

# Recommending School Nurse Services and Health Paraprofessional Services for Turning 5 Students

All in-school nursing services, whether 1:1 or non-1:1 (i.e., school nurse daily as needed), for students transitioning to kindergarten, must be approved by the Central Nursing Office of the Office of School Health, even if the student receives nursing services through a preschool IEP. A request and supporting documentation must be submitted to the Central Nursing Office for review, via SESIS, well in advance of the IEP meeting.<sup>1</sup> The nursing review process may take many weeks, as the Office may require clarification of the student's needs or that additional documents be provided for review. The CSE should plan accordingly.

The CSE may recommend health paraprofessional services without a referral to the Central Nursing Office only if the student does not have a medical condition that may require urgent care. Otherwise, a referral for non-1:1 skilled nursing is required.

## Overview of Services

- **1:1 Skilled Nursing**
  - A 1:1 nurse stays with the student and does not serve any other students. The 1:1 nurse keeps the student in sight while in the same room throughout the school day. For a younger student, the 1:1 nurse remains next to the student the entire school day.
  - A 1:1 nurse provides all services related to activities of daily living and the student's medical needs. A student assigned a 1:1 nurse does not require a 1:1 health paraprofessional.
  - A student typically requires a 1:1 nurse for a life-threatening condition. For example, the student may have a ventilator attached to a tracheostomy, or may require life-saving medications to be administered via IV during medical crises.

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<sup>1</sup> This documentation includes, but is not limited to, all medication administration forms, diabetes medication administration forms, procedure orders, etc.

- **Non-1:1 Skilled Nursing**

- The recommendation of non-1:1 skilled nursing means that the school nurse will be available to a student who needs nursing services part-time (either at set times of the school day or as needed) to administer medication or to provide treatment. The Office of School Health assigns each school the appropriate number of nurses to meet the skilled nursing care needs of its students.
- A student who requires non-1:1 skilled nursing may have diabetes, asthma, or seizures, or may require oral medication, tube-feeding, catheterization, ostomy care, or administration of EpiPen. Other examples of student needs that may require non-1:1 skilled nursing include: administration of Diastat, suctioning, provision of oxygen, chest clapping, postural drainage, and dressing change.
- Services provided by the school nurse do not include services related to activities of daily living (e.g., oral feeding, toileting or gait /safety issues). If a student requires a paraprofessional for these needs only and does not have an additional need for nursing services, a nursing referral in SESIS is not required.
- Some preschool students currently receive 1:1 nursing services because they attend preschool programs that do not have full-time school nurses. Because most DOE elementary schools have full-time school nurses, a student who receives 1:1 nursing in preschool may not require 1:1 nursing in kindergarten. Many students with medical needs can be served safely with non-1:1 skilled nursing and a 1:1 health paraprofessional.

- **1:1 Health Paraprofessional**

- A 1:1 health paraprofessional may be recommended to provide a student with assistance in activities of daily living (often including transfers from wheelchair to adaptive equipment, ambulation assistance, oral feeding, observing food intake, dressing, managing orthotics and use of assistive communication or writing devices). If a student requires a health paraprofessional for assistance with activities of daily living but does not have an additional need for nursing services, the health paraprofessional may be recommended by the CSE; a nursing referral in SESIS is not required.
- A 1:1 health paraprofessional may also be recommended to monitor the student for specific signs and symptoms related to the student's health or medical condition; to notify the school nurse when indicated; and/or to bring the student to the school nurse at the appropriate times for treatment or medications needed. A 1:1 health paraprofessional may be trained to administer an EpiPen or use Vagus Nerve Stimulation (VNS). If a student requires a health paraprofessional for these reasons or for any medical condition that may require urgent care, a referral for non-1:1 skilled nursing must be made in SESIS.

## Submitting a Nursing Referral and Recommending Services

The CSE must follow these steps when a student may require School Nurse Services:

1. Provide these forms to the parent well in advance of the IEP meeting:
  - a. Authorization for Release of Health Information Pursuant to HIPAA, to be signed by the parent to allow the DOE to request medical information from health care providers. The HIPPA form must indicate the specific health care provider or group practice. Required.
  - b. Request for Medical Accommodations to be Completed by Treating Physician, should be provided by student's health care provider. Required when the student's health needs in the classroom and/or during school transportation may require accommodations.
  - c. Medical Forms Packet for the current school year. Relevant forms in the packet must be filled out and signed by the child's physician or health care provider and signed by the parent in the appropriate areas. This packet includes the Medication Administration Forms, which must include current physician's or health care provider's orders. These forms must be completed for each school year. Translations of the forms in the packet are [here](#).

The forms are available [here](#).

Inform the parent that additional documentation from the physician or health care provider may be considered, as appropriate, to provide additional background information regarding the student. This documentation may include current medical examinations, current medical summaries, current treatment recommendations, etc.. This additional documentation is supplemental and will not substitute for the required medical forms.

2. Create a nursing referral in SESIS as described in "How to Recommend Nursing Services in SESIS," posted [here](#). In the referral, specify the type of nursing requested: **1:1 Skilled Nursing** or **Non-1:1 Skilled Nursing**. Provide detailed contact information so that Central Nursing reviewers can communicate with the CSE if necessary to review the referral.
3. Set the status of the nursing referral to "review."

4. When the nursing referral is set to “review” status, Central Nursing designated supervisors will receive the referral through SESIS. The supervisors are:
  - a. Laura B. Murphy, MS RN, Central Administrative Nursing Manager for Special Services;  
[Lmurphy5@schools.nyc.gov](mailto:Lmurphy5@schools.nyc.gov)
  - b. Lynn Harris, BSN, RN, Central Office Nursing Supervisor for Special Services;  
[Lharris31@schools.nyc.gov](mailto:Lharris31@schools.nyc.gov)
5. Consider whether the student may require nurse or health paraprofessional services during transportation to/from school. See “Recommending Specialized Transportation Accommodations for T5 Students,” posted [here](#).
6. Check the SESIS “**Status of Nursing Referral**” report regularly. The referral may be approved, disapproved, or disapproved with an alternate recommendation; or the referral may be returned to the CSE with a request for more information.

The Office of School Health may return the referral to the CSE because more information is needed. The status of the referral will be changed back to “draft.” Once the team has responded to the request for information, the team must set the status of the referral to “review” once again, and Central Nursing designated supervisors will receive it in SESIS.

7. When a nursing service has been approved, add the service to the IEP as follows: in the Recommended Programs and Services section of the IEP, choose “**School Nurse Services**” from the drop-down under Related Services, and follow the steps described in “How to Recommend Nursing Services in SESIS,” posted [here](#).

***Only nursing services that have been approved by the Central Nursing Office may be included in the IEP.***

***Note that “School Health Services” is not a valid recommendation and should never be listed on an IEP.***

8. If nursing services are approved, inform the parent that the forms in the medical forms packet are labeled for the current school year and were used to determine the student’s eligibility for school nurse services. They cannot be used by the nurse serving the child during the coming school year.

Forms labeled for the coming school year will be available on the DOE’s website at [here](#) at the end of May of the current school year. To ensure that the nurse has the most up-to-date information on the student’s medical needs, the parent will need to have new forms filled out during the summer (between July 4 and the start of school) and provide them to the nurse at the school the child will attend, either by mail before the first day of school or in person on the first day of school.

9. If a health paraprofessional is being recommended, add the service to the IEP as described in “How to Recommend a Paraprofessional on an IEP,” posted [here](#).

**To follow up regarding the status of a Turning 5 nursing referral, please send the request to the Nursing Services team via outlook email:**

1. Please title the subject line of the email **“T5”**
2. The email should be addressed to ***all*** of the following individuals:
  - Lynn Harris ([LHarris31@schools.nyc.gov](mailto:LHarris31@schools.nyc.gov))
  - MaryLou ORourke ([MORourke4@schools.nyc.gov](mailto:MORourke4@schools.nyc.gov))
  - Emily Auffrey ([EAuffrey@schools.nyc.gov](mailto:EAuffrey@schools.nyc.gov))
  - Lydia Barker ([LBarker2@schools.nyc.gov](mailto:LBarker2@schools.nyc.gov))
3. Please only include the *initials* of the student's first and last name *and* the student's NYC ID # (OSIS #).  
Example: *FL – 123456789*
4. To expedite your request, please include all of the T5 students you would like to follow up on in one single email.

Please note that the expected turnaround time is 5-10 days depending on the number of requests.