

School-Based School Nurse Services
Interagency Agreement Between
The Health Department of Northwest Michigan (HDNW)
And
Boyne City Public School District (BCPS)
July 1, 2025 - June 30, 2027

Boyne City Public School District and the Health Department of Northwest Michigan are partners in *School-Based Nursing Services* located within BCPS. This agreement will renew automatically, termination or revision by either party is required with 60 days advance notice. In the event that funding for this agreement is reduced, withdrawn, or otherwise no longer available, either party may immediately terminate this Interagency Agreement, in whole or in part, without penalty or further obligation. Upon such notice, both parties agree to engage in good faith discussions to explore alternative means of support, continuation, or modification of the agreement, including identifying potential funding sources, revised scopes of work, or adjusted timelines, to the extent feasible.

School-Based Physical Health Services:

Individual or group health services will be provided to children and adolescents at BCPS. Training and professional development will be provided to school staff after a plan is developed with appropriate school administration and school personnel. The specific services to be provided are based on the documented needs of students in the school and recommendations by the Health Department of Northwest Michigan (HDNW). Clinical nursing services are provided during the school year. The hours of operation are based on student needs, school building hours, previous years' client access patterns and are mutually agreed upon with BCPS. Hours of operation must be posted in areas frequented by BCPS students.

Location:

The locations to be served by the agreement is:
Boyne City High School and Boyne City Middle School

The schools listed above will provide space within their buildings for services rendered.

Parental Consent:

These services will require parental consent for all "non-confidential" health services provided according to Michigan law. Parental consent is not required for those "confidential" services under Michigan and/or federal law which can be provided to minors without such consent. Parental consent is not required when there is a life or limb threatening emergency or a mental health crisis.

Clients who are age 18 and older, emancipated minors, legally married, under court order, in the presence of a law officer when the parent cannot be promptly located, and/or members of the US Armed Forces can provide consent for services themselves.

Students without consent forms signed by parent/guardian on file will not be seen, except for the student's first visit, when staff will telephone parent/guardian for verbal consent on a one-time-only basis. Parental consent is effective if the client is between the ages of 3 and 17. The parent/guardian can withdraw consent for services at any time.

Confidential services under Michigan and federal law are:

1. Clients requesting testing, diagnosis, and treatment for an STI.
2. HIV counseling and testing.
3. Pregnancy testing, prenatal and pregnancy related care.

4. Clients requesting substance abuse services.

Services:

1. The HDNW staff members shall provide nursing services to the students attending schools listed above.
2. The clinical services provided shall meet the recognized, current standards of practice for care and treatment of children and adolescents.
3. A range of services will be provided, at a minimum, the services shall include health education and risk reduction counseling; referral for other services not available at the health program; and confidential services as allowed by the state and/or federal law.
4. The HDNW will staff all locations with a licensed Registered Nurse. Appropriate supervision will be provided.
5. HDNW may bill insurance with permission for eligible services. No student will be turned away due to an inability to pay for services that may have a fee such as an immunization.

School-Based Services Accessibility during School Hours:

The health programs shall be open Monday through Friday during school hours accessible to students who attend the designated school district. The hours of operation will be reviewed and revised as needed based on student needs, school schedule and previous client access patterns. Hours of operation shall be posted in areas frequented by students.

Cross Indemnification:

To the extent permitted by law, neither BCPS nor the HDNW shall hold, defend and indemnify the HDNW or BCPS and its officers and employees from and against any and all liability, loss, costs, damage and expense, including costs and attorney fees in defense thereof because of any actions, claims, lawsuits, damages, charges and/or judgements that arise out of or which are proximately caused by BCPS or HDNW performance or nonperformance its services or obligations described in this agreement.

School Based Health Services Responsibilities:

The Health Department of Northwest Michigan:

- HDNW will operate the health programs within each school district listed above, including human resources activities and financial functions.
- Provide a competent, qualified nurse(s) licensed to practice in the State of Michigan to provide health and health related services in accordance with state and federal law.
- All providers performing services under this agreement are required to adhere to policy and procedures that comply with all applicable laws e.g., HIPPA, FERPA and Michigan statues governing the minor's rights to access care.
- Have signed confidentiality agreements for all providers, other employees, contractors, professional students, or volunteers performing services under this agreement.
- HDNW will provide liability coverage for all heath program staff members.
- Each client has an established clinical record that is the property of the HDNW. All information in the health record is confidential, consistent with applicable law.
- HDNW is responsible for clinical supervision and administrative supervision of all heath program staff members.
- HDNW will provide evidence-based programming and health education.
- HDNW will promote health related community activities.
- HDNW will evaluate the effectiveness of the health center through a variety of methods including but not limited to satisfaction surveys and data collected through student encounters.
- HDNW will complete all reporting requirements for grants obtained to support programming.

Boyne City Public Schools:

- BCPS will collaborate with HDNW to ensure that all requirements are met.
- BCPS will provide direct and timely feedback regarding program operations and school needs.
- BCPS will provide support for the program through in-kind services. In-kind services include:
 - Adequate designated program space agreed upon by both parties. See Attachment A for space suggestions.
 - Utilities, secure network connections for the program via VPN, and if needed, obtaining agreement of cable installer due to strict requirements regarding installation.
 - General and customary custodial and maintenance services to clean a school building including any additional cleaning needed for special circumstances.
 - Trash removal.
- BCPS understands that any HDNW nurse is not permitted to administer or dispense any prescribed medications to students.
- BCPS will promote the health program to the students and their parents.
- BCPS will facilitate an integration of the school nurse(s) to allow them to function as an integral member of the school interdisciplinary team.
- When appropriate, BCPS will permit the school nurse(s) to participate in faculty meetings, school meetings, and professional development specific to school nursing. Decisions as to what meetings the school nurse should attend should be determined by BCPS administrator and the School Nursing Program Supervisor.

Fees and payment:

HDNW agrees to provide staffing for the above outlined responsibilities to include one Registered Nurse, 5 days a week during the school year. HDNW shall continue the program and provide services in accordance with this agreement, funded in an amount not to exceed \$86,841, payable by Boyne City Public Schools upon invoice. Services shall continue until such funds are exhausted. Where applicable, HDNW will utilize fees and collections, grants, and match dollars to minimize dollars needed by BCPS.

Signatures:

Patrick Little, Superintendent
Boyne City Public Schools

Date

Shannon Klonowski, Health Officer
Health Department of Northwest Michigan

Date

Attachment A

School Nursing Program Space Requirements

For the school nurse to provide nursing services compliant with the standards of care set forth by the National Association of School Nurses, the following guidelines apply. It is recommended that a health room have:

1. Private space for assessment, treatment, counseling, or conferences.
2. A telephone
3. A bathroom near meeting ADA requirement with a toilet and sink with hot and cold running water.
4. A file cabinet for student records that is locked, and a key retained only by the school nurse and school administrator or designee if appropriate.
5. A desk or workspace with adequate room for a computer and printer.