 640 So. State St. Dover, De 19901 7-03-17 Standard Precautions	TITLE		POLICY NO.
	Billing Procedure School Based Health Centers		D8370.21
	ORIGINATING DEPARTMENT	REPLACES PREVIOUS POLICY #	EFFECTIVE DATE THIS REVISION: <i>Date of Administrator's Approval</i>
	Originating Dept. Smyrna 8370- Also covers: CR 8380, Dover 8364, Lake Forest 8366, Milford 8365, Poly Tech 8367, Woodbridge 8375, School Based Wellness Centers		Nov. 3, 2017
<input type="checkbox"/> YES <input checked="" type="checkbox"/> x <input type="checkbox"/> NO	FOR USE WITH ALL BAYHEALTH POLICIES Effective on date of Administration's approval		

NEW	<input type="checkbox"/>	REVISED	<input checked="" type="checkbox"/> X	REVIEWED ONLY – NO CHANGES (ENTER DATE REVIEWED BY DEPT.)			
REVIEW CYCLE "X"				ANNUAL	<input type="checkbox"/>	2 YEAR	<input type="checkbox"/>
				3 YEAR	<input checked="" type="checkbox"/> X		

Responsible Party/ext <i>(Contact Person on file with C360)</i>	Forms / Attachments List all forms/attachments below including number and name assigned to each document.
Amy Burnett FNP-C 302-653-2399	P10465 – Parent/Student Consent P10466 – Poly Consent P10468 – CR Consent D8370.39 - Personal Medical History
APPLICABLE STANDARDS *** (Required Information)	
Joint Commission (JC) List Chapter, Standard & EP	LD.04.01.01, LD.04.01.01
National Pt. Safety Goals List Goal No. & Suffix	
CMS	
OTHER:	

APPROVING COMMITTEES / DATES: <i>(place date approved below name of committee)</i>				
PPC Council	Infection Prevention	Med. Exec.	P & T	Critical Care
Others:				

~ EDUCATION REQUIRED ~ Contact the Education Department to determine if either is required. **If yes, Director of Education must approve policy and their Name/Title be listed as last approver under Approval Team Members**

SKILL VALIDATION REQUIRED	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/> x	NO	<i>Yes or No MUST be checked on both boxes to prevent policy being returned</i>
DIDACTIC/EDUCATION REQUIRED	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/> x	NO	

APPROVAL TEAM MEMBERS	
List the approval team member/proxy <i>(with their official title)</i> in the order in which they should be approving this policy.	
Amy Burnett FNP-C, Supervisor Nurse practitioner, Wellness Center Services	
Pam Williams CRNP, Supervisor Nurse Practitioner, Wellness Center Services	
Deanna Rigby, FACHE, MS (ASCP), Administrative Director, Ambulatory Care Services	

ADMINISTRATION APPROVAL TEAM MEMBERS			
Place an "X" in the box next to the Administrators included on the approval route (DO NOT ALTER OR REMOVE NAMES)			
<input type="checkbox"/>	Brad Kirkes, VP/ Ancillary and Clinical Services	<input type="checkbox"/>	Gary Siegelman, M.D. Senior VP / Chief Medical Officer
<input type="checkbox"/>	Mike Metzger, VP/Corporate Support Services	<input type="checkbox"/>	Michael J. Tretina, CPA, MBA, FHFMA, FACHE, Sr. VP/CFO
<input type="checkbox"/>	Eric Gloss, D. O. VP / Medical Affairs	<input type="checkbox"/>	Richard Mohnk VP/ Chief Information Officer
<input type="checkbox"/>	Pam Marecki AVP Marketing Communications	<input checked="" type="checkbox"/> x	Michael Ashton, VP of Operations and Hospital Administrator, MMH
<input type="checkbox"/>	Shana Ross, VP/Human Resources	<input type="checkbox"/>	John Van Gorp Sr. VP/Strategic Planning & Business Dev.
<input type="checkbox"/>	Brenda Kay Blain, DNP, RN-BC, FACHE, NEA-BC, Senior VP/Chief Nursing Executive	<input type="checkbox"/>	Deborah Watson Sr. VP. /Chief Operating Officer
<input type="checkbox"/>	Lindsay Rhodenbaugh, Sr. VP, Chief Development Officer for Bayhealth Foundation	<input type="checkbox"/>	Terry Murphy President/CEO

Policies become effective upon completion of electronic approval route for all designated Approval Team Members

Purpose / Statement:


Effective July 1, 2011, Bayhealth Medical Center was mandated to bill insurance carriers for services provided at School Based Health Centers.

Policy Statement

Students enrolled in School Based Health Centers can access services. Per Public Health Contract, no student with an active consent will be denied appropriate services regardless of the students' or parents/guardians insurance status or ability to pay.

1. Areas Involved:
 - 1.1 School Based Health Centers
2. Forms Involved:
 - 2.1 School Based Wellness Center Parent/Student Consent for Services
 - 2.2 High School Wellness Center Registration and Health History
3. Procedure:
 - 3.1 Wellness Center services are provided to students who are enrolled in the center at their local school. (See Policy D8370.13 Enrollment Criteria School Based Health Centers)
 - 3.2 As per Public Health, School Based Health Centers will not charge Co-Pays or any other out of pocket fees to students or their parents/guardians for use of the School Based Health Center.
 - 3.3 As stated in the Consent for Services it is the responsibility of the student and their parents/guardians to know the terms and limitations of their insurance coverage.
 - 3.4 Insurance information is collected at the time of enrollment.
 - 3.4.1 Parents must complete the insurance information section of the High School Registration and Health History Form.
 - 3.4.1.1 If the information is incomplete every attempt will be made to collect the correct data.
 - 3.4.1.2 Copies of insurance cards will be made if available.
 - 3.4.2 The Patient Accounts Specialist (PAS) will enter the insurance data into EPIC.
 - 3.4.3 The PAS will verify the insurance the day of the appointment.

- 3.5 EPIC is used for documentation and billing. Once a provider has completed their note the Bayhealth billing department will process the claim.

	TITLE		POLICY NO.
	Medical Emergencies School Based Health Centers		D8370.41
	ORIGINATING DEPARTMENT	REPLACES PREVIOUS POLICY #	EFFECTIVE DATE
	Originating Dept. Smyrna 8370- Also covers: CR 8380, Dover 8364, Lake Forest 8366, Milford 8365, Poly Tech 8367, Woodbridge 8375, School Based Health Centers		April 29, 2020
01-27-2020 Standard Precautions			
x	YES		NO

NEW	REVISED	X	REVIEWED ONLY – NO CHANGES (ENTER DATE REVIEWED BY DEPT.)				4/9/20		
UPLOAD INTO EHR	YES	X	NO	REVIEW CYCLE “X”		ANNUAL	2 YEAR	X	3 YEAR
REQUIRED POLICY	YES	X	NO						

Responsible Party & Ext. (Contact Person for policy content)	Attachments List attachments below including number and name assigned to each document.
Amy Burnett FNP-C (302)653-2399	None
APPLICABLE STANDARDS *** (Required Information)	
Joint Commission (JC) List Chapter, Standard & EP	PC.01.01.01, PC.01.02.01, PC.02.01.19
National Pt. Safety Goals List Goal No. & Suffix	NPSG..01.01.01, NPSG.03.06.01
CMS	
OTHER:	

APPROVAL DATES: (IF APPLICABLE - place date approved below before sending to Policies)				
P&P Committee	Infection Prevention	Med. Exec.	P & T	Critical Care
EEC	PCS Leadership Council	Education	Other:	

~ EDUCATION REQUIRED ~ Contact the Education Department to determine if either is required. If yes, Director of Education must approve policy and their approval date must appear above

SKILL VALIDATION REQUIRED	YES	x	NO	Place an “X” in both boxes to prevent policy processing delay
DIDACTIC/EDUCATION REQUIRED	YES	x	NO	

APPROVAL TEAM MEMBERS		
Place an “X” in the box next to the Administrators applicable and add name of applicable Directors		
x	Deanna Rigby, FACHE, MS (ASCP), Administrative Director, Ambulatory Care Services.	Shana Ross, MSHR, MBA Vice President, Human Resources
	(Add name & title) Department Medical Director	Brenda Blain, DNP, RN, FACHE, NEA-BC Senior Vice President and Chief Nurse Executive
x	Amy Burnett MSN, RN, FNP-C Supervisor School Based Health Centers	Lindsay Rhodenbaugh, D. Min Senior Vice President, Chief Development Officer and President, Bayhealth Foundation
	(Add name & title) Additional Applicable Leadership	Jonathan Kaufmann, DO Vice President, Chief Medical Information Officer
	Dina Perry, MBA Vice President, Physician Services	Gary Siegelman, MD, MSc, CPE Senior Vice President and Chief Medical Officer
	Brian Dolan Vice President, Supply Chain	Michael J. Tretina, CPA, MBA, FHFMA, FACHE, Senior Vice President/Chief Financial Officer
	Mary Finn, CPA, MBA Vice President, Finance	Rick Mohnk, MSA, MT (ASCP) Vice President, Chief Information Officer
	Brad D. Kirkes, MBA, MHA, OTR/L, CHT, FACHE Vice President, Ancillary and Clinical Services	x Michael Ashton, FACHE Administrator, Bayhealth Sussex Campus
	Mike Metzger, Vice President, Corporate Support Services	John Van Gorp Senior Vice President, Planning & Business Development
	Vacant Vice President, Medical Affairs	Deborah Watson, FACHE, FACMPE Senior Vice President/Chief Operating Officer
	Pam Marecki, MS Assistant Vice President, Marketing & Communications	Terry Murphy, FACHE President and Chief Executive Officer

Policies become effective upon completion of electronic approval route for designated Approval Team Members

Medical Emergencies School Based Health Centers, D8370.41, Effective Date April 29, 2020

Purpose Statement: A medical emergency is an illness that is acute and poses and immediate risk to a person's life or long term health. Any response to an emergency medical emergency will depend strongly on the situation, the patient involved and the resources to help them.

1. Definitions:
 - 1.1 Emergency situations involving School Based Health Center Patients can occur at any time. All staff will be familiar with proper procedure to provide care and access the EMS system. All patients receiving care at the School Based Health Center will be counseled on how to manage medical emergencies, occurring outside regular office hours, related to their diagnosis and treatment.
2. Areas Involved:
 - 2.1 School Based Health Centers
3. Forms:
 - 3.1 None
4. Procedure:
 - 4.1 Examples of life threatening conditions may include, but are not limited to the following:
 - 4.1.1 Choking
 - 4.1.2 Sever chest pain and/or shortness of breath
 - 4.1.3 Loss of consciousness
 - 4.1.4 Uncontrolled bleeding
 - 4.1.5 Anaphylaxis
 - 4.1.6 Debilitating injuries and violent behavior
 - 4.2 If EMS is required, after (911) and beginning BLS the following key contacts must be informed:
 - 4.2.1 School Administration
 - 4.2.2 Front Office Staff
 - 4.2.3 School Resource Officer
 - 4.2.4 School Nurse when appropriate


- 4.3 The following items will be available in the School Based Health Center for emergency purposes. They should be kept in the exam room:
 - 4.3.1 Ammonia Inhalants
 - 4.3.2 Oxygen Tank at least ½ full
 - 4.3.3 Pocket Face mask with one-way valve
 - 4.3.4 Oxygen mask and Nasal Cannula
 - 4.3.5 Epi Pen/ Epi Pen Junior
 - 4.3.6 Benadryl (PO and Vial for IM administration with syringe and needle)
 - 4.3.7 AED (Automated External Defibrillator)
 - 4.3.7.1 AED's are available and maintained by the local school districts. All staff will know the location of the closest AED. Gym, Cafeteria, Nurses Office Etc.
 - 4.3.8 Minor medical emergencies not requiring resuscitation or EMS will be treated in the wellness center at the discretion of the provider.
 - 4.3.8.1 Parents will be notified when appropriate.
 - 4.3.9 All medical emergencies will be documented in the patients chart in EPIC.
 - 4.3.10 If the patient requires transport via EMS to the Emergency Room, the provider will give a verbal report to the EMS team and provide any necessary documentation related to the incident the patient's health status including emergency contacts.

5. References:

5.1 None

6. Exhibits:

6.1 None

 640 So. State St. Dover, De 19901 7-03-17 Standard Precautions	TITLE		POLICY NO.	
	Enrollment Criteria for Bayhealth School Based Wellness Centers		D8370.13	
	ORIGINATING DEPARTMENT	REPLACES PREVIOUS POLICY #	EFFECTIVE DATE THIS REVISION: <i>Date of Administrator's Approval</i>	
	Originating Dept Smyrna 8370- Also covers: CR 8380, Dover 8364, Lake Forest 8366, Milford 8365, Poly Tech 8367, Woodbridge 8375, School Based Wellness Centers		October 9, 2017	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> x <input type="checkbox"/> NO	FOR USE WITH <u>ALL</u> BAYHEALTH POLICIES		Effective on date of Administration's approval	

NEW	<input type="checkbox"/>	REVISED	<input checked="" type="checkbox"/> X	REVIEWED ONLY – NO CHANGES (ENTER DATE REVIEWED BY DEPT.)	
REVIEW CYCLE "X"		ANNUAL	<input type="checkbox"/>	2 YEAR	<input type="checkbox"/>
			<input type="checkbox"/>	3 YEAR	<input checked="" type="checkbox"/> X

Responsible Party/ext <i>(Contact Person on file with C360)</i>	Forms / Attachments List all forms/attachments below including number and name assigned to each document.
Amy Burnett FNP-C (302)653-2399	See forms listed under 3.1
APPLICABLE STANDARDS *** (Required Information)	
Joint Commission (JC) List Chapter, Standard & EP	PC.01.01.01, RC.02.01.07, RC.01.02.01
National Pt. Safety Goals List Goal No. & Suffix	N/A
CMS	
OTHER:	

APPROVING COMMITTEES / DATES: <i>(place date approved below name of committee)</i>				
PPC Council	Infection Prevention	Med. Exec.	P & T	Critical Care
Others:				
~ EDUCATION REQUIRED ~ Contact the Education Department to determine if either is required. If yes, Director of Education must approve policy and their Name/Title be listed as last approver under Approval Team Members				
SKILL VALIDATION REQUIRED	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/> x	NO
DIDACTIC/EDUCATION REQUIRED	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/> x	NO
APPROVAL TEAM MEMBERS List the approval team member/proxy <i>(with their official title)</i> in the order in which they should be approving this policy.				
Amy Burnett FNP-C, Lead Nurse practitioner, Wellness Center Services				
Pam Williams CRNP, Lead Nurse Practitioner, Wellness Center Services				
Deanna Rigby, FACHE, MS (ASCP), Administrative Director, Ambulatory Care Services				

ADMINISTRATION APPROVAL TEAM MEMBERS	
Place an "X" in the box next to the Administrators included on the approval route (DO NOT ALTER OR REMOVE NAMES)	
Brad Kirkes, VP/ Ancillary and Clinical Services	<input type="checkbox"/> Gary Siegelman, M.D. Senior VP / Chief Medical Officer
Mike Metzger, VP/Corporate Support Services	<input type="checkbox"/> Michael J. Tretina, CPA, MBA, FHFMA, FACHE, Sr. VP/CFO
Eric Gloss, D. O. VP / Medical Affairs	<input type="checkbox"/> Richard Mohnk VP/ Chief Information Officer
Pam Marecki AVP Marketing Communications	<input checked="" type="checkbox"/> Michael Ashton, VP of Operations and Hospital Administrator, MMH
Shana Ross, VP/Human Resources	<input type="checkbox"/> John Van Gorp Sr. VP/Strategic Planning & Business Dev.
Brenda Kay Blain, DNP, RN-BC, FACHE, NEA-BC, Senior VP/Chief Nursing Executive	<input type="checkbox"/> Deborah Watson Sr. VP. /Chief Operating Officer
Lindsay Rhodenbaugh, Sr. VP, Chief Development Officer for Bayhealth Foundation	<input type="checkbox"/> Terry Murphy President/CEO

Policies become effective upon completion of electronic approval route for all designated Approval Team Members


Purpose / Statement:

All students who are enrolled in the school are eligible to receive services at the Wellness Center. Enrollment criteria are designed to ensure that students receive professional and confidential services.

Policy Statement

- 1.1 School Based Wellness Center services are available to all students enrolled in the school where the center is located. Parents or legal guardians can elect whether their child will receive services at the Wellness Center.
2. Areas Involved:
 - 2.1 School Based Wellness Centers
3. Forms Involved:
 - 3.1 School Based Wellness Center Parent/Student consent for Services form and High School Wellness Center Registration and Health History form.
 - 3.1.1 P10465 Consent (Dover, Lake Forest, Milford, Woodbridge and Smyrna)
 - 3.1.2 P10467 Consent (Polytech)
 - 3.1.3 P10468 Consent (Caesar Rodney)
 - 3.1.4 P9909 Registration History
4. Procedure:
 - 4.1 To enroll a student for services, the child's parent/guardian must complete and sign the Consent for Services and Registration and Health History Form and return it to the wellness Center.
 - 4.1.1 Students who are 18 years of age may sign for themselves to receive services.
 - 4.2 If the forms are returned incomplete, contact is made with the parent/guardian or student to ascertain their desire to enroll and if needed, to obtain completed information and signatures.
 - 4.3 At the beginning of each school year, an information packet including a Cover letter, Consent and registration Form is sent home with all students.
 - 4.4 Wellness Center staff will make an on-going effort to enroll students through direct contact with students and parents/guardians.

- 4.5 The consent for treatment may be revised or revoked by the parent/guardian or student at any time after written notification is given to the Wellness Center.
- 4.6 When there is an acute threat to life, services will be provided without a signed consent for treatment form. In such instances, staff will attempt to secure verbal approval with a follow-up to obtain a signed consent for future services.
- 4.7 Consent forms are legal documents and cannot be altered by a parent/guardian or student. If consent is received and services have been crossed out, the form will be returned to the parent/guardian or student as it cannot be accepted with alterations. The party involved can choose to either complete a new consent without changing the document or they can opt to not sign their student up for wellness center services.

 640 So. State St. Dover, De 19901 7-03-17 Standard Precautions	TITLE		POLICY NO.
	Infection Prevention Bayhealth School Based Health Centers		B8370.38
	ORIGINATING DEPARTMENT	REPLACES PREVIOUS POLICY #	EFFECTIVE DATE THIS REVISION: <i>Date of Administrator's Approval</i>
	Originating Dept. Smyrna 8370- Also covers: CR 8380, Dover 8364, POLYTECH 8367, Milford 8365, Lake Forest 8366, and Woodbridge 8375		March 6, 2019
x	YES	NO	FOR USE WITH ALL BAYHEALTH POLICIES Effective on date of Administration's approval

NEW	REVISED	X	REVIEWED ONLY – NO CHANGES (ENTER DATE REVIEWED BY DEPT.)			
			REVIEW CYCLE "X"	ANNUAL	2 YEAR	3 YEAR
						x

Responsible Party/ext <i>(Contact Person on file with C360)</i>	Forms / Attachments List all forms/attachments below including number and name assigned to each document.
Amy Burnett FNP-C 653-2399	
APPLICABLE STANDARDS *** (Required Information)	
Joint Commission (JC) List Chapter, Standard & EP	IC.01.01.01, IC.01.03.01, IC.01.04.01, IC.01.05.01, IC.02.01.01, IC.02.02.01, IC.02.03.01, LD.04.01.01
National Pt. Safety Goals List Goal No. & Suffix	NPSG #7
CMS	
OTHER:	

APPROVING COMMITTEES / DATES: <i>(place date approved below name of committee)</i>				
PPC Council	Infection Prevention 2/28/19	Med. Exec.	P & T	Critical Care
Others:				

~ EDUCATION REQUIRED ~ Contact the Education Department to determine if either is required. If yes, Director of Education must approve policy and their Name/Title be listed as last approver under Approval Team Members				
SKILL VALIDATION REQUIRED	YES	x	NO	Yes or No MUST be checked on both boxes to prevent policy being returned
DIDACTIC/EDUCATION REQUIRED	YES	x	NO	

APPROVAL TEAM MEMBERS	
List the approval team member/proxy <i>(with their official title)</i> in the order in which they should be approving this policy.	
Amy Burnett FNP-C, Nurse Practitioner, Supervisor, Wellness Center Services	
Pam Williams CRNP, Nurse Practitioner, Supervisor, Wellness Center services	
Deanna Rigby, FACHE, MS (ASCP), Administrative Director, Ambulatory Care Services	
Kelly Gardner, RN, BSN, CIC, IP Dept. Manager/Proxy for IPC (Vemulapalli/Zarraga)	

ADMINISTRATION APPROVAL TEAM MEMBERS			
Place an "X" in the box next to the Administrators included on the approval route (DO NOT ALTER OR REMOVE NAMES)			
	Brad Kirkes, VP/ Ancillary and Clinical Services		Gary Siegelman, M.D. Senior VP / Chief Medical Officer
	Mike Metzger, VP/Corporate Support Services		Michael J. Tretina, CPA, MBA, FHFMA, FACHE, Sr. VP/CFO
	Eric Gloss, D. O. VP / Medical Affairs		Richard Mohnk VP/ Chief Information Officer
	Pam Marecki AVP Marketing Communications	x	Michael Ashton, VP of Operations and Hospital Administrator, MMH
	Shana Ross, VP/Human Resources		John Van Gorp Sr. VP/Strategic Planning & Business Dev.
	Brenda Kay Blain, DNP, RN-BC, FACHE, NEA-BC, Senior VP/Chief Nursing Executive	x	Deborah Watson Sr. VP./Chief Operating Officer
	Lindsay Rhodenbaugh, Sr. VP, Chief Development Officer for Bayhealth Foundation	x	Terry Murphy President/CEO

Policies become effective upon completion of electronic approval route for all designated Approval Team Members


Purpose / Statement:

To reduce the risk of Healthcare Associated Infection in School Based Health Centers. Prevention of the transmission of infectious organisms from one individual to another and to reduce the possibility of contamination is imperative for the safety of the patients and employees.

1. Policy Statement
 - 1.1 There shall be effective infection prevention within the Wellness Centers. All patient care will be in compliance with the established infection prevention procedure.
2. Areas Involved:
 - 2.1 School Based Health Centers
 - 2.2 Infection Prevention Department
3. Forms Involved:
 - 3.1 None
4. Procedure:
 - 4.1 Responsibility of the Wellness Center Nurse Practitioner
 - 4.1.1 Ensures facilities for Hand Hygiene are properly maintained, accessible and equipped.
 - 4.1.2 Monitor proper maintenance and cleaning of equipment.
 - 4.1.3 Ensures that employees comply with policies and procedures established by Bayhealth Infection Prevention Department and Occupational Health.
 - 4.1.4 Ensures personnel have completed their Bayhealth mandatory education that includes Infection Prevention.
 - 4.1.5 Acts as a resource person
 - 4.1.6 Prepares and presents educational information to patients on infections, their prevention and care.
 - 4.1.7 Periodically assesses the infection prevention practices in the Wellness Center.
 - 4.2 Responsibility of the Infection Prevention Department
 - 4.2.1 Reviews data concerning infections in the Wellness Center to detect and prevent transmission of infections.
 - 4.2.2 Assists with in-service programs for staff related to current infection prevention practices.

- 4.2.3 Periodically observes departmental infection prevention practices.
- 4.3 Responsibility of Infection Prevention Committee
 - 4.3.1 Reviews and approves infection prevention policies and procedures.
- 4.4 Infection Prevention Practices-Patients
 - 4.4.1 Patients with purulent drainage on skin surface will be referred to the Nurse Practitioner for further evaluation and treatment.
 - 4.4.2 Patients with suspected communicable disease will be referred to the Nurse practitioner for further evaluation and treatment.
 - 4.4.3 Patients with potential communicable disease will be kept separate from well patients in the waiting area when possible.
- 4.5 General Responsibilities of Personnel
 - 4.5.1 All employees will follow good hygiene practices.
 - 4.5.2 All employees will adhere to Occupational Health Guidelines.
 - 4.5.3 Hand Hygiene measures/policy will be used before and after each patient contact.
 - 4.5.4 Employees will follow guidelines of Bayhealth OSHA Exposure Control/Blood borne pathogens policy. (B9000.05)
 - 4.5.5 Table paper will be on each exam table and changed after each patient.
 - 4.5.6 Any work area/surface that patients or patient specimens contact must be cleaned after each use with approved disinfectant wipes/solution.
 - 4.5.7 Each employee will complete the yearly mandatory infection prevention education.
 - 4.5.8 Spills of blood and bodily fluids are cleaned up immediately and decontaminated with approved disinfectant solution. Janitorial staff will be contacted for emergency clean-up assistance.
- 4.6 Materials
 - 4.6.1 Reusable items are limited in the Wellness Center. Any item that is reusable will be cleaned according to policy. Disposable items are discarded immediately after use.
- 4.7 Equipment
 - 4.7.1 The maintenance staff at the school should follow routine procedures for cleaning floors, walls and furniture. Trash and liners will be removed daily by cleaning personnel.
 - 4.7.2 A spill kit is available for clean-up of any bodily fluid spills.

- 4.7.3 Proper disposal of sharps is imperative to prevent the transmission of microorganisms from contaminated sharps to personnel and the environment.
- 4.7.4 All disposable sharps (needles, syringes, razor blades, angio-caths, or scalpel blades) will NOT be discarded in general trash.
- 4.7.5 All disposable sharps will be discarded by placement in hospital approved sharps container. When full the container will be picked up by the contract company for disposal.
- 4.7.6 Needles will not be clipped, bent or recapped.
- 4.7.7 Hospital approved disposable sharps containers are stock items and ordered through material management computer system.
- 4.7.8 When the disposable sharps container is 2/3 full, the lid should be closed and locked. A new container should be obtained and replaced in the locked wall mounted box.
- 4.7.9 The Nurse Practitioner will arrange for pick-up of full containers with the Bayhealth contracted disposal company.
- 4.7.10 Containers waiting for pick up should be placed in a biohazard box until pick-up.

 640 So. State St. Dover, De 19901 7-03-17 Standard Precautions	TITLE		POLICY NO.
	Crisis Notification		D8370.02
	ORIGINATING DEPARTMENT	REPLACES PREVIOUS POLICY #	EFFECTIVE DATE THIS REVISION: Date of Administrator's Approval
	Smyrna 8370- Also covers: CR 8380, Dover 8364, Lake Forest 8366, Milford 8365, Poly Tech 8367, Woodbridge 8375, School Based Wellness Centers		May 10, 2018
YES <input type="checkbox"/> x NO <input type="checkbox"/>	FOR USE WITH ALL BAYHEALTH POLICIES		Effective on date of Administration's approval

NEW <input type="checkbox"/>	REVISED <input checked="" type="checkbox"/>	REVIEWED ONLY – NO CHANGES (ENTER DATE REVIEWED BY DEPT.)	
REVIEW CYCLE "X"		ANNUAL <input type="checkbox"/>	2 YEAR <input type="checkbox"/>
		3 YEAR <input type="checkbox"/>	x

Responsible Party/ext (Contact Person on file with C360)	Forms / Attachments List all forms/attachments below including number and name assigned to each document.
Amy Burnett FNP-C 302-653-2399	
APPLICABLE STANDARDS *** (Required Information)	
Joint Commission (JC) List Chapter, Standard & EP	PC.01.02.13, PC.01.02.09
National Pt. Safety Goals List Goal No. & Suffix	NPSG.15.01.01
CMS	
OTHER:	

APPROVING COMMITTEES / DATES: (place date approved below name of committee)				
PPC Council	Infection Prevention	Med. Exec.	P & T	Critical Care

Others:

~ **EDUCATION REQUIRED** ~ Contact the Education Department to determine if either is required. If yes, Director of Education must approve policy and their Name/Title be listed as last approver under Approval Team Members

SKILL VALIDATION REQUIRED	YES <input type="checkbox"/> x NO <input type="checkbox"/>	Yes or No MUST be checked on both boxes to prevent policy being returned
DIDACTIC/EDUCATION REQUIRED	YES <input type="checkbox"/> x NO <input type="checkbox"/>	

APPROVAL TEAM MEMBERS	
List the approval team member/proxy (with their official title) in the order in which they should be approving this policy.	
Amy Burnett FNP-C, Supervisor Nurse practitioner, Wellness Center Services	
Pam Williams CRNP, Supervisor Nurse Practitioner, Wellness Center Services	
Deanna Rigby, FACHE, MS (ASCP), Administrative Director, Ambulatory Care Services	

ADMINISTRATION APPROVAL TEAM MEMBERS	
Place an "X" in the box next to the Administrators included on the approval route (DO NOT ALTER OR REMOVE NAMES)	
Brad Kirkes, VP/ Ancillary and Clinical Services	Gary Siegelman, M.D. Senior VP / Chief Medical Officer
Mike Metzger, VP/Corporate Support Services	Michael J. Tretina, CPA, MBA, FHFMA, FACHE, Sr. VP/CFO
Eric Gloss, D. O. VP / Medical Affairs	Richard Mohnk VP/ Chief Information Officer
Pam Marecki AVP Marketing Communications	x Michael Ashton, VP of Operations and Hospital Administrator, MMH
Shana Ross, VP/Human Resources	John Van Gorp Sr. VP/Strategic Planning & Business Dev.
Brenda Kay Blain, DNP, RN-BC, FACHE, NEA-BC, Senior VP/Chief Nursing Executive	Deborah Watson Sr. VP. /Chief Operating Officer
Lindsay Rhodenbaugh, Sr. VP, Chief Development Officer for Bayhealth Foundation	Terry Murphy President/CEO

Policies become effective upon completion of electronic approval route for all designated Approval Team Members

Purpose / Statement:

School Based Health Centers are committed to meeting not only the physical needs of today's adolescents, but also their mental and emotional needs. A crisis can occur at any time and can manifest in many different forms from abuse to suicide risk. The purpose of this policy is to establish a guideline for reporting a crisis involving any student seeking or receiving care in a Bayhealth School Based Health Center.

1. Policy Statement

- 1.1 Crisis intervention refers to the methods used to offer immediate, short-term help to individuals who experience an event that produces emotional, mental, physical and behavioral distress or problems. Any event that affects one's ability to effectively problem-solve or use coping skills can be a crisis. These may include but are not limited to life-threatening situations, sexual assault, criminal victimization, suicidal/homicidal thoughts or drastic changes within a person's life.
- 1.2 The goal of crisis intervention is to reduce the intensity of an individual's emotional, mental, physical or behavioral reactions to a crisis.

2. Areas Involved:

- 2.1 School Based Health Centers


3. Forms Involved:

- 3.1 none

4. Procedure:

- 4.1 If a student is identified as being in crisis, the appropriate contacts will be made for outside resources when necessary.
 - 4.1.1 For immediate danger: Call 911
 - 4.1.2 Suicide Risk Evaluation: Call 1-800-969-4357
 - 4.1.3 Child Abuse: 1-800-292-3582
 - 4.1.4 Domestic Abuse: 1-302-422-8058
 - 4.1.5 Contact Life line: 1-800-262-9800
- 4.2 On site staff should be notified within 30 minutes of making contact with Suicide Risk Hotline, the Police Department, Child Protective Services or 911. Staff to be notified would include SBHC staff and school staff or parent/guardian when appropriate.
 - 4.2.1 Nurse Practitioner/Coordinator
 - 4.2.2 Mental Health Provider

- 4.2.3 Patient Accounts Specialist
- 4.2.4 School Administration (For all 911 calls)
- 4.2.5 Parent/Guardian
- 4.2.6 School Resource Officer (For all 911 calls)
- 4.2.7 Guidance Counselor
- 4.2.8 School Nurse

	TITLE		POLICY NO.
	Patient Assessment School-Based Health Centers		D8370.32
	ORIGINATING DEPARTMENT	REPLACES PREVIOUS POLICY #	EFFECTIVE DATE
01-27-2020 Standard Precautions	Originating Dept. Smyrna 8370- Also covers CR8380, Dover 8364, Lake Forest 8366, Milford 8365, Polytech 8367 and Woodbridge 8375 School Based Health Centers		February 6, 2020
YES	x	NO	

NEW	REVISED	X	REVIEWED ONLY – NO CHANGES (ENTER DATE REVIEWED BY DEPT.)							
UPLOAD INTO EHR	YES	X	NO	REVIEW CYCLE “X”		ANNUAL	2 YEAR	3 YEAR	X	
REQUIRED POLICY	X	YES	NO							

Responsible Party & Ext. (Contact Person for policy content)	Attachments List attachments below including number and name assigned to each document.
Amy Burnett (302) 653-2399	None
APPLICABLE STANDARDS *** (Required Information)	
Joint Commission (JC) List Chapter, Standard & EP	PC.01.02.05, PC.04.01.01, RC.01.01.01, RC.02.01.01
National Pt. Safety Goals List Goal No. & Suffix	NPSG.01.01.01, NPSG.03.06.01, NPSG.15.01.01
CMS	
OTHER:	

APPROVAL DATES: (IF APPLICABLE - place date approved below before sending to Policies)				
P&P Committee	Infection Prevention	Med. Exec.	P & T	Critical Care
EEC	PCS Leadership Council	Education	Other:	
~ EDUCATION REQUIRED ~ Contact the Education Department to determine if either is required. If yes, Director of Education must approve policy and their approval date must appear above				
SKILL VALIDATION REQUIRED	YES	x	NO	Place an “X” in both boxes to prevent policy processing delay
DIDACTIC/EDUCATION REQUIRED	YES	x	NO	

APPROVAL TEAM MEMBERS			
Place an “X” in the box next to the Administrators applicable and add name of applicable Directors			
x	Deanna Rigby, FACHE, MS (ASCP) Administrative Director, Ambulatory Care Services		Shana Ross, MSHR, MBA Vice President, Human Resources
	(Add name & title) Department Medical Director		Brenda Blain, DNP, RN, FACHE, NEA-BC Senior Vice President and Chief Nurse Executive
	(Add name & title) Additional Applicable Leadership		Lindsay Rhodenbaugh, D. Min Senior Vice President, Chief Development Officer and President
	(Add name & title) Additional Applicable Leadership		Jonathan Kaufmann, DO Vice President, Chief Medical Information Officer
	Dina Perry, MBA Vice President, Physician Services		Gary Siegelman, MD, MSc, CPE Senior Vice President and Chief Medical Officer
	Brian Dolan Vice President, Supply Chain		Michael J. Tretina, CPA, MBA, FHFMA, FACHE, Senior Vice President/Chief Financial Officer
	Mary Finn, CPA, MBA Vice President, Finance		Rick Mohnk, MSA, MT (ASCP) Vice President, Chief Information Officer
	Brad D. Kirkes, MBA, MHA, OTR/L, CHT, FACHE Vice President, Ancillary and Clinical Services	x	Michael Ashton, FACHE Administrator, Bayhealth Sussex Campus
	Mike Metzger, Vice President, Corporate Support Services		John Van Gorp Senior Vice President, Planning & Business Development
	Vacant Vice President, Medical Affairs		Deborah Watson, FACHE, FACMPE Senior Vice President/Chief Operating Officer
	Pam Marecki, MS Assistant Vice President, Marketing & Communications		Terry Murphy, FACHE President and Chief Executive Officer

Policies become effective upon completion of electronic approval route for designated Approval Team Members

Purpose Statement:

Patient assessment is the systemic collection and review of patient data. All assessment data from the multi-disciplinary team is utilized to determine and prioritize the care needs of each patient. Care in the school-based health center is based on the diverse and unique needs of the patient which may include current or past physiological, psychological or nutritional status. Through the assessment process the plan of care is determined and goals are set.

1. Definitions:

- 1.1 Patient assessment is done to ensure that all students who enter the school-based health center receive care based upon an assessment of the patients relevant physical, psychosocial and/or nutritional needs.

2. Areas Involved:

- 2.1 School-Based Health Centers

3. Forms:

- 3.1 None

4. Procedure:

4.1 Medical Visits

- 4.1.1 Every student coming to the school-based health center for a medical visit will be assessed by a Nurse Practitioner. The scope of assessment for Nurse Practitioners includes, but is not limited to, performing an initial/ongoing assessment of patients to determine need for medical attention, obtaining patient histories, performing exams and requesting and interpreting laboratory studies. The Nurse Practitioner identifies normal and abnormal findings, monitors the effectiveness of therapeutic interventions and takes actions within the scope of their practice.

- 4.1.2 The Nurse Practitioner will document all aspects of the visit into our electronic medical record. (EPIC)

4.2 Mental Health Visits

- 4.2.1 Every student coming to the school-based health center for a mental health visit will be assessed by either a Licensed Professional Counselor of Mental Health or a Licensed Clinical Social Worker. The Mental Health Counselor uses

standard mental health assessment and evaluation protocols, develops patient psychosocial histories, writes treatment plans, documents patient progress, facilitates consultations and referral with other providers and implements discharge plans.

- 4.2.2 The Mental Health Counselor will document all aspects of the visit into our electronic medical record. (EPIC)

4.3 Nutritional Visits


- 4.3.1 Every student coming to the school-based health center for a nutritional visit will be assessed by a Licensed Registered Dietician (RD). The RD will assess the individual nutrition needs of each student, formulate a plan for therapy, set short and long term goals and evaluate their effectiveness. The information collected will guide the RD in the selection of an appropriate nutrition diagnosis.
- 4.3.2 The RD will document all aspects of the visit into our electronic medical record. (EPIC)

5. References:

- 5.1 none

6. Exhibits:

- 6.1 none

	TITLE		POLICY NO.
	Patient Education School Based Health Centers		D8370.30
	ORIGINATING DEPARTMENT	REPLACES PREVIOUS POLICY #	EFFECTIVE DATE
	Originating Dept Smyrna 8370- Also covers: CR 8380, Dover 8364, Lake Forest 8366, Milford 8365, Poly Tech 8367, Woodbridge 8375, School Based Wellness Centers		April 30, 2020
01-27-2020 Standard Precautions			
YES	x	NO	

NEW	REVISED	X	REVIEWED ONLY – NO CHANGES (ENTER DATE REVIEWED BY DEPT.)							
UPLOAD INTO EHR	YES	X	NO	REVIEW CYCLE “X”		ANNUAL	2 YEAR	X	3 YEAR	
REQUIRED POLICY	YES	X	NO							

Responsible Party & Ext. (Contact Person for policy content)	Attachments List attachments below including number and name assigned to each document.
Amy Burnett (302) 653-2399	
APPLICABLE STANDARDS *** (Required Information)	
Joint Commission (JC) List Chapter, Standard & EP	PC.02.03.01
National Pt. Safety Goals List Goal No. & Suffix	NPSG. 03.06.01
CMS	
OTHER:	

APPROVAL DATES: (IF APPLICABLE - place date approved below before sending to Policies)				
P&P Committee	Infection Prevention	Med. Exec.	P & T	Critical Care
EEC	PCS Leadership Council	Education	Other:	
~ EDUCATION REQUIRED ~ Contact the Education Department to determine if either is required. If yes, Director of Education must approve policy and their approval date must appear above				
SKILL VALIDATION REQUIRED	YES	x	NO	Place an “X” in both boxes to prevent policy processing delay
DIDACTIC/EDUCATION REQUIRED	YES	x	NO	

APPROVAL TEAM MEMBERS			
Place an “X” in the box next to the Administrators applicable and add name of applicable Directors			
x	Deanna Rigby, FACHE, MS (ASCP), Administrative Director, Ambulatory Care Services		Shana Ross, MSHR, MBA Vice President, Human Resources
	(Add name & title) Department Medical Director		Brenda Blain, DNP, RN, FACHE, NEA-BC Senior Vice President and Chief Nurse Executive
x	Amy Burnett, MS, FNP-C, Supervisor Nurse Practitioner, Wellness Center Services		Lindsay Rhodenbaugh, D. Min Senior Vice President, Chief Development Officer and President, Bayhealth Foundation
	(Add name & title) Additional Applicable Leadership		Jonathan Kaufmann, DO Vice President, Chief Medical Information Officer
	Dina Perry, MBA Vice President, Physician Services		Gary Siegelman, MD, MSc, CPE Senior Vice President and Chief Medical Officer
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	Mary Finn, CPA, MBA Vice President, Finance		Rick Mohnk, MSA, MT (ASCP) Vice President, Chief Information Officer
	Brad D. Kirkes, MBA, MHA, OTR/L, CHT, FACHE Vice President, Ancillary and Clinical Services	x	Michael Ashton, FACHE Administrator, Bayhealth Sussex Campus
	Mike Metzger, Vice President, Corporate Support Services		John Van Gorp Senior Vice President, Planning & Business Development
	Vacant Vice President, Medical Affairs		Deborah Watson, FACHE, FACMPE Senior Vice President/Chief Operating Officer
	Pam Marecki, MS Assistant Vice President, Marketing & Communications		Terry Murphy, FACHE President and Chief Executive Officer

Policies become effective upon completion of electronic approval route for designated Approval Team Members

Purpose Statement:

Patient education is integral to the process that changes or enhances knowledge, attitude or skills to maintain or improve health. The goal of patient education is to facilitate understanding of their health status and increase their potential to follow a therapeutic health plan while promoting a healthy lifestyle.

1. Definitions:
 - 1.1 Patients will be assessed for educational and learning needs.
2. Areas Involved:
 - 2.1 School Based Health Centers
3. Forms:
 - 3.1 None
4. Procedure:
 - 4.1 Patients will be assessed for educational and learning needs.
 - 4.2 Literacy and learning problems should be taken into consideration when providing written instructions.
 - 4.2.1 Staff has access to EPIC and the Medical Library which has programs such as Up to Date. These programs have patient educational resources available in easy to read formats and a variety of languages.
 - 4.2.2 Public Health has also made available educational handouts for patients receiving health services such as reproductive care.
 - 4.2.3 Patient handouts on a variety of adolescent health topics will be available, in the health center, at all times.
 - 4.3 Anticipatory Guidance is a form of preventative counseling given to patients to provide them with information to prevent future health problems. It is key for teens to receive this information to better understand their physical health, growth, psychosocial and sexual

development. The goal is to reduce risks and assist in the development of healthy habits.

4.3.1 Anticipatory Guidance will occur with all physical exams and at any time that a provider determines a health education need.

4.3.2 Bright Futures health promotion and Prevention initiative led by the American Academy of Pediatrics is used as a guide to educate teens and assist with risk reduction.

4.4 Patient Education and Anticipatory Guidance will be documented in EPIC in the providers note or on the After Visit Summary.

4.5 Patients who are seen for medical services will have a medication reconciliation done in EPIC under medication review.

4.5.1 The Nurse Practitioner will review medications with the patient. Any new medications will be added to the history and old medications removed.

4.5.2 The Nurse Practitioner will review the patient's current medications and any new medications prescribed for potential interactions.


4.5.3 Patients will be given information on any new medications. This information is available in EPIC and can be placed on the After Visit Summary or Public Health provides patient medication education information in its Pharmacy Policies and Procedures manual. The Providers can access these sources or the Bayhealth Medical Library for information for patient education.

5. References:

5.1 The American Academy of Pediatrics,
<http://www.brightfutures.aap.org> (Accessed April 28, 2020)

6. Exhibits:

6.1 None

 640 So. State St. Dover, De 19901 7-03-17 Standard Precautions	TITLE		POLICY NO.
	Public Health Statistics School-Based Health Centers		D8370.35
	ORIGINATING DEPARTMENT	REPLACES PREVIOUS POLICY #	EFFECTIVE DATE THIS REVISION: Date of Administrator's Approval
	Originating Dept. Smyrna 8370- Also covers: CR 8380, Dover 8364, Lake Forest 8366, Milford 8365, Poly Tech 8367, Woodbridge 8375, School Based Wellness Centers		June 26, 2019
<input type="checkbox"/> YES <input checked="" type="checkbox"/> x <input type="checkbox"/> NO	FOR USE WITH ALL BAYHEALTH POLICIES Effective on date of Administration's approval		

NEW	<input type="checkbox"/>	REVISED	<input checked="" type="checkbox"/> X	REVIEWED ONLY – NO CHANGES (ENTER DATE REVIEWED BY DEPT.)	
REVIEW CYCLE "X"		ANNUAL	<input type="checkbox"/>	2 YEAR	<input type="checkbox"/>
				3 YEAR	<input checked="" type="checkbox"/> X

Responsible Party/ext (Contact Person on file with C360)	Forms / Attachments
Amy Burnett 302-653-2399	List all forms/attachments below including number and name assigned to each document.
APPLICABLE STANDARDS *** (Required Information)	
Joint Commission (JC) List Chapter, Standard & EP	LD.04.01.01, RC.01.01.01
National Pt. Safety Goals List Goal No. & Suffix	
CMS	
OTHER:	

APPROVING COMMITTEES / DATES: (place date approved below name of committee)				
PPC Council	Infection Prevention	Med. Exec.	P & T	Critical Care

Others:

~ **EDUCATION REQUIRED** ~ Contact the Education Department to determine if either is required. If yes, Director of Education must approve policy and their Name/Title be listed as last approver under Approval Team Members

SKILL VALIDATION REQUIRED	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/> x	NO	Yes or No MUST be checked on both boxes to prevent policy being returned
DIDACTIC/EDUCATION REQUIRED	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/> x	NO	

APPROVAL TEAM MEMBERS	
List the approval team member/proxy (with their official title) in the order in which they should be approving this policy.	
Amy Burnett FNP-C, Supervisor Nurse practitioner, Wellness Center Services	
Pam Williams CRNP, Supervisor Nurse Practitioner, Wellness Center Services	
Deanna Rigby, FACHE, MS (ASCP), Administrative Director, Ambulatory Care Services	

ADMINISTRATION APPROVAL TEAM MEMBERS	
Place an "X" in the box next to the Administrators included on the approval route (DO NOT ALTER OR REMOVE NAMES)	
Brad Kirkes, VP/ Ancillary and Clinical Services	Gary Siegelman, M.D. Senior VP / Chief Medical Officer
Mike Metzger, VP/Corporate Support Services	Michael J. Tretina, CPA, MBA, FHFMA, FACHE, Sr. VP/CFO
Eric Gloss, D. O. VP / Medical Affairs	Richard Mohnk VP/ Chief Information Officer
Pam Marecki AVP Marketing Communications	x Michael Ashton, VP of Operations and Hospital Administrator, MMH
Shana Ross, VP/Human Resources	John Van Gorp Sr. VP/Strategic Planning & Business Dev.
Brenda Kay Blain, DNP, RN-BC, FACHE, NEA-BC, Senior VP/Chief Nursing Executive	Deborah Watson Sr. VP. /Chief Operating Officer
Lindsay Rhodenbaugh, Sr. VP, Chief Development Officer for Bayhealth Foundation	Terry Murphy President/CEO

Policies become effective upon completion of electronic approval route for all designated Approval Team Members

Purpose / Statement:


School-Based Health Centers operate as extensions of the Division of Public Health, (DPH) Department of Health and Social Services. School-Based Health Centers are required to provide DPH with data and information related to patient visits to the health center.

Policy Statement

- 1.1 Requested statistical data shall be provided to DPH.
2. Areas Involved:
 - 2.1 School-Based Health Centers
3. Forms Involved:
 - 3.1 None
4. Procedure:
 - 4.1 Bayhealth will provide DPH with the required statistics and reporting measures as outlined in the contract between Bayhealth and DPH. The required information will be derived from Provider documentation using EPIC our electronic medical record (EMR).
 - 4.1.1 The required information will be obtained from the EPIC IT staff. The monthly report is cumulative from July 1 to June 30th of each year. The report will be given to the School-Based Health Center Nurse Practitioner Supervisor's for review prior to the information being sent to DPH.
 - 4.1.2 Once the report is reviewed and no corrections are required the Nurse Practitioner Supervisor will send it on to DPH.
 - 4.1.3 The Patient Accounts Specialist will obtain the local schools September 30th enrollment count each year, as soon as it is available, and provide it to the Nurse Practitioner Supervisor for inclusion into each report.
 - 4.2 Tracking Codes are used as a means of providing DPH with the requested collateral and written communications that occur with each School-Based Health Center visit.
 - 4.2.1 The tracking codes have been incorporated into EPIC and each provider will indicate the appropriate codes with every visit.
 - 4.3 All students who are members of the School-Based Health Center will have their demographic information, health insurance and the wellness Guarantor added into the EPIC system. This process should be completed by January 30th for newly enrolled patients at

the start of each new school year. It will continue throughout the school year as new patients enroll for services.

- 4.4 The Nurse/Practitioner Coordinator will provide DPH with their centers Semi-Annual and Annual reports based on the established Goals and Objectives. These reports are due February 15th and August 15th respectively, each year. A copy of these reports will be given to the Nurse Practitioner Supervisor.
- 4.5 The Goals and Objectives are submitted to DPH by May 15th of each year for review and approval.

 9-1-19	TITLE Release of Visit Information to Primary Care or Specialists Bayhealth School Based Health Centers		POLICY NO. D8370.29
	ORIGINATING DEPARTMENT Standard Precautions	REPLACES PREVIOUS POLICY #	EFFECTIVE DATE September 16, 2019
	Originating dept. Smyrna 8370- Also covers: CR 8370, Dover 8364, Lake Forest 8366, Milford 8365, POLYTECH 8367 and Woodridge 8375 School Based Wellness Centers.		
YES	X	NO	

NEW	REVISED	REVIEWED ONLY – NO CHANGES (ENTER DATE REVIEWED BY DEPT.)						
UPLOAD INTO EHR	YES	X	NO	REVIEW CYCLE “X”	ANNUAL	2 YEAR	3 YEAR	X
REQUIRED POLICY	X	YES	NO					

Responsible Party & Ext. (Contact Person for policy content) Amy Burnett FNP-C 653-2399	Attachments List attachments below including number and name assigned to each document. None
APPLICABLE STANDARDS *** (Required Information)	
Joint Commission (JC) List Chapter, Standard & EP	LD.03.04.01, PC.02.02.01
National Pt. Safety Goals List Goal No. & Suffix	NPSG.03.06.01
CMS	
OTHER:	

APPROVAL DATES: (IF APPLICABLE - place date approved below before sending to Policies)				
P&P Committee	Infection Prevention	Med. Exec.	P & T	Critical Care
EEC	PCS Leadership Council	Education	Other:	
~ EDUCATION REQUIRED ~ Contact the Education Department to determine if either is required. If yes, Director of Education must approve policy and their approval date must appear above				
SKILL VALIDATION REQUIRED	YES	X	NO	Place an “X” in both boxes to prevent policy processing delay
DIDACTIC/EDUCATION REQUIRED	YES	X	NO	

APPROVAL TEAM MEMBERS Place an “X” in the box next to the Administrators applicable and add name of applicable Directors	
X	Deanna Rigby, FACHE, MS (ASCP) Administrative Director, Ambulatory Care Services
	Brenda Blain, DNP, RN, FACHE, NEA-BC Senior Vice President and Chief Nurse Executive
	Lindsay Rhodenbaugh, D. Min Senior Vice President, Chief Development Officer and President, Bayhealth Foundation
	Jonathan Kaufmann, DO Vice President, Chief Medical Information Officer
	Gary Siegelman, MD, MSc, CPE Senior Vice President and Chief Medical Officer
	Michael J. Tretina, CPA, MBA, FHFMA, FACHE, Senior Vice President/Chief Financial Officer
	Rick Mohnk, MSA, MT (ASCP) Vice President, Chief Information Officer
	Mike Metzger, Vice President, Corporate Support Services
	John Van Gorp Senior Vice President, Planning & Business Development
	Deborah Watson, FACHE, FACMPE Senior Vice President/Chief Operating Officer
	Terry Murphy, FACHE President and Chief Executive Officer

Policies become effective upon completion of electronic approval route for designated Approval Team Members

Purpose / Statement:

Bayhealth's School Based Health Centers provide Delaware's teenagers with health services in cooperation with each teen's family physician. Maintaining continuity of care with Primary Care Providers (PCP) and/or Specialists is essential to a teens overall health.

1. Definitions:

- 1.1 School Based Health Centers must comply with privacy rules as stated in the Health Insurance Portability and Accountability Act (HIPPA). This policy addresses the release of information specifically related to a student's visit to the School Based Health Center.

2. Areas Involved:

- 2.1 School Based Health Centers

3. Forms:

- 3.1 None

4. Procedure:


- 4.1 When appropriate, students will be asked if they would like their PCP or Specialist to be notified about services received at the School Based Health Center. HIPPA standards will be followed as delineated by Bayhealth Medical Center.
- 4.2 The PCP or Specialist will be contacted by phone, fax or letter when necessary.
- 4.3 If a student is seen in the School Based Health Center and requires follow up, an attempt will be made to contact the PCP or Specialist regarding the students visit.
- 4.4 It is the parents and/or students (If 18 years of age or older) responsibility to schedule follow up appointments when recommended by School Based Health Center staff.
- 4.5 The School Based Health Center staff will assist with making follow up appointments when possible.
- 4.6 Any communication in writing will be scanned into EPIC.
- 4.7 The School Based Health Center staff will document an encounter note in EPIC that a PCP or Specialist was notified when appropriate.

5. References

5.1 Internet Source:

<https://www.hhs.gov/hipaa/for-professionals/index.html>

- 6. Exhibits:
 - 6.1 None

 640 So. State St. Dover, De 19901 7-03-17 Standard Precautions	TITLE		POLICY NO.
	Responsibility of Schools and Bayhealth School Based Wellness Centers		D8370.43
	ORIGINATING DEPARTMENT	REPLACES PREVIOUS POLICY #	EFFECTIVE DATE THIS REVISION: <i>Date of Administrator's Approval</i>
	Originating Dept Smyrna 8370- Also covers: CR 8380, Dover 8364, Lake Forest 8366, Milford 8365, Poly Tech 8367, Woodbridge 8375, School Based Wellness Centers	D8370.31	Oct. 26, 2017
YES <input type="checkbox"/> x NO <input type="checkbox"/>	FOR USE WITH ALL BAYHEALTH POLICIES Effective on date of Administration's approval		

NEW <input type="checkbox"/>	REVISED <input checked="" type="checkbox"/>	REVIEWED ONLY – NO CHANGES (ENTER DATE REVIEWED BY DEPT.)	
REVIEW CYCLE "X"		ANNUAL <input type="checkbox"/>	2 YEAR <input type="checkbox"/>
		3 YEAR <input type="checkbox"/>	x <input type="checkbox"/>

Responsible Party/ext <i>(Contact Person on file with C360)</i>	Forms / Attachments List all forms/attachments below including number and name assigned to each document.
Amy Burnett FNP-C 302-653-2399	None
APPLICABLE STANDARDS *** (Required Information)	
Joint Commission (JC) List Chapter, Standard & EP	LD.04.01.07, LD.04.03.01
National Pt. Safety Goals List Goal No. & Suffix	
CMS	
OTHER:	

APPROVING COMMITTEES / DATES: <i>(place date approved below name of committee)</i>				
PPC Council	Infection Prevention	Med. Exec.	P & T	Critical Care

Others:

~ **EDUCATION REQUIRED** ~ Contact the Education Department to determine if either is required. **If yes, Director of Education must approve policy and their Name/Title be listed as last approver under Approval Team Members**

SKILL VALIDATION REQUIRED	YES <input type="checkbox"/> x NO <input type="checkbox"/>	Yes or No MUST be checked on both boxes to prevent policy being returned
DIDACTIC/EDUCATION REQUIRED	YES <input type="checkbox"/> x NO <input type="checkbox"/>	

APPROVAL TEAM MEMBERS	
List the approval team member/proxy <i>(with their official title)</i> in the order in which they should be approving this policy.	
Amy Burnett FNP-C, Lead Nurse practitioner, Wellness Center Services	
Pam Williams CRNP, Lead Nurse Practitioner, Wellness Center Services	
Deanna Rigby, FACHE, MS (ASCP), Administrative Director, Ambulatory Care Services	

ADMINISTRATION APPROVAL TEAM MEMBERS	
Place an "X" in the box next to the Administrators included on the approval route (DO NOT ALTER OR REMOVE NAMES)	
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Eric Gloss, D. O. VP / Medical Affairs	Richard Mohnk VP/ Chief Information Officer
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Brenda Kay Blain, DNP, RN-BC, FACHE, NEA-BC, Senior VP/Chief Nursing Executive	Deborah Watson Sr. VP. /Chief Operating Officer
Lindsay Rhodenbaugh, Sr. VP, Chief Development Officer for Bayhealth Foundation	Terry Murphy President/CEO

Policies become effective upon completion of electronic approval route for all designated Approval Team Members


Responsibility of Schools and Bayhealth School Based Wellness Centers, D8370.43 , Effective Date October 26, 2017

Purpose / Statement:

School Based Health Centers (SBHC's) are designed to provide early intervention and preventative health care to adolescents. They function as a partnership between the Public Schools in Delaware, Public Health and local vendors who operate the centers. Bayhealth operates 7 SBHC's in Delaware.

1. Policy Statement
 - 1.1 The medical sponsors and Public Schools each have a role in the function and daily operations of School Based Health Centers. School Based Health Centers are funded by state, federal, in-kind and fee-for-services resources.
2. Areas Involved:
 - 2.1 School Based Health Centers
3. Forms Involved:
 - 3.1 None
4. Procedure:
 - 4.1 School District's Responsibility
 - 4.1.1 The School District will provide and maintain adequate space for the daily operation of the wellness center. This may include but may not be limited to desks, chairs, and tables.
 - 4.1.2 The local schools will provide custodial services for each center.
 - 4.1.3 The School District will provide the School Based Health Center staff with access to the building and their Center.
 - 4.1.4 The School District will work with Bayhealth to assist them with the set-up of internet access. They will provide space for local Comcast or other internet lines to be accessed within the center.
 - 4.1.5 The School District will notify staff of any closings or delays.
 - 4.1.6 The School District will agree upon and determine the services that are to be provided at the School Based Health Center located within their schools.
 - 4.1.7 The School District can terminate and close a School Based Wellness Center if agreed upon by their school board.

- 4.1.8 Any change in the services provided at a School Based Health Center different than those initially agreed upon must be approved by the School Board and Public Health.
- 4.2 Medical Sponsor Responsibility
 - 4.2.1 Bayhealth will provide the staff to manage the daily operations of the School Based Health Center.
 - 4.2.2 Any contracted staff will follow Bayhealth's contractor policy for providing services within the center. Example: Registered Dietitians and Contact Lifeline staff.
 - 4.2.3 Bayhealth will provide the equipment necessary to manage the patients seen within the School Based health Center.
 - 4.2.4 Bayhealth will provide computers and access to the internet for the School Based Health Center staff.
 - 4.2.5 Copies of yearly reports, policies and procedures, staff resumes, contracts etc. will be available to each local school board.
 - 4.2.6 Bayhealth will ensure that consent for services has been obtained prior to any student receiving services.
 - 4.2.7 Bayhealth will maintain all records on their designated EMR (Electronic Medical Record).
 - 4.2.8 Bayhealth will ensure all staff are trained and credentialed as required for their specific job function.

	TITLE		POLICY NO.
	Reproductive Services: School Based Health Centers		D8370.39
	ORIGINATING DEPARTMENT	REPLACES PREVIOUS POLICY #	EFFECTIVE DATE
	Smyrna 8370 (Also covers: CR 8380, Dover 8364, Lake Forest 8366, Milford 8365, Poly Tech 8367, Woodbridge 8375, School Based Wellness Centers)		May 28, 2020
01-27-2020 Standard Precautions			
YES	x	NO	

NEW	REVISED	REVIEWED ONLY – NO CHANGES (ENTER DATE REVIEWED BY DEPT.)							
UPLOAD INTO EHR		YES	X	NO	REVIEW CYCLE "X"	ANNUAL	X	2 YEAR	3 YEAR
REQUIRED POLICY	X	YES		NO					

Responsible Party & Ext. (Contact Person for policy content)	Attachments List attachments below including number and name assigned to each document.
Amy Burnett MSN, FNP-C 302-653-2399	
APPLICABLE STANDARDS *** (Required Information)	
Joint Commission (JC) List Chapter, Standard & EP	LD.04.01.07, MM.06.01.01, RI.01.01.01
National Pt. Safety Goals List Goal No. & Suffix	NPSG.01.01.01
CMS	
OTHER:	

APPROVAL DATES: (IF APPLICABLE - place date approved below before sending to Policies)				
P&P Committee	Infection Prevention	Med. Exec.	P & T	Critical Care
EEC	PCS Leadership Council	Education	Other:	
~ EDUCATION REQUIRED ~ Contact the Education Department to determine if either is required. If yes, Director of Education must approve policy and their approval date must appear above				
SKILL VALIDATION REQUIRED	YES	NO	Place an "X" in both boxes to prevent policy processing delay	
DIDACTIC/EDUCATION REQUIRED	YES	NO		

APPROVAL TEAM MEMBERS			
Place an "X" in the box next to the Administrators applicable and add name of applicable Directors			
x	Deanna Rigby, FACHE, MS, (ASCP) Administrative Director, Ambulatory Care Services		Shana Ross, MSHR, MBA Vice President, Human Resources
	(Add name & title) Department Medical Director		Brenda Blain, DNP, RN, FACHE, NEA-BC Senior Vice President and Chief Nurse Executive
x	Amy Burnett MSN, FNP-C Supervisor, School Based Health Centers		Lindsay Rhodenbaugh, D. Min Senior Vice President, Chief Development Officer and President, Bayhealth Foundation
	(Add name & title) Additional Applicable Leadership		Jonathan Kaufmann, DO Vice President, Chief Medical Information Officer
	Dina Perry, MBA Vice President, Physician Services		Gary Siegelman, MD, MSc, CPE Senior Vice President and Chief Medical Officer
	Brian Dolan Vice President, Supply Chain		Michael J. Tretina, CPA, MBA, FHFMA, FACHE, Senior Vice President/Chief Financial Officer
	Mary Finn, CPA, MBA Vice President, Finance		Rick Mohnk, MSA, MT (ASCP) Vice President, Chief Information Officer
	Brad D. Kirkes, MBA, MHA, OTR/L, CHT, FACHE Vice President, Ancillary and Clinical Services	x	Michael Ashton, FACHE Administrator, Bayhealth Sussex Campus
	Mike Metzger, Vice President, Corporate Support Services		John Van Gorp Senior Vice President, Planning & Business Development
	Vacant Vice President, Medical Affairs		Deborah Watson, FACHE, FACMPE Senior Vice President/Chief Operating Officer
	Pam Marecki, MS Assistant Vice President, Marketing & Communications		Terry Murphy, FACHE President and Chief Executive Officer

Policies become effective upon completion of electronic approval route for designated Approval Team Members

Reproductive Services: School Based Health Centers, D8370.39, Effective Date May 28, 2020

Purpose Statement:

The Bayhealth School Based Health Centers, with school board approval, made an agreement with Public Health to become Title X reproductive health care providers. Title X is a federal program dedicated to providing individuals comprehensive family planning and related preventative health services.

1. Definitions:

- 1.1 The Bayhealth School Based Health Centers can provide limited reproductive care: Hormonal Contraception and Condoms.
- 1.2 Each individual school must have school approval to determine what services can be provided.

2. Areas Involved:

- 2.1 Bayhealth School Based Health Centers

3. Forms:

- 3.1 The form involved is designated by Public Health and the Title X program.
- 3.2 Hormonal Contraception Consent Form

4. Procedure:

- 4.1 Only students that are active members of the School Based Health Center will be able to access these services.
 - 4.1.1 Students without consent will be given a consent form or be referred to appropriate community agencies.
- 4.2 Reproductive Health Services will be provided at the School Based Health Centers where such services have been approved by the school board/superintendent.
 - 4.2.1 Written documentation of school approval for reproductive services has been provided to Public Health.

- 4.2.2 Schools may vary in what is offered due to local school board preference.
- 4.3 All Bayhealth School Based Health Centers are Title X providers.
 - 4.3.1 Program, data and fiscal requirements of the federal Title X program must be met.
- 4.4 School Based Wellness Centers who provide reproductive health services must provide written documentation to the Division of Public Health that all providers meet the qualifications and practice requirements to provide such services.
- 4.5 Distribution of hormonal contraceptives:
 - 4.5.1 Up to three months of hormonal contraceptives (Oral, Patch or Ring) can be prescribed at a visit. No additional hormonal contraceptives will be given out until the three month's supply has expired (or is close to expiration) unless such circumstances warrant other considerations such as providing supply for summer or over long breaks from school. This will be done on a case by case basis.
 - 4.5.2 The Public Health consent form for hormonal contraceptives must be signed and scanned into EPIC.
- 4.6 Distribution of Condoms:
 - 4.6.1 Condoms will be given out upon request. Condoms are dispensed 10-12 at a time unless another amount is deemed necessary. This is determined on an as need basis.
- 4.7 Depo-Provera Administration:
 - 4.7.1 Depo-Provera (Medroxyprogesterone Acetate) is a long acting injectable progestin suitable for adolescents seeking a continuous long term contraceptive.
 - 4.7.2 The Public Health consent form for hormonal contraceptives must be signed and scanned into EPIC.
 - 4.7.3 Injections will be given every 9-13 weeks for patients eligible for this form of birth control. Injections will be given in the Wellness Center by the Nurse Practitioner.
- 4.8 Patients who request reproductive care services will be encouraged to have a screening for sexually transmitted infections at the time of their visit. This may include HIV testing. (See policies D8370.40 HIV testing and D8370.14 Sexually transmitted infections)

- 4.9 All elements of the patient encounter will be documented in Epic during the encounter.
 - 4.9.1 Key elements include:
 - 4.9.1.1 Past Medical History
 - 4.9.1.2 Family History
 - 4.9.1.3 Social History
 - 4.9.1.4 Menstrual/Sexual History
 - 4.9.1.5 Pregnancy/Contraceptive History
 - 4.9.1.6 Assessment/Plan
 - 4.9.1.7 Patient Education
- 4.10 Patients will receive education regarding the appropriate use of hormonal contraceptives, Depo-Provera and/or condoms prior to distribution/administration. The education provided during the patient visit will be documented in Epic in the encounter note.
 - 4.10.1 Education will be provided on all forms of birth control and where to access other forms that are not offered at the Wellness Center if desired.
- 4.11 Guidelines for prescribing hormonal contraceptives are addressed in policy D8370.22, Standing Orders School Based Health Centers.
- 4.12 Oral Contraceptives, Nuva-ring, Depo-Provera and condoms are ordered through the Division of Public Health Pharmacy.
 - 4.12.1 Prescriptions can be sent to a local pharmacy when appropriate.
- 4.13 All Nurse Practitioners providing these services will attend the required trainings established by the Division of Public health and the Title X Program.
- 4.14 Reproductive services are considered confidential.
 - 4.14.1 Children 12 years of age or older who are enrolled in School-Based Wellness Centers are eligible for reproductive services.
 - 4.14.2 According to Delaware Law, a minor child, 12 years of age and older can receive these confidential services without


parental consent. This law applies to all medical facilities and providers. Information about confidential services can only be shared when a child gives the School Based Health Center permission to do so or at the discretion of the health care provider having primary regard for the interests of the minor.

5. References:

5.1 Delaware Law Title 13 Chapter 7

6. Exhibits:

6.1 None

 640 So. State St. Dover, De 19901 7-03-17 Standard Precautions	TITLE		POLICY NO.
	Scope of Services School-Based Health Centers		D8370.28
	ORIGINATING DEPARTMENT	REPLACES PREVIOUS POLICY #	EFFECTIVE DATE THIS REVISION: Date of Administrator's Approval
	Originating Dept. Smyrna 8370- Also covers CR 8380, Dover 8364, Lake Forest 8366, Milford 8365, Poly Tech 8367 and Woodbridge 8375, School Based Wellness Centers		June 26, 2019
<input type="checkbox"/> YES <input checked="" type="checkbox"/> x <input type="checkbox"/> NO	FOR USE WITH ALL BAYHEALTH POLICIES Effective on date of Administration's approval		

NEW	<input type="checkbox"/>	REVISED	<input checked="" type="checkbox"/> X	REVIEWED ONLY – NO CHANGES (ENTER DATE REVIEWED BY DEPT.)	
REVIEW CYCLE "X"				ANNUAL	<input type="checkbox"/>
				2 YEAR	<input type="checkbox"/>
				3 YEAR	<input checked="" type="checkbox"/> X

Responsible Party/ext (Contact Person on file with C360)	Forms / Attachments List all forms/attachments below including number and name assigned to each document.
Amy Burnett 302-653-2399	
APPLICABLE STANDARDS *** (Required Information)	
Joint Commission (JC) List Chapter, Standard & EP	LD.04.01.01 LD.04.03.09 LD.04.03.01
National Pt. Safety Goals List Goal No. & Suffix	NPSG.03.06.01
CMS	
OTHER:	

APPROVING COMMITTEES / DATES: (place date approved below name of committee)				
PPC Council	Infection Prevention	Med. Exec.	P & T	Critical Care

Others:

~ **EDUCATION REQUIRED** ~ Contact the Education Department to determine if either is required. If yes, Director of Education must approve policy and their Name/Title be listed as last approver under Approval Team Members

SKILL VALIDATION REQUIRED	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/> x	NO	Yes or No MUST be checked on both boxes to prevent policy being returned
DIDACTIC/EDUCATION REQUIRED	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/> x	NO	

APPROVAL TEAM MEMBERS	
List the approval team member/proxy (with their official title) in the order in which they should be approving this policy.	
Amy Burnett FNP-C, Supervisor Nurse practitioner, Wellness Center Services	
Pam Williams CRNP, Supervisor Nurse Practitioner, Wellness Center Services	
Deanna Rigby, FACHE, MS (ASCP), Administrative Director, Ambulatory Care Services	

ADMINISTRATION APPROVAL TEAM MEMBERS			
Place an "X" in the box next to the Administrators included on the approval route (DO NOT ALTER OR REMOVE NAMES)			
<input type="checkbox"/>	Brad Kirkes, VP/ Ancillary and Clinical Services	<input type="checkbox"/>	Gary Siegelman, M.D. Senior VP / Chief Medical Officer
<input type="checkbox"/>	Mike Metzger, VP/Corporate Support Services	<input type="checkbox"/>	Michael J. Tretina, CPA, MBA, FHFMA, FACHE, Sr. VP/CFO
<input type="checkbox"/>	Eric Gloss, D. O. VP / Medical Affairs	<input type="checkbox"/>	Richard Mohnk VP/ Chief Information Officer
<input type="checkbox"/>	Pam Marecki AVP Marketing Communications	<input checked="" type="checkbox"/> X	Michael Ashton, VP of Operations and Hospital Administrator, MMH
<input type="checkbox"/>	Shana Ross, VP/Human Resources	<input type="checkbox"/>	John Van Gorp Sr. VP/Strategic Planning & Business Dev.
<input type="checkbox"/>	Brenda Kay Blain, DNP, RN-BC, FACHE, NEA-BC, Senior VP/Chief Nursing Executive	<input type="checkbox"/>	Deborah Watson Sr. VP. /Chief Operating Officer
<input type="checkbox"/>	Lindsay Rhodenbaugh, Sr. VP, Chief Development Officer for Bayhealth Foundation	<input type="checkbox"/>	Terry Murphy President/CEO

Policies become effective upon completion of electronic approval route for all designated Approval Team Members

Purpose / Statement:

School-Based Health Centers operate as extensions of the Division of Public Health (DPH), Department of Health and Social Services. Bayhealth understands and supports DPH's goal to "function as an integrated organization which partners with outside organizations to improve the quality of services provided to our clients."

Policy Statement

1.1 The Scope of Services shall include:

1.1.1 Physical Health

- 1.1.1.1 Assessment, diagnosis and treatment of minor illness and injury
- 1.1.1.2 Physical Examinations, including sports/employment/college physicals
- 1.1.1.3 Immunizations in accordance with DPH and the Vaccine for Children Program
- 1.1.1.4 Reproductive Health including: Sexually Transmitted Infection (STI) and HIV testing, Contraception (Hormonal and Condoms) and the diagnosis and treatment of STI's. These services are provided at schools where the local school board has approved such services. (Refer to policy D8370.39 and D8370.40)

1.1.2 Counseling

- 1.1.2.1 Individual, Family or Group
- 1.1.2.2 Drug alcohol and other substance abuse counseling and referral
- 1.1.2.3 Referrals for long term counseling or other evaluations
- 1.1.2.4 Nutritional counseling, education and referrals

1.1.3 Education

- 1.1.3.1 Individual and group programs focusing on healthy life choices.

2. Areas Involved:

2.1 School-Based Health Centers


3. Forms Involved:

3.1 Parent/Student Consent for Services

3.2 Registration and Health History Form

4. Procedure:

- 4.1 Each enrolled student will have a signed Parent/Student Consent and Registration and Health History Form on file.
- 4.2 The consent is a legal document and cannot be altered.
- 4.3 If consent has not been obtained the student cannot access services
 - 4.3.1 In a life threatening emergency, medical and psychosocial services may be administered according to the Good Samaritan Law.
- 4.4 Students 18 years of age and older may consent for services independently and without parental consent.
- 4.5 The Parent (of students under 18 years of age) or a student has the right to withdraw consent for services at any time.
 - 4.5.1 Notification of withdrawal of consent must be handwritten and submitted to a School-Based Health Center staff member.

 640 So. State St. Dover, De 19901 7-03-17 Standard Precautions	TITLE		POLICY NO.
	Staff Meetings		D8370.12
	ORIGINATING DEPARTMENT	REPLACES PREVIOUS POLICY #	EFFECTIVE DATE THIS REVISION: <i>Date of Administrator's Approval</i>
			August 28, 2017
<input type="checkbox"/> YES <input checked="" type="checkbox"/> x <input type="checkbox"/> NO	FOR USE WITH <u>ALL</u> BAYHEALTH POLICIES Effective on date of Administration's approval		

NEW	<input type="checkbox"/>	REVISED	<input type="checkbox"/>	REVIEWED ONLY – NO CHANGES (ENTER DATE REVIEWED BY DEPT.)	08/24/2017
REVIEW CYCLE "X"				ANNUAL	<input type="checkbox"/>
				2 YEAR	<input type="checkbox"/>
				3 YEAR	<input checked="" type="checkbox"/> x

Responsible Party/ext <i>(Contact Person on file with C360)</i>	Forms / Attachments List all forms/attachments below including number and name assigned to each document.
Amy Burnett MSN, FNP-C 302-653-2399	
APPLICABLE STANDARDS *** (Required Information)	
Joint Commission (JC) List Chapter, Standard & EP	LD.02.03.01, LD.02.01.01
National Pt. Safety Goals List Goal No. & Suffix	N/A
CMS	
OTHER:	

APPROVING COMMITTEES / DATES: <i>(place date approved below name of committee)</i>				
PPC Council	Infection Prevention	Med. Exec.	P & T	Critical Care

Others:

~ **EDUCATION REQUIRED** ~ Contact the Education Department to determine if either is required. **If yes, Director of Education must approve policy and their Name/Title be listed as last approver under Approval Team Members**

SKILL VALIDATION REQUIRED	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/> x	NO	<i>Yes or No MUST be checked on both boxes to prevent policy being returned</i>
DIDACTIC/EDUCATION REQUIRED	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/> x	NO	

APPROVAL TEAM MEMBERS	
List the approval team member/proxy <i>(with their official title)</i> in the order in which they should be approving this policy.	
Amy Burnett FNP-C, Lead Nurse practitioner, Wellness Center Services	
Pam Williams CRNP, Lead Nurse Practitioner, Wellness Center Services	
Deanna Rigby, FACHE, MS (ASCP), Administrative Director, Ambulatory Care Services	

ADMINISTRATION APPROVAL TEAM MEMBERS			
Place an "X" in the box next to the Administrators included on the approval route (DO NOT ALTER OR REMOVE NAMES)			
<input type="checkbox"/>	Brad Kirkes, VP/ Ancillary and Clinical Services	<input type="checkbox"/>	Gary Siegelman, M.D. Senior VP / Chief Medical Officer
<input type="checkbox"/>	Mike Metzger, VP/Corporate Support Services	<input type="checkbox"/>	Michael J. Tretina, CPA, MBA, FHFMA, FACHE, Sr. VP/CFO
<input type="checkbox"/>	Eric Gloss, D. O. VP / Medical Affairs	<input type="checkbox"/>	Richard Mohnk VP/ Chief Information Officer
<input type="checkbox"/>	Pam Marecki AVP Marketing Communications	<input checked="" type="checkbox"/> x	Michael Ashton, VP of Operations and Hospital Administrator, MMH
<input type="checkbox"/>	Shana Ross, VP/Human Resources	<input type="checkbox"/>	John Van Gorp Sr. VP/Strategic Planning & Business Dev.
<input type="checkbox"/>	Brenda Kay Blain, DNP, RN-BC, FACHE, NEA-BC, Senior VP/Chief Nursing Executive	<input type="checkbox"/>	Deborah Watson Sr. VP. /Chief Operating Officer
<input type="checkbox"/>	Lindsay Rhodenbaugh, Sr. VP, Chief Development Officer for Bayhealth Foundation	<input type="checkbox"/>	Terry Murphy President/CEO

Policies become effective upon completion of electronic approval route for all designated Approval Team Members

Purpose / Statement:

Wellness Center's strive to promote individual and professional development among its employees. Staff meetings are scheduled to facilitate the highest quality of medical and mental health care for students and their families.

1. Policy Statement

Staff meetings are held monthly with all Wellness Center staff and as needed, within each wellness center, in the form of daily huddles. This process ensures good communication and teamwork. These meetings enhance the sharing of ideas and opinions and allows for feedback related to departmental procedures.

2. Areas Involved:

2.1 School Based Wellness Centers

3. Forms Involved:

3.1 None

4. Procedure:

4.1 Wellness Center staff meetings are held on the fourth Tuesday of every month, unless otherwise noted by the manager.


4.1.1 Meeting minutes are recorded by the Wellness Center designated each month and distributed to the staff via email. A calendar of Wellness Center responsibility will be distributed at the start of each school year.

4.2 Each Center will have individual meetings in the form of daily huddles. These meetings will occur at the coordinators discretion and when requested by staff. Hospital Huddle information is available daily on the intranet for all employees.

4.3 Staff meetings are designed to allow for discussion and processing of problems, successes, referrals and strategies for service delivery, administrative issues and other topics relevant to the operation of the center.

4.4 Copies of monthly staff meeting minutes will be forwarded to the staff via email and the Division of public Health, when requested.

4.4.1 All wellness center staff are required to attend the meetings unless excused by the center coordinator.

 640 So. State St. Dover, De 19901 7-03-17 Standard Precautions	TITLE		POLICY NO.
	Suspected Child Abuse Bayhealth School Based Health Centers		D8370.18
	ORIGINATING DEPARTMENT	REPLACES PREVIOUS POLICY #	EFFECTIVE DATE THIS REVISION: Date of Administrator's Approval
	Originating Dept Smyrna 8370- Also covers: CR 8380, Dover 8364, Lake Forest 8366, Milford 8365, Poly Tech 8367, Woodbridge 8375, School Based Health Centers		January 28, 2019
<input type="checkbox"/> YES <input checked="" type="checkbox"/> x <input type="checkbox"/> NO	FOR USE WITH ALL BAYHEALTH POLICIES		Effective on date of Administration's approval

NEW	<input type="checkbox"/>	REVISED	<input checked="" type="checkbox"/> X	REVIEWED ONLY – NO CHANGES (ENTER DATE REVIEWED BY DEPT.)	
REVIEW CYCLE "X"				ANNUAL	<input type="checkbox"/>
				2 YEAR	<input checked="" type="checkbox"/> X
				3 YEAR	<input type="checkbox"/>

Responsible Party/ext (Contact Person on file with C360)	Forms / Attachments
Amy Burnett FNP-C 653-2399	List all forms/attachments below including number and name assigned to each document.
APPLICABLE STANDARDS *** (Required Information)	
Joint Commission (JC) List Chapter, Standard & EP	PC.01.02.09, RI.01.06.03, LD.04.01.01
National Pt. Safety Goals List Goal No. & Suffix	NPSG.15.01.01
CMS	
OTHER:	

APPROVING COMMITTEES / DATES: (place date approved below name of committee)				
PPC Council	Infection Prevention	Med. Exec.	P & T	Critical Care
Others:				

~ EDUCATION REQUIRED ~ Contact the Education Department to determine if either is required. If yes, Director of Education must approve policy and their Name/Title be listed as last approver under Approval Team Members				
SKILL VALIDATION REQUIRED	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/> x	NO
DIDACTIC/EDUCATION REQUIRED	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/> x	NO
Yes or No MUST be checked on both boxes to prevent policy being returned				

APPROVAL TEAM MEMBERS	
List the approval team member/proxy (with their official title) in the order in which they should be approving this policy.	
Amy Burnett FNP-C Nurse Practitioner, Supervisor, Wellness Center Services	
Pam Williams CRNP Nurse Practitioner, Supervisor, Wellness Center Services	
Deanna Rigby, FACHE, MS (ASCP), Administrative Director, Ambulatory Care Services	
JoAnn Davis, Director, Risk Management	

ADMINISTRATION APPROVAL TEAM MEMBERS	
Place an "X" in the box next to the Administrators included on the approval route (DO NOT ALTER OR REMOVE NAMES)	
Brad Kirkes, VP/ Ancillary and Clinical Services	Gary Siegelman, M.D. Senior VP / Chief Medical Officer
Mike Metzger, VP/Corporate Support Services	Michael J. Tretina, CPA, MBA, FHFMA, FACHE, Sr. VP/CFO
Eric Gloss, D. O. VP / Medical Affairs	Richard Mohnk VP/ Chief Information Officer
Pam Marecki AVP Marketing Communications	<input checked="" type="checkbox"/> x Michael Ashton, VP of Operations and Hospital Administrator, MMH
Shana Ross, VP/Human Resources	John Van Gorp Sr. VP/Strategic Planning & Business Dev.
Brenda Kay Blain, DNP, RN-BC, FACHE, NEA-BC, Senior VP/Chief Nursing Executive	Deborah Watson Sr. VP. /Chief Operating Officer
Lindsay Rhodenbaugh, Sr. VP, Chief Development Officer for Bayhealth Foundation	Terry Murphy President/CEO

Policies become effective upon completion of electronic approval route for all designated Approval Team Members

Revision Information: Revised and updated.

Updated Purpose Statement

Areas Involved

Removed Form

Updated Section 4

Purpose / Statement:

Delaware Code Title 16, Chapter 9, sections 901-914 provides a comprehensive approach to reporting suspected Child Abuse. Bayhealth Wellness Center employees are mandatory reporters and will follow the law in reporting suspected child abuse and/or neglect of a child under 18 to the Division of Family Services.

1. Policy Statement

- 1.1 Any person, agency, organization or entity that knows or in good faith suspects child abuse or neglect shall make a report in accordance with Delaware Law. In addition to and not in lieu of reporting to the Division of Family Services, any such person may also give oral or written notification of said knowledge or suspicion to any police officer who is in the presence of such person for the purpose of rendering assistance to the child in question or investigating the cause of the child's injuries or condition.
- 1.2 Abuse can include but not be limited to physical, sexual, emotional, neglect and/or human trafficking.
- 1.3 Suspected abuse or human trafficking of students 18 years of age or older is reported to Adult Protective Services (1-800-223-9074) and/or the National Human Trafficking Hotline. (1-888-373-7888)

2. Areas Involved:

- 2.1 Bayhealth School Based Health Centers

3. Forms Involved:

- 3.1 None

4. Procedure:

- 4.1 When suspected abuse and/or neglect are discovered by a staff member, the adolescent will be advised of the necessity to report. Every effort will be made to enlist the adolescents support for making the report. Cooperation of the student involved is crucial to successful investigation of a complaint made to DFS.
- 4.2 Reports of suspected child abuse/ neglect can be made via a phone call to DFS or using an online reporting form.
 - 4.2.1 Phone: 1-800-292-9582
 - 4.2.2 Online: <https://kids.delaware.gov>
- 4.3 The student may be present during the reporting if the health care worker and student agree.
- 4.4 All Wellness Center staff should be notified when a report is made. The Coordinator will notify appropriate school personnel:

Administration, School Nurse, Guidance etc. to inform them of the report and when and where DFS is planning to interview the student.

- 4.5 The provider making the report will document in their EPIC note that a report was made with pertinent information.
- 4.6 When a report is made online, a confirmation and copy of the report is emailed to the reporter. That report will be printed and a copy placed into the patients chart and scanned into EPIC.
- 4.7 When abuse of a student 18 years of age or older is suspected a report will be made, with the students consent, to Adult Protective services. The central number for intake is 1-800-223-9074.
- 4.8 Human Trafficking is a form of modern day slavery, widespread throughout the United States. Trafficking is not only forced prostitution but may include but is not limited to: forced labor, domestic servants, migrant workers, sweatshop workers, farm workers etc.
 - 4.8.1 If Human Trafficking is suspected in a student 18 years of age or older, with the students consent, a report should be made to the National Human Trafficking Resource Center at 1-888-373-7888.
 - 4.8.2 If Human Trafficking is suspected in a minor student, under the age of 18, the process for reporting Child Abuse is followed as noted above and a report should be made to the National Human Trafficking Resource Center at 1-888-373-7888.
- 4.9 If at any time a Wellness Center Provider feels a student is in immediate danger, the provider should notify the school resource officer if immediately available or call 911.