

**INSTRUCTIONS FOR COMPLETING THE
NATIONAL ASSOCIATION OF SCHOOL NURSE'S DATA POINTS**
School Health Staffing and Chronic Conditions

Please complete one report for each school corporation. The report can be found by clicking on the following link: <https://form.jotform.com/42656478201961>

PART ONE - SCHOOL HEALTH STAFFING

The questions in this section ask for information regarding the full time calculations for various health positions. Please include only those employees who provide direct student care. Please do not include staff members who supervise others but do not provide direct care themselves.

Calculate the number of Full Time Employees (FTE) as a percentage based on the hours of a full time teacher. Use the following formula to calculate this: $\text{hours nurse works} / \text{hours teacher works}$. As an example – if the nurse works 8-4 and the teacher's hours are 8-4, then the nurse is considered 1 FTE employee ($8 \text{ hours} / 8 \text{ hours} = 1 \text{ FTE}$). If the nurse works 10-2, and the teacher's hours are 8-4, then the nurse would be considered a .5 FTE ($4 \text{ hours} / 8 \text{ hours} = .5 \text{ FTE}$). Please calculate the number of FTE's your school corporation has for the following staff members and enter them into the report:

- RN
- LPN
- Health Aide or other non-licensed staff member
- RN Permanent Sub (not a substitute RN who works as needed, but one that works somewhere in the district on a permanent schedule – i.e. daily, three days every week, or on some type of pre-determined, regular schedule)
- RN with a 1:1 Assignment (RN who cares for only one or two special need students and not the entire student body)

PART TWO – STUDENT CHRONIC CONDITIONS

In this section, please include only those students whose conditions are medically verified by a provider note, are documented on a school form (IHP, IEP, 504) or are documented on a health form that the student has been prescribed medication for the following health conditions. Add the number together for all the students in your school corporation and enter the number into the report.

- Asthma
- Type 1 Diabetes
- Type 2 Diabetes
- Seizures
- Life Threatening Allergies