for Apple Academy, Silver Secondary School, and Tiger Tech. All schools are within Dodge District. She spends 2 workdays per week at Apple Academy, 2 workdays per week at Silver Secondary School, and 1 workday per week at Tiger Tech.

*FTE per school calculation: Apple Academy*  
 $\frac{2 \text{ days/week}}{5 \text{ days (in a week)}} = 0.4 \text{ FTE}$

*FTE per school calculation: Silver Secondary School*  
 $\frac{2 \text{ days/week}}{5 \text{ days (in a week)}} = 0.4 \text{ FTE}$

*FTE per school calculation: Tiger Tech*  
 $\frac{1 \text{ day/week}}{5 \text{ days (in a week)}} = 0.2 \text{ FTE}$

*FTE calculation for district: Dodge District*  
 $\frac{5 \text{ days/week}}{5 \text{ days (in a week)}} = 1.0 \text{ FTE for Sally}$

**OR**

**0.4 (Apple) + 0.4 (Silver) + 0.2 (Tiger) = 1.0 FTE for Sally**

#### **Scenario 2: Two school nurses both work part time for one school building**

To ensure a school nurse is at Aardvark Academy all day every day (with a bit of extra help during the busy lunch time), Addy works 8:00-12:00 (4 hours) and Bailey work 11:00-3 (4 hours) each day. A full day of work for people on the same contractual level as Addy and Bailey is 35 hours per week.

*FTE for Addy*  
 $4 \text{ hours/day} \times 5 \text{ days/week} = 20 \text{ hours/week}$   
 $\frac{20 \text{ hours/week}}{35 \text{ hours (in a week)}} = 0.57 \text{ FTE for Addy}$

*FTE for Bailey*  
 $4 \text{ hours/day} \times 5 \text{ days/week} = 20 \text{ hours/week}$   
 $\frac{20 \text{ hours/week}}{35 \text{ hours (in a week)}} = 0.57 \text{ FTE for Bailey}$

**FTE for Aardvark Academy**  
**0.57 FTE for Addy + 0.57 FTE for Bailey = 1.14 FTE**

#### **Scenario 3: One school nurse is split between direct care and administrative responsibilities**

Claire spends a portion of her time (on average 5 hours per day) providing direct care to students at Sunnyside School and a portion of her time (on average 2 hours per day) serving as Coordinator of Health Services/Nursing Supervisor for the district. A full-time school nurse in this district would work 32.5 hours/week.

*FTE for school nurse duties at Sunnyside School*  
 $5 \text{ hours/day} \times 5 \text{ days/week} = 25 \text{ hours/week}$   
 $\frac{25 \text{ hours/week}}{32.5 \text{ hours (in a week)}} = 0.77 \text{ FTE for school nursing at Sunnyside School}$

*FTE for Coordinator/Nursing Supervisor role for district*  
 $2 \text{ hours/day} \times 5 \text{ days/week} = 10 \text{ hours/week}$   
 $\frac{10 \text{ hours/week}}{32.5 \text{ hours (in a week)}} = 0.31 \text{ FTE for Coordinator/Nursing Supervisor role for district}$

\*Notice  $0.77 + 0.31$  adds up to more than 1.0 because Clair is working 7 hours per day when a full-time school nurse would be working 6.5 hours per day.