



Washington State School Staff Health Training Guide

Prepared by:
Washington State School Nurse Corps
Nurse Administrators

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ACKNOWLEDGEMENTS

Gail Fast, MN, RN, NCSN	ESD 105, Yakima, WA
Gayle Thronson, MEd, RN	OSPI, Olympia, WA
Judy McCrudden, BSN, RN	OESD 114, Bremerton, WA
Julie Schultz, BSN, RN	NEWESD 101, Spokane, WA
Katie Johnson, MN, RN-BC, NCSN	OSPI, Olympia, WA
Les Stahlnecker, MS, RN	ESD 123, Pasco, WA
Loralie Gray, MEd, RN, NCSN	NWESD 189, Anacortes, WA
Lynn Nelson, MSN, RN, NCSN	ESD 113, Olympia, WA
Mona Miles-Koehler, MN, RN	NCESD 171, Wenatchee, WA
Winnie R. Adams, BSN, RN	NCESD 171, Wenatchee, WA
Julia Kintz, BSN, RN	ESD 112, Vancouver, WA
Sally Logue, BSN, RN	ESD 112, Vancouver, WA
Rebecca Cavanaugh, MN, RN, NCSN	PSESD, Renton, WA
Annie Hetzel, MSN, RN	PSESD, Renton, WA
Robin Fleming, PhD, RN, NCSN	OSPI, Olympia, WA

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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. [Students with Asthma \(September, 2008\)](#)
2. [Students with Diabetes \(May, 2005\)](#)

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
AUTOMATED EXTERNAL DEFIBRILLATOR (AED)		
<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"> RCW 70.54.310 Semiautomatic external defibrillator – Duty of acquirer – Immunity from liability. RCW 4.24.300 Good Samaritan Act <i>Guidelines for Implementing an AED Program</i> Washington Association of School Business Officials (WASBO) & Washington Schools Risk Management Pool (2016) Public Access Defibrillation Training Course Guide and Application Packet DOH (2012) WSSDA Model Policy # 3412 Automated External Defibrillators
ANAPHYLAXIS		
<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>Frequency - Life threatening allergy awareness training for all school staff should occur each school year.</p> <p>Epinephrine auto-injection training – For identified staff to whom the RN determines training is needed for the administration of emergency epinephrine to specific students.</p>	<p>YES</p> <p>Training to be done by a RN, ARNP, or LHCP</p> <p>YES</p> <p>YES (Life threatening Law)</p>	<ol style="list-style-type: none"> RCW 28A.210.380 Anaphylaxis - Policy guidelines - Procedures WSSDA Model Policy # 3420 Anaphylaxis Prevention & Response RCW 28A.210.370 Students with Asthma RCW 28A. 210-320 Life Threatening WAC 392-380 Life Threatening Guidelines for Care of Students with Anaphylaxis OSPI (2009) RCW 18.79.240 (1) (b) and (2)(b). Construction – Emergencies Attorney General of Washington - Memo to OSPI (Feb 2,1989) <p><i>Should school nurses train non-licensed school staff in the administration of epinephrine by injection for students with a history of anaphylaxis usually to bee stings?</i></p>

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ASTHMA		
<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&2).</p> <p>Frequency - 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"> 1. RCW 28A.210.370 Students with Asthma 2. Uniform Staff Training Policy: Students with Asthma, OSPI (2008) 3. WSSDA Model Policy # 3419 Self-Administration of Asthma and Anaphylaxis Medications 4. RCW 28A.210-320 Children with life-threatening health conditions – Medication or treatment orders - Rules 5. WAC 392-380 Public School Pupils – Immunization Requirement and Life-Threatening Health Condition
BLOODBORNE PATHOGENS		
<p>GENERAL</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 style="text-align: center;">YES</p> <p style="text-align: center;">For school staff with occupational exposure</p> <p style="text-align: center;">Training to be conducted by a person knowledgeable in the subject matter.</p>	<ol style="list-style-type: none"> 1. Washington Industrial Safety & Health Act (WISHA) Chapter 296-62 2. WAC 296-823-12005 Provide training to your employees 3. Guidelines for Implementation of School Employee Training on HIV/AIDS and Other Blood borne Pathogens, OSPI (April 2011). 4. WAC 392-198-015 Training – school employees – HIV/AIDS 5. RCW 70.24.250 Office on AIDS - Repository and clearinghouse for AIDS education and training material - University of Washington

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Training Topic	Required Per Law	RCW's, WAC, Laws, Rules & Guides
<p>HIV/AIDS</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>	YES	6. WSSDA Model Policy # 6512 Infection Control Program
CHILD ABUSE		
<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>	YES	<p>1. RCW 28A.400.317 Physical abuse or sexual misconduct by school employees—Duty to report—Training</p> <p>2. RCW 28A.300.160 Development of coordinated primary prevention program for child abuse and neglect—Office as lead agency.</p> <p>3. WSSDA Model Policy # 3421 Child Abuse, Neglect and Exploitation Prevention</p>
CLEAN INTERMITTENT CATHETERIZATION (CIC)		
<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>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>	<p>1. RCW 18.79.290 Catheterization of public and private school students</p> <p>2. WAC 246-840-820 Provision for clean, intermittent catheterization in schools</p> <p>3. RCW 28A.210.280 Catheterization of public and private school students</p> <p>4. WSSDA Model Policy # 3417 Catheterization</p>

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Training Topic	Required Per Law	RCW's, WAC, Laws, Rules & Guides
CONCUSSION & HEAD INJURY		
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 to <u>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))	YES	<ul style="list-style-type: none"> 1. RCW 4-24-660 Liability of school districts under contract with youth programs 2. RCW 28A.600.190 Youth sports — Concussion and head injury guidelines — Injured athlete restrictions — Short title 3. WIAA Concussion Management Guidelines 4. WSSDA Model Policy # 3422 Student Sports – Concussion and Head Injuries
DIABETES		
<p>The board of directors shall designate a professional person licensed under chapter 18.71, 18.57, or 18.79 RCW as it applies to registered nurse and advanced registered nurse practitioners, to consult and coordinate with the student's parents and health care provider, and train and supervise the appropriate school district personnel in proper procedures for care for students with diabetes to ensure a safe, therapeutic learning environment. Training may also be provided by a diabetes educator who is nationally certified. (RCW 28A.210.330 (3))</p> <p>General training in symptoms, treatment, and monitoring of diabetes is designed for all school personnel <u>indirectly</u> involved with student(s) with diabetes. Intensive training in symptoms, treatment, and monitoring of diabetes is designed for school personnel <u>directly</u> involved with the student(s) with diabetes. (Uniform Staff Training Policy: Students with Diabetes from <i>Guidelines for Care of Students with Diabetes</i>, OSPI (2005) pg. 70)</p> <p>Training to be conducted by a Registered Nurse (RN), Nationally Certified Diabetes Educator or an Advanced Registered Nurse Practitioner (ARNP).</p>	<p style="text-align: center;">YES</p> <p>For districts that have students with diabetes</p> <p>Training must be provided by ARNP, RN, or nationally certified diabetes educator</p>	<ul style="list-style-type: none"> 1. RCW 28A.210.330 Students with diabetes RCW 28A.210.340 Policy for In-service Training 2. RCW 28A.210-320 Children with life-threatening health conditions – Medication 3. WAC 392-380 Public School Pupils – Immunization Requirement and Life-threatening Health Condition 4. WSSDA Model Policy # 3415 Accommodating Students With Diabetes 5. Guidelines for Care of Students with Diabetes, Washington State Task Force for Students with Diabetes (2005) 6. OSPI BULLETIN NO. 61-02 RE: ESSB 6641 Schools – Diabetic students

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<p>Frequency – The optimal training time is prior to the first day of school each school year. (Uniform Staff Training Policy: Students with Diabetes from <i>Guidelines for Care of Students with Diabetes</i>, OSPI (2005) pg. 70).</p>		
EPILEPSY		
<p>The board of directors shall designate a professional person licensed under chapter 18.71, 18.57, or 18.79 RCW as it applies to registered nurses and advanced registered nurse practitioners, to consult and coordinate with the student's parents and health care provider, and train and supervise the appropriate school district personnel in proper procedures for care for students with epilepsy to ensure a safe, therapeutic leaning environment. Training may also be provided by an epilepsy educator who is nationally certified. RCW 28A.210.260 (9).</p>	<p style="text-align: center;">YES</p> <p>For districts that have students with epilepsy</p> <p>Training must be provided by ARNP, RN, or nationally certified epilepsy educator</p>	<ol style="list-style-type: none"> 1. RCW 28A.210.260 Public and private schools- administration of medication by conditions 2. RCW 28A.210.270 Public and private schools- administration of medication- immunity from liability 3. OSPI MEMORANDUM NO. M037-14 SECONDARY EDUCATION& STUDENT SUPPORT. Nasal Spray Administration - July 9, 2014 Frequently Asked Questions 7-9-14 4. WSSDA Model Policy # 3416 Medication at School
FIRST AID & CPR CERTIFICATION		
<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 style="text-align: center;">YES</p> <p>For First Aid Only</p>	<ol style="list-style-type: none"> 1. WAC 296-800-15005. First-aid trained personnel 2. OSHA 29 CFR 1910.151(b) 3. WSSDA Model Policy #6511 Staff Safety
<p>School Bus Driver</p> <p>Current and valid first aid card required.</p>	YES	<ol style="list-style-type: none"> 1. WAC 392-144-120 School bus driver authorization

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Coaches, Interscholastic - Paid or Volunteer First aid card and CPR certification required	YES	1. WIAA handbook 02/03 rule 23.2.1 A&B
Licensed Childcare Staff First aid card and CPR certification required.	YES	1. WAC 170-295-7050 . Personnel records and policies
Maintenance & Operations – Construction Workers First aid card required when performing “construction” work.	YES	1. WAC 296-155-120 . First-aid training and certification 2. WAC 296-155-005-(1) . Purpose and Scope
HARRASSMENT, INTIMIDATION & BULLYING		
Training materials shall be disseminated 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).	YES	1. RCW 28A.300.285 Model policy and training materials Adding a new section to chapter 43.06B 2. WSSDA Model Policy # 3207 Prohibition of Harassment, Intimidation & Bullying
HOMELESS STUDENTS – EDUCATIONAL OUTCOMES		
On an annual basis, each school district must strongly encourage: “All school staff to annually review the video posted on the Office of the Superintendent of Public Instruction's web site on how to identify signs that indicate a student may be homeless, how to provide services and support to homeless students, and why this identification and support is critical to student success to ensure that homeless students are appropriately identified and supported.”	Strongly Encouraged by Law	1. RCW 28A.320.145 Homeless students - Support 2. WSSDA Model Policy # 3115 Homeless Students – Enrollment Rights and Services

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HAZARD COMMUNICATION		
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"> 1. Washington Industrial Safety and Health Act (WISHA). 2. WAC 296-800-17030 Hazardous chemical training
MEDICATION ADMINISTRATION		
<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>Frequency – Prior to the beginning of a new school year. [OSPI <i>Guidelines for Medication Administration in Schools</i> (2015), page 15].</p>	YES Training provided by: MD, RN or ARNP	<ol style="list-style-type: none"> 1. RCW 18.79 – Dispositions - Nursing Care 2. RCW 28A.210.260 Public and private schools- administration of medication by conditions 3. RCW 28A.210.270 Public and private schools- administration of medication- immunity from liability 4. OSPI Guidelines for Medication Administration in Schools (2015) 5. WSSDA Model Policy # 3416 Medication at School

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REGISTERED NURSING (RN) TASKS TO BE DELEGATED		
<p>Tasks may include: oral medication, eye drops, ear drops, topical medication, nasal spray, 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>Chapter 246-840 WAC Practical and Registered Nursing</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[(7)).</p> <p>Note: Licensed Practical Nurses do not delegate in a school setting.</p>	YES	<ol style="list-style-type: none"> 1. RCW 18.79 – Dispositions - Nursing Care 2. WAC 246-840-010(7) Definitions - Delegation 3. Staff Model for the Delivery of School Health Services, OSPI & Washington State Nursing Care Quality Assurance Commission (2000) 4. SNOW position statement <i>Delegation</i> 5. Washington State Nursing Care Quality Assurance Commission Advisory Opinion Registered Nurse Delegation in School Settings Number: NCAO 4.0 July 11, 2014 6. Washington State Nursing Care Quality Assurance Commission Advisory Opinion Standing Orders and Verbal Orders Number: NCAO 6.0 September 12, 2014
SUDDEN CARDIAC ARREST (SCA)		
<p>"Every three years, prior to coaching an interscholastic athletic activity coaches shall complete the online sudden cardiac arrest prevention program described in this section. Coaches shall provide a certificate showing completion of the online sudden cardiac arrest prevention program to the school". (RCW 28A.600.195)</p>	YES	<ol style="list-style-type: none"> 1. RCW 28A.600.195 Sudden cardiac arrest in youth athletes – Online pamphlet – Online prevention program for coaches 2. WSSDA Model Policy # 3422 Student Sports-Concussion, Head Injury and Sudden Cardiac Arrest 3. Sudden Cardiac Arrest Information Sheet for Student-Athletes, Coaches and Parents/Guardians.

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school counselor must complete a training program on youth suicide screening and referral as a condition of certification. The training program must be at least three hours in length.		
VIOLENCE PREVENTION AND CONFLICT RESOLUTION		
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)	YES	1. RCW 28.A.300.270 . Violence prevention training
WASHINGTON STATE DEPARTMENT OF LABOR AND INDUSTRIES (L&I) REQUIRED WORKPLACE TRAINING AND PLANS		
Additional Required Training & Plans may be found on the Washington State L & I Web site at http://www.lni.wa.gov/Safety/TrainTools/default.asp .		