

MINUTES

BOARD OF HEALTH-TOWN OF FAIRFIELD

January 10, 2011

The Board of Health of the Town of Fairfield held a meeting on Monday, January 10, 2011, in the 1st Floor Conference Room of Sullivan Independence Hall, 725 Old Post Road, Fairfield.

MEMBERS PRESENT: Lynda Bluestein, Ron Blumenfeld, Sue Brand, Tom Braun, Doug DeFauw, Jacob Hen and Ellen Marks.

ALSO PRESENT: Sandy Cleary, Director of Health, Joanne Ryan, Nursing Supervisor and Maura Stokes, Secretary.

I. CALL TO ORDER BY THE CHAIRMAN

Lynda Bluestein, Chairman, called the regular meeting to order at 7:33 p.m.

II. MINUTES – BOARD OF HEALTH MEETING – December 13, 2010

Dr. Tom Braun moved to amend the Minutes of December 13, 2010 to correct the spelling of “NALBOH” in Section IV.. Dr. Jacob Hen moved and Sue Brand seconded approval of the December 13, 2010 minutes. The motion passed unanimously.

III. REPORTS

A. Director of Health

1. Bed Bugs: Mr. Cleary reported the following:

Mr. Cleary, Eileen Kennelly, Town Attorney and Amy Lehaney, Sanitarian acting on a complaint received in the Health Department performed an inspection of a senior housing complex and found an active infestation of bed bugs. The treatment process with a licensed exterminator has begun under the supervision of Amy Lehaney who is experienced in bed bug infestations. Mr. Cleary had a brief email correspondence with Tom Cullen at the Board of Education to discuss the need for a policy or standard messaging protocol to notify families when a bed bug infestation has been identified which would be similar to the one used when head lice has been reported.

2. Licensing: Mr. Cleary reported that the licensing process for Food Service Establishments, Retail Food Stores, Public Pools, Cosmetology, Beauty-Barber-Nail Salons and Hotel/Motel has begun.

3. MRC

Mr. Cleary reported that Medical Reserve Corps member surveys have been mailed out for updating the directory of members. Training for Emergency Personal and Family Preparedness has been scheduled for January 20, 2010. Planning for the Annual Education meeting to be held in May / June has begun. The MRC has received \$5,000.00 from NACCHO.

4. Orders/Housing:

Mr. Cleary reported that four Orders to Comply were issued. Three Orders were for Certificate of Rental Occupancy violations and one Order was issued to a Hair Salon for not being properly licensed or having a Certificate of Occupancy from the Building Department.

5. Operational Audit:

Mr. Cleary reported that the Operational Audit results were posted.. The report was a fair reflection of the activities of the duties of the department and level of staffing. Some of the comments given on the draft were incorporated regarding the number of staff members per student. However, an original error in staff numbers was repeated in another area of the report, but has no real overall effect on the results...Mr. Cleary suggested the Audit include Milford which also has their school nursing services similar to Fairfield. The audit determined that the Health Department has the appropriate level of staff. The report suggested assessing the history of current fees charged.

B. Public Health Nursing Supervisor

1. **Staffing:** Ms. Ryan reported that one resignation was received. Ms. Ryan reported that the department has several applications and will make an offer to a qualified applicant within the next few days.
2. **Flu/Virus:** Mr. Cleary reported that the State of Connecticut Department of Public Health has currently designated this area as “sporadic”for flu activity. There are currently outbreaks at nursing homes of flu and gastro-intestinal viruses. The nurses continue to monitor the absentee rate in the school system for absences. Sanitizers are available to all school children and the children are encouraged to wash their hands often to prevent the spread of germs.

IV. COMMUNICATIONS

There was no communications to discuss

V. OLD BUSINESS

There was no old business to discuss.

VI. NEW BUSINESS

1. Dr. Scholan had recently resigned as the Well Child Clinic Advisor; and, sadly passed away on January 9. Dr. McDonald had previously accepted the position of Town Medical Advisor and School Medical Advisor. During previous conversations, Dr. McDonald stated that he would be willing to take on the position of Well Child Clinic Advisor if Dr. Scholan should decide to step down.

A motion to approve the appointment of Dr. Scholan as Well Child Clinic Advisor was made by Sue Brandt and was seconded by Dr. Hen. The motion passed unanimously.

2. **Revision to Regulations of the Board of Education – Administration of Medication policy and Protocol for Emergency Medications:** Ms Ryan has highlighted some areas which should be of particular interest to the board regarding the changes to the Board of Education’s Policy – Administration of Medication policy and regulations and Protocol for Emergency Medications:

Authorized prescriber will now also include podiatrists for intramural and interscholastic sports.

Before and after school programs/ school readiness program personnel may be trained to administer medications. Coaches and licensed athletic trainers who are employed by the school system will be allowed to administer certain emergency medications.

Extracurricular activities were more clearly defined and will no longer be covered under this revision. As a result, school nurses will no longer be able to delegate medication administration to school personnel for these activities. [A nurse will have to be hired for activities such as ski trips and will no longer be able to designate a teacher to administer medications] This change will be important for the parents and school district to understand..

Intramural athletic events have been more clearly outlined to include regular competition only. Events include transportation, try-outs & practices. Coaches, who are trained, will be able to administer emergency medication.

Medication orders will be for a 12 month period. Medication orders will also need to include generic names...

Self administration has changed pursuant to a public act which was passed. The doctor, parent, & nurse are a part of the process. A nurse has the responsibility to review the medication and be part of the process of the administration. In the area of emergency medications (epi-pens & inhalers), the nurses must still document their review, but cannot prevent the self-administration of certain medications.

The review and assessment by the nurse still needs to be done but cannot prevent self administration of these emergency medications.

Some changes to the storage of medications may impact the department and school district.

Parents will now be required to bring in separate medications for the coaches and licensed athletic trainers. [Additional training for the nurses may need to be done.]

Before/After School programs in the private schools need to have a procedural outline prepared which will include documentation and storage of medications.

Those mandated procedures regarding handling and storage, documentation and self-administration are in the process of being [Most of the information provided in the policy & regulation changes have already been] incorporated by school [system.] nursing staff.

The State Department of Education has generated the policy & protocol changes and not the State Department of Health.

Ms. Ryan requested the approval of the addition of wording to the Controlled Drug Record document which reflects the change in the Policy by adding the wording *“For controlled medication, medication count should be conducted and documented as least once a week and co-signed by the assigned nurse and a witness.”*

Every two years the Protocol for Emergency Medication needs to be reviewed. The Town of Fairfield currently allows certain employees if they have first aid and epi-pen training to administer epi-pen to any child who does not have their own epi-pen which is based up the ‘Good Samaritan’ law. These first aid & epi-pen trained individuals can administer the epi-pen without an individual order from a child’s HCP [standing order] in an emergency.

A motion to approve the changes outlined in the Policy for Administration of Medication by was made by Sue Brand and Dr. Hen seconded the motion. The motion passed unanimously.

A motion to approve the changes outlined in the Controlled Drug Records Policy by was made by Sue Brand and Dr. Hen seconded the motion. The motion passed unanimously.

A motion to approve the changes outlined in the Protocol for Emergency Medications by was made by Sue Brand and Dr. Hen seconded the motion. The motion passed unanimously

ADJOURNMENT:

There being no other regular business to discuss, the meeting was adjourned at 8:55 p.m.

Respectfully submitted,