

Washington State's  
**School Nurse Corps Program**

# Washington State School Staff Health Training Guide

Prepared by:  
Washington State School Nurse Corps  
Nurse Administrators

August 2012

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## ACKNOWLEDGEMENTS

Gail Fast, MN, RN, NCSN

Gayle Thronson, MEd, RN

Judy McCrudden, BSN, RN

Julie Schultz, BSN, RN

Katie Johnson, MN, RN-BC, NCSN

Les Stahlnecker, MS, RN

Loralie Gray, MEd, RN, NCSN

Lynn Nelson, MSN, RN, NCSN

Mona Miles-Koehler, MN, RN

Sally Logue, BSN, RN

ESD 105, Yakima, WA

OSPI, Olympia, WA

OESD 114, Bremerton, WA

NEWESD 101, Spokane, WA

OSPI, Olympia, WA

ESD 123, Pasco, WA

NWESD 189, Anacortes, WA

ESD 113, Olympia, WA

NCESD 171, Wenatchee, WA

ESD 112, Vancouver, WA

Special thanks to Loralie Gray who led the work on this guide and to Nancy Hoffman, NWESD 189, School Nurse Corps Administrative Assistant.

## INTRODUCTION/PURPOSE

This guide is provided by the Washington State School Nurse Corps (SNC) to school districts in Washington State. It is intended for use by school nurses and district administration to assist in the compliance of state health training for school staff.

This is not an official Office of Superintendent of Public Instruction (OSPI) document and serves only as a guide, not a legal interpretation of required school staff health training. Schools are urged to review their current policy and procedure associated with school health trainings as well as consult with their school nurse and district legal counsel or risk management staff for specific questions related to the implementation of the RCW's, WAC's, or rules referred to in this guide.

Please check with your school nurse and risk management personnel annually for possible changes or updates to topics, content, or frequency of staff health training. As this guide is not intended to be a comprehensive listing of all trainings schools are required to provide, utilize appropriate district or risk management personnel as a training resource.

## SPECIAL CONSIDERATIONS

### ONLINE TRAINING

The SNC and OSPI Health Services do not have formal guidance regarding online training for districts to use to comply with school health services state statutes. There are, however, some important considerations when looking at online training options. Online training:

- Could partially meet school district compliance for mandated staff training for such requirements as general asthma training for staff;
- Must still be combined with in-person RN training for all Individual Health Plans (IHPs), Emergency Care Plans (ECPs), and delegated skills related training (for example: emergency epinephrine, and other medication administration training, etc.);
- Should include imbedded testing throughout the training to assure that staff work their way through the training;
- Should include nurse availability to answer questions;
- Should be supported by an electronic trainee roster; and,
- Must be updated by experts on a regular basis to reflect current knowledge, practice, and standards of care.

“If a video or online training media is used, it is recommended that a school nurse is present or identified as a resource for staff to direct questions and/or concerns.”

Source: OSPI *Guidelines for Care of Students with Anaphylaxis* (March 2009)

## TRAINING LEVELS

A few of the training topics listed in this guide require two levels of training.

### General Training -

General level training is required for school staff **indirectly** involved with the student. This training may include office staff, building administrators, athletic personnel/coaches, bus drivers, custodians, cooks, teaching staff, paraprofessionals, playground attendants, and others deemed appropriate by the school registered nurse. Please see specific requirements per individual law for trainer qualifications and training content.

### Intensive Training –

Only the school registered nurse can conduct intensive, student specific training for staff **directly** responsible for implementing the student's IHP or ECP. This training may include teacher(s), office staff, coaches, paraprofessionals, cooks, and others deemed appropriate by the school registered nurse.

Refer to specific topic requirements to determine the appropriate training level.

## OSPI UNIFORM TRAINING POLICIES

Please refer to OSPI's uniform staff training policy for:

1. Student with Asthma ( September 2008)

<http://www.k12.wa.us/HealthServices/Resources.aspx>

2. Students with Diabetes (May 2005)

<http://www.k12.wa.us/HealthServices/Resources.aspx>

## ACRONYMS

AE-C = Asthma Educator, Certified  
AED = Automated External Defibrillator  
AIDS = Acquired Immune Deficiency Syndrome  
ARNP = Advanced Registered Nurse Practitioner  
CAE = Certified Asthma Educator  
CPR = Cardiopulmonary Resuscitation  
DO = Doctor of Osteopathy  
ECP = Emergency Care Plan  
ESD = Educational Service District  
ESS = Engrossed Substitute Senate Bill  
HIV = Human Immunodeficiency Virus  
IHP = Individual Health Plan  
LHCP = Licensed Health Care Provider  
MD = Medical Doctor  
OSHA = Occupational Safety and Health Administration  
OSPI = Office of Superintendent of Public Instruction  
RCW = Revised Code of Washington  
RN = Registered Nurse  
RRT = Registered Respiratory Therapist  
SNC = Washington State School Nurse Corps  
SNOW = School Nurse Organization of Washington  
WAC = Washington Administrative Code  
WASBO = Washington Association of School Business Officials  
WIAA = Washington Interscholastic Activities Association  
WISHA = Washington Industrial Safety and Health Act  
WSSDA = Washington State School Directors Association

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Training Topic	Required Per Law	RCW's, WAC, Laws, Rules & Guides
<b>AUTOMATED EXTERNAL DEFIBRILLATOR (AED)</b>		
<p>Expected defibrillator users receive reasonable instruction in defibrillator use and cardiopulmonary resuscitation by a course approved by the Washington State Department of Health (DOH). (RCW 70.54.310 (2)(a))</p> <p>Persons using an AED must receive instruction in CPR and the use of the defibrillator following a curriculum approved by the DOH. (<i>Public Access Defibrillation Training Guide</i>, DOH (2012) pg. iv)</p>	<p>Only if the district has an AED Program</p>	<ol style="list-style-type: none"> <li><a href="#">RCW 70.54.310</a> Semiautomatic external defibrillator – Duty of acquirer – Immunity from liability. <a href="#">RCW 4.24.300</a> Good Samaritan Act</li> <li><i>Guidelines for Implementing an AED Program</i> <a href="#">Washington Association of School Business Officials</a> (WASBO) &amp; Washington Schools Risk Management Pool (2010)</li> <li><a href="#">Public Access Defibrillation Training Course Guide and Application Packet DOH (2012)</a></li> </ol>
<b>ANAPHYLAXIS</b>		
<p>Life threatening allergy awareness training for all school staff and student specific training for staff responsible for implementing the student's emergency care plan (ECP). (<i>Guidelines for Care of Students with Anaphylaxis</i>, Office of Superintendent of Public Instruction (OSPI) (2009) pg. 15)</p> <p>Training to be done by a Registered Nurse, (RN), Advanced Registered Nurse Practitioner (ARNP) or Licensed Healthcare Provider (LHCP). (<i>Guidelines for Care of Students with Anaphylaxis</i>, OSPI (2009) pg. 13).</p> <p><b>Frequency</b> - Life threatening allergy awareness training for all school staff should occur each school year.</p> <p>Epinephrine injection training – For specific staff to whom the RN has delegated emergency injection administration. Training required as part of delegation each school year.</p>	<p>YES</p> <p>Training to be done by a RN, ARNP, or LHCP</p> <p>YES</p> <p>YES</p> <p>Part of delegation</p>	<ol style="list-style-type: none"> <li><a href="#">RCW 28A.210.380</a> An act relating to school anaphylactic policy guidelines</li> <li>WSSDA Model Policy # 3420</li> <li><a href="#">RCW 28A.210.370</a> Students with Asthma</li> <li><a href="#">RCW 28A. 210-320</a> Life Threatening</li> <li><a href="#">WAC 392-380</a> Life Threatening</li> <li><a href="#">Guidelines for Care of Students with Anaphylaxis OSPI (2009)</a></li> <li><a href="#">WAC 246-840-010</a> (10)(b) definitions</li> <li><a href="#">RCW 18.79.240</a> (1)(b) and (2)(b). Delegation – Emergencies</li> </ol>

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Training Topic	Required Per Law	RCW's, WAC, Laws, Rules & Guides
<b>ASTHMA</b>		
<p>Requires in-service training on asthma be provided by all school districts for school personnel. (RCW 28A.210.370 (1))</p> <p>General (brief) training in symptoms, treatment, and monitoring of asthma is designed for all school personnel <u>indirectly</u> involved with student(s) with asthma. Intensive training in symptoms, treatment, and monitoring of asthma is designed for school personnel <u>directly</u> involved with the student(s) with asthma.</p> <p>General training to be done by a Registered Nurse (RN), Advanced Registered Nurse Practitioner (ARNP), Registered Respiratory Therapist (RRT), Medical Doctor (MD), Doctor of Osteopathy (DO), or Certified Asthma Educator (CAE). Intensive training related to the nursing care plan must be done by the RN (<i>Uniform Staff Training Policy: Students with Asthma</i>, OSPI (2008) pg. 1&amp;2).</p> <p><b>Frequency</b> - The optimal training time is prior to the first day of school <i>each</i> school year. (<i>Uniform Staff Training Policy: Students with Asthma</i>, OSPI (2008) pg. 2).</p>	<p style="text-align: center;">YES</p> <p style="text-align: center;">General training to be done by a RN, ARNP, RRT, MD, DO, or CAE</p> <p style="text-align: center;">Intensive training to be done by the RN</p> <p style="text-align: center;">YES</p>	<ol style="list-style-type: none"> <li>1. <a href="#">RCW 28A.210.370</a> Students with Asthma</li> <li>2. <i>Uniform Staff Training Policy: Students with Asthma</i>, OSPI (2008) <a href="http://www.k12.wa.us/HealthServices/Resources.aspx">http://www.k12.wa.us/HealthServices/Resources.aspx</a></li> <li>3. WSSDA Model Policy # 3419</li> <li>4. <a href="#">RCW 28A.210-320</a> Life Threatening</li> <li>5. <a href="#">WAC 392-380-080</a> Life Threatening</li> </ol>



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<b>BLOODBORNE PATHOGENS</b>		
<p><b>GENERAL</b></p> <p>Make sure <u>all employees with occupational exposure</u> participate in a training program at least annually and within one year of the previous training. Training to be conducted by a person that is knowledgeable about the subject matter as it relates to your workplace. Provide an opportunity for interactive questions and answers with the trainer at the time of the training session.</p> <p>Note: this may be person-to-person, by telephone, or by e-mail, as long as the employee can both ask and receive answers during the training session. (WAC 296-823-12005).</p> <p><b>HIV/AIDS</b></p> <p>Each school district shall ensure that newly hired school district employees shall receive the HIV/AIDS training prescribed in WAC 392-198-015 within six months from the first day of employment in the district. (WAC 392-198-015).</p>	<p style="text-align: center;">YES</p> <p>For school staff with occupational exposure</p> <p>Training to be conducted by a person knowledgeable in the subject matter.</p> <p style="text-align: center;">YES</p>	<ol style="list-style-type: none"> <li>1. Washington Industrial Safety &amp; Health Act (WISHA) Chapter 296-62</li> <li>2. <a href="#">WAC 296-823-12005</a> Provide training to your employees</li> <li>3. <i>Guidelines for Implementation of School Employee Training on HIV/AIDS and Other Bloodborne Pathogens, OSPI (April 2011).</i> <a href="http://www.k12.wa.us/HealthServices/Resources.aspx">http://www.k12.wa.us/HealthServices/Resources.aspx</a></li> <li>4. <a href="#">WAC 392-198-015</a> Training – school employees – HIV/AIDS</li> <li>5. <a href="#">RCW 70.24.250</a> Office on AIDS - Repository and clearinghouse for AIDS education and training material - University of Washington duties</li> </ol>
<b>CHILD ABUSE</b>		
<p>Staff shall receive training regarding reporting obligations during their initial orientation and every three years after initial employment.</p> <p>The district shall also encourage staff to participate in in-service programs that deal with the issues surrounding child abuse.</p> <p>(WSSDA Model Policy # 3421)</p>	<p style="text-align: center;">YES</p>	<ol style="list-style-type: none"> <li>1. <a href="#">RCW 28A.230.080</a> Prevention of child abuse and neglect - Written policy - Participation in and establishment of programs</li> <li>2. WSSDA Model Policy # 3421</li> </ol>

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Training Topic	Required Per Law	RCW's, WAC, Laws, Rules & Guides
<b>CLEAN INTERMITTENT CATHETERIZATION (CIC)</b>		
<p>The RN, designated by the school board, shall be responsible for the training of the non-licensed school employees who are assigned to perform clean intermittent catheterization of the students. (WAC 246-840-820)</p> <p>Any public school district or private school that provides clean, intermittent bladder catheterization shall document the provision of training given to employees who perform these services. (RCW 28A.210.280)</p> <p>A practical nurse licensed pursuant to chapter 18.78 shall be exempt from training. (RCW 18.79.290 (1)(d))</p>	<p style="text-align: center;">YES</p> <p>Only if there is a student(s) requiring CIC during the school day</p> <p>Training must be provided by a licensed physician, ARNP, or RN</p>	<ol style="list-style-type: none"> <li>1. <a href="#">RCW 18.79.290</a> Catheterization of public and private school students</li> <li>2. <a href="#">WAC 246-840-820</a> Provision for clean, intermittent catheterization in schools</li> <li>3. <a href="#">RCW 28A.210.280</a> Catheterization of public and private school students</li> <li>4. WSSDA Model Policy # 3417</li> </ol>
<b>CONCUSSION &amp; HEAD INJURY</b>		
<p>Each school district's board of directors shall work in consort with the Washington Interscholastic Activities Association (WIAA) to develop the guidelines and other pertinent information and forms <u>to inform and educate coaches, youth athletes, and their parents and/or guardians</u> of the nature and risk of concussion and head injury. (RCW 28A.600.190 (2))</p>	<p style="text-align: center;">YES</p>	<ol style="list-style-type: none"> <li>1. <a href="#">RCW 4-24-660</a> Liability of school districts under contracts with youth programs</li> <li>2. <a href="#">RCW 28A.600.190</a> Youth sports — Concussion and head injury guidelines — Injured athlete restrictions — Short title</li> <li>3. WIAA Concussion Management Guidelines <a href="http://www.wiaa.com/subcontent.aspx?SecID=623">http://www.wiaa.com/subcontent.aspx?SecID=623</a></li> <li>4. WSSDA Model Policy # 3422</li> </ol>



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<b>FIRST AID &amp; CPR CERTIFICATION</b>		
<p>“In the absence of an infirmary, clinic, or hospital in near proximity to the workplace, (e.g. schools) which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first-aid quickly and effectively.”</p>	<p>YES</p> <p>For First Aid Only</p>	<ol style="list-style-type: none"> <li>1. <a href="#">WAC 296-800-15005</a>. First-aid trained personnel</li> <li>2. OSHA 29 CFR 1910.151(b)</li> <li>3. WSSDA Model Policy #6511</li> </ol>
<p><b>School Bus Driver</b></p> <p>Current and valid first aid card required.</p>	<p>YES</p>	<ol style="list-style-type: none"> <li>1. <a href="#">WAC 392-144-120</a> School bus driver authorization</li> </ol>
<p><b>Coaches, Interscholastic - Paid or Volunteer</b></p> <p>First aid card and CPR certification required</p>	<p>YES</p>	<ol style="list-style-type: none"> <li>1. WIAA handbook 02/03 rule 23.2.1 A&amp;B</li> </ol>
<p><b>Licensed Childcare Staff</b></p> <p>First aid card and CPR certification required.</p>	<p>YES</p>	<ol style="list-style-type: none"> <li>1. <a href="#">WAC 170-295-7050</a>. Personnel records and policies</li> </ol>
<p><b>Maintenance &amp; Operations – Construction Workers</b></p> <p>First aid card required when performing “construction” work.</p>	<p>YES</p>	<ol style="list-style-type: none"> <li>1. <a href="#">WAC 296-155-120</a>. First-aid training and certification</li> <li>2. <a href="#">WAC 296-155-005-(1)</a>. Purpose and Scope</li> </ol>
<b>HARRASSMENT, INTIMIDATION &amp; BULLLYING</b>		
<p><u>Training materials shall be disseminated</u> in a variety of ways, including workshops and other staff developmental activities, and through the Office of the Superintendent of Public Instruction's (OSPI) web site, with a link to the safety center web page. (RCW 28A.300.285).</p>	<p>YES</p>	<ol style="list-style-type: none"> <li>1. <a href="#">RCW 28A.300.285</a> Model policy and training materials Adding a new section to chapter 43.06B</li> </ol>

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<b>HAZARD COMMUNICATION</b>		
Employee information and training - Employers shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and material safety data sheets. (Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, 29 CFR 1910 1200 (h)(1)).	YES	<ol style="list-style-type: none"> <li>1. <a href="#">Washington Industrial Safety and Health Act (WISHA)</a>.</li> <li>2. <a href="#">WAC 296-800-17030</a> Hazardous chemical training</li> </ol>
<b>MEDICATION ADMINISTRATION</b>		
<p>The board of directors shall designate a professional person licensed pursuant to chapter 18.71 RCW (MD) or chapter 18.79 RCW as it applies to registered nurses and advanced registered nurse practitioners, to delegate to, train, and supervise the designated school district personnel in proper medication procedures. (RCW 28A.210.260).</p> <p><b>Frequency</b> – Prior to the beginning of a new school year. (OSPI BULLETIN NO. 34-01 The Administration of Medications in Schools – pg. 8).</p>	<p>YES</p> <p>Training provided by: MD, RN or ARNP</p>	<ol style="list-style-type: none"> <li>1. <a href="#">RCW 18.79</a> – Dispositions - Nursing Care</li> <li>2. <a href="#">RCW 28A.210.260</a> Public and private schools- administration of medication by conditions</li> <li>3. <a href="#">RCW 28A.210.270</a> Public and private schools- administration of medication- immunity from liability</li> <li>4. <a href="#">OSPI BULLETIN NO. 34-01</a> RE: The Administration of Medication in Schools</li> <li>5. WSSDA Model Policy # 3416</li> </ol>

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<b>REGISTERED NURSING TASKS TO BE DELEGATED</b>		
<p>Tasks may include: oral medication, eye drops, ear drops, topical medication, emergency epinephrine injection, gastrostomy feeding, CIC, etc.</p> <p>If the RN determines delegation to non-licensed staff is appropriate, training is required.</p> <p><b>Per Nurse Practice Act –</b> Delegating selected nursing functions to others in accordance with their education, credential, and demonstrated competence as defined in WAC 246-840-010(10).</p> <p>"Delegation" means the licensed practical nurse or registered nurse transfers the performance of selected nursing tasks to competent individuals in selected situations. The licensed practical nurse or registered nurse delegating the task retains the responsibility and accountability for the nursing care of the client. The licensed practical nurse or registered nurse delegating the task supervises the performance of the unlicensed person. (WAC 246-840-010(10)).</p>	YES	<ol style="list-style-type: none"> <li>1. <a href="#">RCW 18.79</a> – Dispositions - Nursing Care</li> <li>2. <a href="#">WAC 246-840-010</a> (10) Delegation</li> <li>3. <i>Staff Model for the Delivery of School Health Services</i>, OSPI &amp; Washington State Nursing Care Quality Assurance Commission (2000) <a href="http://www.k12.wa.us/HealthServices/Resources.aspx">http://www.k12.wa.us/HealthServices/Resources.aspx</a></li> <li>4. SNOW position statement <i>Delegation</i></li> </ol>
<b>VIOLENCE PREVENTION AND CONFLICT RESOLUTION</b>		
<p>Requires OSPI to the extent funding is available, contract with school districts, Educational Service Districts and approved in-service providers to conduct training sessions for school certificated and classified employees in conflict resolution and other violence prevention topics. (RCW 28A.300.270)</p>	YES	<ol style="list-style-type: none"> <li>1. <a href="#">RCW 28.A.300.270</a>. Violence prevention training</li> </ol>
<p><b>WASHINGTON STATE DEPARTMENT OF LABOR AND INDUSTRIES (L&amp;I) REQUIRED WORKPLACE TRAINING AND PLANS</b></p> <p>Additional <a href="#">Required Training &amp; Plans</a> may be found on the Washington State L &amp; I Web site at <a href="http://www.lni.wa.gov/Safety/TrainTools/default.asp">http://www.lni.wa.gov/Safety/TrainTools/default.asp</a>.</p>		