



Seneca County General Health District
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A CONTRACT BETWEEN TIFFIN CITY SCHOOL DISTRICT AND THE SENECA COUNTY GENERAL HEALTH DISTRICT

The Tiffin City School District, hereinafter referred to as “Contractor”, hereby contracts with the Seneca County General Health District, hereinafter referred to as “District”, for the provision of school nursing health services for the 2026-2027 school year. It is mutually understood and agreed as follows:

1. The District agrees to:

- Provide necessary school nursing health services outlined in Exhibit A for the Contractor in accordance with the rules and regulations of the State of Ohio, the Ohio Department of Education, and the Ohio Department of Health.
- Furnish the services of a registered nurse (RN) selected, trained and employed by the District to provide school nursing health services as agreed upon by both parties and outlined in Exhibit A. Any RN hired after July 1, 1992, must pass a background check by the Ohio Bureau of Criminal Investigation. A District RN will normally be on-site five (5) days per week (Monday-Friday) during the school year, excluding state or national holidays, weather-related courses, or other unforeseen circumstances. A District RN may complete school activities as necessary during summer break. The District’s Director of Nursing (DON) can be contacted at 419-447-3691 for special needs that arise during school hours.
- Provide the District RN with medical direction by the District’s Medical Director, a licensed physician, on matters relating to the school health program.
- Report any significant findings identified during the provision of such services to the Contractor and any other such information as may be needed by the Contractor.
- Prohibit discrimination on the basis of race, color, religion, sex, national origin, military status, disability, age, genetic information, or sexual orientation in any facet of their services except where such discrimination is a bona fide documented business necessity. The District is an equal opportunity employer and provider of services.
- Invoice the Contractor by the 10th day of each month for services provided during the previous month. The invoice shall include the dates that services were provided, the total number of hours provided on each date (recorded in fifteen (15) minute increments), and the amount of payment due. The District will submit the invoice via email to the Contractor’s Treasurer at anne_spence@tiffincityschools.org.
- Invoice the Contractor by the 10th day of each month for the cost of medical supplies used by the Contractor. The invoice shall include the date, the items ordered and the amount of payment due. The District will submit the invoice via email to the Contractor’s Treasurer at anne_spence@tiffincityschools.org.

2. The Contractor agrees to:
 - Reimburse the District the sum of \$46.00 per hour for up to 1,650 hours of school nursing health services provided by the District, with the cost not to exceed \$75,900.00.
 - Make payment within thirty (30) days of receipt and approval of the District invoice.
 - Be responsible for and provide a health information record for each student that contains current immunizations and medical information.
 - Follow state and local laws and regulations regarding exclusion of students and school personnel with communicable disease.
 - Provide a room to be used for screening clinics and a volunteer to assist with the transfer of students on screening days to expedite the screening process.
 - Provide a room to be used for ill/injured students and school personnel, as well as supervision for these students when the District RN is not available.
 - Provide an uninterrupted meal break of one-half hour for the District RN. This unpaid meal break is necessary for the District to meet Fair Labor Standards Act requirements.
3. If the contracted hours will not support the provision of the school nursing health services for the entire contract period, the District's Health Commissioner will notify the Contractor's Superintendent. If additional hours are mutually agreed upon in writing by both parties, services will be provided with additional hours at the same rate of \$46.00 per hour to the Contractor.
4. If any school nursing health services outside of the scope of Exhibit A are desired, the Contractor will work directly with the District's DON. If the Contractor and the District's DON are unable to reach an agreement, the District's Health Commissioner shall make a final decision regarding the delivery of said services. If additional services are mutually agreed upon in writing by both parties, these services will be provided at the same rate of \$46.00 per hour to the Contractor.
5. The Contractor does hereby for itself, its heirs, executors, administrators, successors and assigns, agree to release, acquit, discharge, indemnify and hold harmless, the District, its employees, agents and assigns, all elected and appointed officials, both in their official and individual capacities and their employees, agents and assigns, from all losses, liabilities, damages, costs and expenses, including court costs and attorney fees, resulting from any claim or action for personal injury or property damage arising from the performance of work or the furnishing or use of materials by the District covered by this contract. This indemnity shall survive delivery of the goods or performance of the services under this contract.
6. The Contractor agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information (PHI) received from, or created or received by the Contractor on behalf of the District, agrees to the same restrictions and conditions that apply through this contract to the Contractor with respect to such information.
7. Except as otherwise limited in this contract, the Contractor may use or disclose PHI to perform functions, activities or services for, or on behalf of the District, provided that such use or disclosure would not violate the Privacy Rule if done by the District or the minimum necessary policies and procedures of the District.

This contract shall take effect July 1, 2026, and continue through June 30, 2027. The contract may be terminated by either party upon a thirty (30) day written notice to the other party.

If any provision of this contract shall be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

In confirmation of this contract and in accordance with the provisions of 3313.72 of the Ohio Revised Code, the signatures of authorized representatives of the Contractor and the District are hereby affixed.

Tiffin City School District


Seneca County General Health District

Superintendent Date

Health Commissioner Date

Treasurer Date

Approved as to Form:



Seneca County Prosecutor



Date

EXHIBIT A

Outline of School Nursing Health Services (Expanded) Provided by the District 2026-2027 School Year

1. Health Assessment/Screening/Clinic
 - a. Assist designated/delegated school personnel with students or school personnel suffering acute illnesses, injuries, or medical emergencies.
 - b. Obtain emergency medical services as needed.
 - c. Report as required by law any suspected or known child abuse or neglect.
 - d. Maintain an inventory of medical supplies in the clinic.
 - e. Order needed medical supplies as directed by school personnel.
2. Communicable Disease Control
 - a. Follow up on all reports of communicable disease outbreaks in the schools and report as required by law to communicable disease personnel at the health district where the student/school personnel resides.
 - b. Coordinate school exclusions for communicable diseases with school personnel, in compliance with state and local regulations.
 - c. Serve as a liaison to the Health Professional to obtain vaccination records thru IMPACTSIIS as requested by the Health Professional in order to evaluate students' vaccination status for school admission and to complete state mandated reports.
 - d. Contact parents/guardians and other health personnel as required.
3. Chronic Disease Management
 - a. Develop Individual Health Care Plans and/or Emergency Action Plans for students with medical needs per the Ohio Revised Code.
 - b. Provide nursing care to students and school personnel as needed (e.g., blood sugar monitoring and treatment for hypoglycemia/ hyperglycemia for students/school personnel with diabetes; inhaler assistance for students/school personnel with asthma or reactive airway disease; tube feeding administration for students with G-tubes).
 - c. Any student requiring greater than two (2) hours nursing care during the school hours and students with complicated medical needs will need to be addressed with the District's DON.
4. Health Education and Promotion
 - a. Provide health education to students, parents/guardians, and school personnel as requested (e.g., puberty education, hand hygiene, cough etiquette, etc.).
 - b. Create, review, and/or revise school health policies if requested.
5. School Personnel/Parent/Guardian Counseling
 - a. Counsel school personnel and parents/guardians regarding health needs of individual students, including those with special health needs.
 - b. Serve as a resource person on student health needs by conferring with school personnel on program planning for school health activities, Individual Education Plans (IEP), 504s, and health screenings.
 - c. Participate in IEP and 504 meetings with parents/guardians and school personnel.
6. School Health Records
 - a. Assist school personnel in maintaining a complete health record on each student.
 - b. Obtain medical release forms from school personnel/parents/guardians in order to obtain copies of students' relevant health records and to share information with their primary care providers.
7. Medication Management
 - a. Administer medication per physician order and parent/guardian consent on an as needed basis and maintain a Medication Administration Record.

8. School Personnel Training

a. Provide training to designated/delegated school personnel on:

- Administration of Medications
- Asthma Inhaler
- Bloodborne Pathogens
- CPR, AED, First Aid
- Diabetes Care/Insulin Administration
- Disease/condition management.
- Epinephrine Autoinjector
- G-Tube feeding
- Glucagon
- Heimlich
- Naloxone
- Other potential health emergencies according to needs in the school (i.e., seizures, food allergies, stock emergency medication, etc.).
- Other training deemed necessary by the school

b. Maintain documentation via a checklist for the training of the designated/delegated school personnel.