

Instructions for the OAR 581-022-2220 (Health Services) Implementation Tool

Introduction

School health services, as required by [OAR 581-022-2220](#), play a critical role in supporting the overall well-being and academic success of all students. School health services enable all students to participate fully in educational programming. School nurses and other school staff address immediate health concerns, provide care for chronic conditions, reduce individual student health barriers to education, and promote disease prevention. By fostering a healthy school environment and centering health promotion, these services are critical to supporting student learning, and help create a foundation for all students to thrive academically and socially.

This document provides instructions to help your district complete the OAR 581-022-2220 (Health Services) Implementation Tool. Oregon State Board of Education adopted updates to OAR 581-022-2220 in June 2023. The revised OAR incorporates learning from school operations during the three years of COVID-19 pandemic response and recovery and brings the rule into alignment with other current statutes and rules. The Health Services OAR codifies the importance of health in supporting equitable and well-rounded education for every student in Oregon.

The Health Services OAR requires school districts, education service districts, and public charter schools to develop, implement, and annually update a written prevention-oriented health services plan for all students. The plan must describe a health services program for all students at each facility that is owned or leased, where students are present for regular programming. Districts, schools, or programs may use any plan format that best supports local planning and implementation while ensuring that the plan includes the content and components required in the OAR.

Sections 2 through 5 of the Health Services OAR include additional health services requirements not required in the prevention-oriented health service plan. These components address areas of district systems, policies, and processes related to health services.

Instructions

How to complete the Health Services OAR implementation tool

The tool is designed to assist districts, schools, and programs with crafting their prevention-oriented health services plan (section 1) and ensuring that all other OAR requirements (sections 2 through 5) are met. The tool includes five tables:

- I. Staff Member Roles
- II. Communicable Disease Prevention & Response
- III. School Health Services
- IV. District Processes, Systems & Policies
- V. Additional OAR Requirements

The initial table in the tool, Team Member Roles, provides an opportunity for districts, schools, and programs to thoughtfully identify individuals who carry out health services work. This table is designed to aid meaningful participation of the health services team in creating their plan and supporting implementation of the rule's components. Much of this instruction document focuses on understanding associated roles and responsibilities for the health services staff to ensure a comprehensive prevention-oriented health services plan.

The following three tables of the tool (Tables II, III, & IV) organize each component of the prevention-oriented health services plan into one of three functional areas:

- Communicable Disease Prevention & Response,
- School Health Services, and
- District Processes, Systems, & Policies.

The goal of these tables is to facilitate self-evaluation of the required components of the prevention-oriented health services plan as well as an opportunity to document evidence of meeting each component. This division supports districts, schools, and programs to operationalize the component parts of the plan. These tables are organized to outline each component and provide questions to stimulate planning considerations, examples of evidence that may already exist, Oregon Department of Education (ODE) resources, and a space for districts, schools, and programs to list links to their plans or narrative for each component.

The final table in the tool, Additional Health Services OAR Requirements, brings together the additional health services requirements included in the rule. These sections require districts to think through their established programs, policies, and protocols to meet the rule requirements. This table names each specific requirement along with providing reflection questions to facilitate understanding.

Table I (Team Member Roles)

This section of the tool will support districts, schools, and programs to identify individuals to develop the health services plan and operationalize the work. Naming roles and identifying individuals helps to ensure accountability, authority, coordination, and collaboration in providing health services. Below is a table of key staff roles and associated responsibilities to help support districts, schools, and programs identify individuals and develop a shared understanding of the work.

Role	Associated Responsibilities
leadership	<ul style="list-style-type: none"> • Creates, disseminates, and ensures compliance/enforcement of health services policies, procedures, and protocols. • Ensures adequate staffing and supervision of health service personnel including accurate job descriptions and alignment with board licensing rules. • Ensures supervision, training, space, equipment, and supplies are available to meet school-level needs across the district. • Communicates budget and staffing needs to the school board and budget planning team. • Responsible for communicable disease monitoring and response and maintaining healthy operations at the district level. • Monitors school staffing during communicable disease events. • Ensures development and updates of school-level communicable disease management plans and emergency operations plans. • Leads evaluation of communicable disease event(s) and health events at the district level, informing continuous improvement. • Assigns communications lead to ensure accurate, clear, and timely information is communicated at the district level to students, staff, and families. Facilitates communication about individual schools or district health services needs to the appropriate school and district teams.
Building Lead/ Administrator	<ul style="list-style-type: none"> • Ensures the availability and the safe provision of health services to students. • Ensures supervision, staffing, training, space, equipment, and supplies are available for school-level needs. Communicates with district leadership about needs. • Facilitates communication about individual students or building needs. • Leads school level response to and debrief of a communicable disease or other health related event. • Updates school-level communicable disease management plan and building emergency operations plan annually or as needed. • Ensures that accurate, clear, and timely health-related information is shared with staff, families, and students.
Health representative	<ul style="list-style-type: none"> • Supports individual student health services and needs throughout their school day.

<i>(health aid, school office staff, school licensed or classified staff)</i>	<ul style="list-style-type: none"> • May be trained in medication administration, emergency medications, and first aid/CPR/AED. • May be delegated nursing procedure(s) by a registered nurse. • Collects, tracks, and communicates student attendance and related parent communication • Provides information and records related to a communicable disease event for the LPHA.
Registered nurse	<ul style="list-style-type: none"> • Assesses and evaluates student health needs. • Drafts and implements a student’s individual health plan. • Provides nursing services to students in alignment with the Oregon Nurse Practice Act. • Considers and, if applicable, delegates nursing procedure to an unlicensed staff member. • Provides health training to staff, including medication administration and emergency medications. • May participate in Individualized Education Program (IEP) and section 504 meetings for students whose health condition impacts access to learning.
Licensed health services staff	<ul style="list-style-type: none"> • Assesses and evaluates student’s therapeutic needs (e.g., physical therapy, occupational therapy, and speech language pathology). • Trains staff in relation to students need to ensure access to learning. • Provides direct services and consultation services to students in alignment with Board licensing rules.

This list of roles is not exhaustive. Each district, school, or program may have additional roles and responsibilities to consider. For instance, plan roles may also include the district or school’s Section 504 coordinator and leadership in Special Education, Human Resources, Emergency Management, Facilities, Transportation, Operations, and/or Business departments. ODE recommends a team planning approach. However, members of the team may fill multiple roles to align with district, school, or program staffing. An alternative contact may be listed for each role.

Tables II-IV (Prevention Oriented Health Services Plan)

Tables II-IV of the tool provide a template for districts to self-evaluate required components and an opportunity to identify evidence for meeting prevention-oriented health services plan requirements. The following example outlines each column:

OAR Requirement	Plan Considerations	Examples of Evidence/Resource	Plan Evidence or Narrative	Meet?
Lists each OAR requirement	Questions for the planning team to consider related to meeting each OAR requirement	Examples of evidence and ODE webpages for support	Space for districts to provide evidence, links, or narrative for each requirement	Yes/no

Table II: Communicable Disease Prevention & Response

This section of the tool brings together the component parts of the rule that require a communicable disease prevention and management plan, which includes school-level protocols. The communicable disease section draws upon the components of school-level communicable disease management plans that districts, schools, and programs have completed in the past in alignment with Elementary and Secondary School Emergency Relief (ESSR) III requirements. Table II aims to help districts, schools, and programs identify, support, and refine their planning and prevention strategies in response to communicable disease events. ODE has created and made available a [template for school-level communicable disease planning](#). Districts, schools, and programs may choose to link to their school-level communicable disease management plans where appropriate in this section.

Plans for this section of the rule may include additional roles or require input and decisions from other staff including special education leadership, IEP case managers, 504 coordinator, school health providers, counselors, and front office staff. Collaboration with external partners, such as the local public health authority (LPHA), school-based health center (SBHC) staff, and local health care providers (e.g., behavioral, and mental health providers), may also support this work.

Table III: School Health Services

Table III of the tool brings together the components of the rule that relate to the implementation of school health services, including health care space, services, and access to providers. One of the primary focuses of this section is the provision of services to students and the creation of guidelines and processes to determine and support students' health services needs.

Plans for this section of the rule may include additional roles or require input and decisions from other staff including special education leadership, IEP case managers, 504 coordinator, counselors, teachers, front office staff, transportation, food service, facilities/custodial, and extracurricular activities staff. Collaboration with external partners, such as local first responders, may also support this work.

Table IV: District Processes, Systems & Policies

This section of the tool brings together the rule components driven by district processes, systems, and policies, such as health screenings, compliance, and integration of programs. These parts of the rule tie together various existing rules and statutes that address student health information and staff training.

Planning for this section of the rule may include additional roles or require input or decisions from other staff including human resources, risk or emergency management, front office staff, registrars, and health education teachers. Collaboration with external partners, such as the local public health authority (LPHA), may also support this work.

Table V (Additional OAR Requirements)

Table V of the tool includes components of the Health Services OAR that are not required to be part of a district's prevention-oriented health services plan. However, these components require districts to think through their established programs, policies, and protocols to meet the rule requirements. These components address overarching district policies and systems, including licensing and job descriptions, contracts, and emergency operations planning.

A planning group may be helpful in evaluating if the rule requirements have been met. This group may include additional roles beyond those listed in Table I, such as human resources, risk or emergency management, business and operations staff, athletic directors, and extracurricular activities staff. Collaboration with external partners, such as local first responders, the local public health authority (LPHA), school-based health center (SBHC) staff, and local health care providers (e.g., behavioral, and mental health providers), may also support this work.