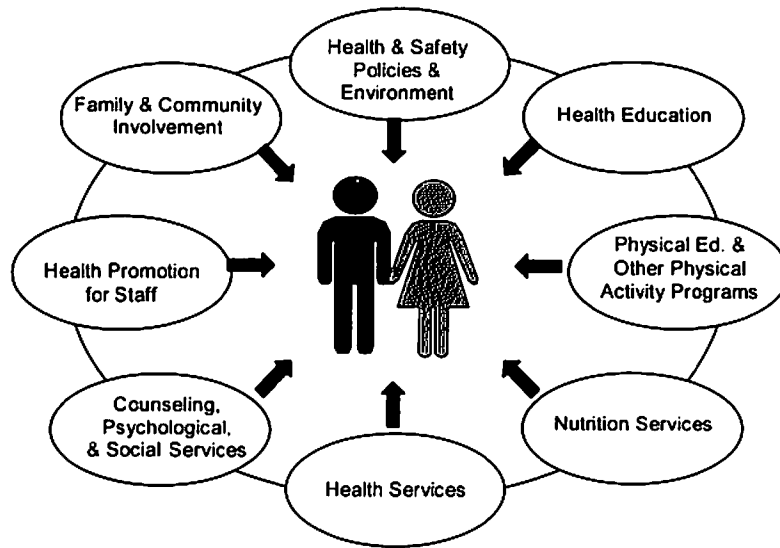


## **Module 7: Health Promotion for Staff**

### ***Instructions for Module Coordinator***

Habits and practices related to health and safety are influenced by the entire school environment. That's why the School Health Index has eight different modules, which correspond to the eight components of a coordinated school health program in the figure below.



### ***Instructions for completing the module***

1. Work with the site coordinator to organize a team to complete the module's documents. Below are some suggested members of the Module 7 team.

Physical education teacher  
School nurse  
Teacher(s)  
Health educator(s)  
Assistant principal

Community health agency representatives(s)  
(e.g., American Cancer Society, local health department)  
Parent(s)  
Community business representative

2. Make a photocopy of the module Discussion Questions (pages 5-11) for each Module 7 team member. Make at least one photocopy of the module Score Card (page 3) and the module Planning Questions (pages 13-14).
3. Give each Module 7 team member a copy of the Module 7 Discussion Questions. Use the copies of the module Score Card and the Planning Questions to record the team's work. Put the originals of these documents away in case you need to make more photocopies.

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4. At a Module 7 team meeting:
- Discuss each of the Module 7 Discussion Questions and its scoring choices.
  - Decide how to collect any information you need to answer each question accurately.
  - After you have all the information you need, arrive at a consensus score for each question. Answer each question as accurately as possible. The School Health Index is **your** self-assessment tool for identifying strengths and weaknesses and for planning improvements; it should not be used for evaluating staff.
  - Record the scores (0-3) for each question on the module Score Card and calculate the overall Module Score.
  - Use the scores written on the module Score Card to complete the Planning Questions at the end of the module.
  - Use the results from the third Planning Question to identify the one, two, or three highest priority actions that you will recommend to the School Health Index team for implementation this year.
  - Use the answers to the Planning Questions to decide how you will present your results and recommendations at the follow-up School Health Index team meeting.

We wish you success in your efforts to improve the health and safety of young people!

## Module 7: Health Promotion for Staff

### *Score Card* (photocopy before using)

#### Instructions

1. Carefully read and discuss the Module 7 Discussion Questions (pages 5-11), which contains questions and scoring descriptions for each item listed on this Score Card.
2. Circle the most appropriate score for each item.
3. After all questions have been scored, calculate the overall Module Score and complete the Module 7 Planning Questions located at the end of this module (pages 13-14).

		Fully in Place	Partially in Place	Under Develop- ment	Not in Place
CC.1	Health screening for staff	3	2	1	0
CC.2	Stress management programs for staff	3	2	1	0
CC.3	Promote staff participation	3	2	1	0
S.1	Training for staff on conflict resolution	3	2	1	0
S.2	Training for staff on first aid and CPR	3	2	1	0
PA.1	Programs for staff on physical activity/fitness	3	2	1	0
N.1	Programs for staff on healthy eating/weight management	3	2	1	0
T.1	Programs for staff on tobacco-use cessation	3	2	1	0
A.1	Programs for staff on asthma management and/or education	3	2	1	0

**COLUMN TOTALS:** For each column, add up the numbers that are circled and enter the sum in this row.

(If you decide to skip any of the topic areas, make sure you adjust the denominator for the Module Score (27) by subtracting 3 for each question eliminated).

<b>TOTAL POINTS:</b> Add the four sums above and enter the total to the right.			
<b>MODULE SCORE =</b> (Total Points / 27) X 100			
%			

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## Module 7: Health Promotion for Staff

### *Discussion Questions*

#### **CC.1 Health screening for staff**

Does the school or district offer\* staff members physical health screenings\*\* that are accessible and free or low-cost at least once a year?

*\*Offer means that the school or district has a special arrangement for staff to receive health screening either on-site or through a community program off-site. This screening could be part of the employee benefits package, the wellness program, or the employee assistance program.*

*\*\*Examples of items that are part of health screenings include*

- ✓ height and weight
- ✓ blood pressure
- ✓ cholesterol level
- ✓ blood sugar level
- ✓ tobacco use
- ✓ alcohol and substance use
- ✓ safety (e.g., seat belts, helmets, smoke alarms, drinking and driving)
- ✓ mental health

3 = Yes.

2 = Offers physical health screenings, but some staff members find them inaccessible or expensive.

1 = Offers health screenings, but many staff members find them inaccessible or expensive.

0 = Does not offer health screenings at least once a year.

#### **CC.2 Stress management programs for staff**

Does the school or district offer\* stress management programs for staff members that are accessible and free or low-cost?

*\*Offer means that the school or district has a special arrangement to provide stress management programs on-site or through community programs off-site.*

3 = Yes.

2 = Offers stress management programs, but some staff members find them inaccessible or expensive.

1 = Offers on stress management programs, but many staff members find them inaccessible or expensive.

0 = Does not offer stress management programs.

**CC.3 Promote staff participation**

Does the school or district use three or more methods to promote and encourage staff participation\* in its health promotion programs?

*\*Examples of methods to promote and encourage staff participation include*

- ✓ *information at orientation for new staff*
- ✓ *information included with paycheck*
- ✓ *flyers posted on school walls*
- ✓ *letters mailed directly to staff*
- ✓ *announcements at staff meetings*
- ✓ *articles in staff newsletters*
- ✓ *incentive/reward programs*
- ✓ *public recognition*
- ✓ *health insurance discounts*
- ✓ *posting to a website*
- ✓ *e-mail messages*

3 = Yes, uses three or more of these methods.

2 = Uses two of these methods.

1 = Uses one of these methods.

0 = Uses none of these methods.

### **S.1 Training for staff on conflict resolution**

Does the school or district offer\* staff members training on conflict resolution that is accessible and free or low-cost?

*\*Offer means that the school or district has a special arrangement for staff to participate in training programs on conflict resolution either on-site or through a community program off-site.*

3 = Yes.

2 = Offers training on conflict resolution, but some staff members find it inaccessible or expensive.

1 = Offers training on conflict resolution, but many staff members find it inaccessible or expensive.

0 = Does not offer training on conflict resolution.

### **S.2 Training for staff on first aid and CPR**

Does the school or district offer\* staff members training on first aid and cardiopulmonary resuscitation (CPR) that is accessible and free or low-cost?

*\*Offer means that the school or district has a special arrangement for staff to participate in training programs on first aid and CPR either on-site or through a community program off-site.*

3 = Yes.

2 = Offers training on first aid and CPR, but some staff members find it inaccessible or expensive.

1 = Offers training on first aid and CPR, but many staff members find it inaccessible or expensive.

0 = Does not offer training on first aid and CPR.

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**PA.1 Programs for staff on physical activity/fitness**

Does the school or district offer\* staff members physical activity/fitness programs\*\* that are accessible and free or low-cost?

*\*Offer means that the school or district has a special arrangement for staff to participate in physical activity/fitness programs either on-site or through a community program off-site.*

*\*\*Physical activity/fitness programs include classes, workshops, and special events.*

3 = Yes.

2 = Offers physical activity/fitness programs, but some staff members find them inaccessible or expensive.

1 = Offers physical activity/fitness programs, but many staff members find them inaccessible or expensive.

0 = Does not offer physical activity/fitness programs.



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**N.1 Programs for staff on healthy eating/weight management**

Does the school or district offer\* staff members healthy eating/weight management programs that are accessible and free or low-cost?

*\*Offer means that the school or district has a special arrangement for staff to participate in healthy eating/weight management programs either on-site or through a community program off-site.*

3 = Yes.

2 = Offers healthy eating/weight management programs, but some staff members find them inaccessible or expensive.

1 = Offers healthy eating/weight management programs, but many staff members find them inaccessible or expensive.

0 = Does not offer healthy eating/weight management programs.

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**T.1 Programs for staff on tobacco-use cessation**

Does the school or district offer\* staff members tobacco-use cessation programs\*\* that are accessible and free or low-cost?

*\*Offer means that the school or district has a special arrangement for staff to participate in tobacco-use cessation programs either on-site or through a community program off-site.*

*\*Cessation services can include any of the following*

- ✓ *group tobacco-use cessation program*
- ✓ *brief clinical counseling*
- ✓ *self-help educational material*
- ✓ *computer-based cessation program*
- ✓ *referral to local physician*
- ✓ *telephone quit line*
- ✓ *pharmacological cessation aid (e.g., nicotine replacement therapy, Zyban)*

3 = Yes.

2 = Offers tobacco-use cessation programs, but some staff members find them inaccessible or expensive.

1 = Offers tobacco-use cessation programs, but many staff members find them inaccessible or expensive.

0 = Does not offer tobacco-use cessation programs.

**A.1 Programs for staff on asthma management and/or education**

Does the school or district offer\* staff members asthma management and/or education programs that are accessible and free or low-cost?

*\*Offer means that the school or district has a special arrangement for staff to participate in asthma management and/or education programs either on-site or through a community program off-site. The programs could be part of the employee benefits package, the wellness program, or the employee assistance program.*

3 = Yes.

2 = Offers asthma management and/or education programs, but some staff members find them inaccessible or expensive.

1 = Offers asthma management and/or education programs, but many staff members find them inaccessible or expensive.

0 = Does not offer asthma management and/or education programs.

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## **Module 7: Health Promotion for Staff**

### ***Planning Questions*** ***(photocopy before using)***

The Module 7 Planning Questions will help your school use its School Health Index results to identify and prioritize changes that will improve policies and programs to improve the staff's health and safety.

#### **Planning Question 1**

Look back at the scores you assigned to each question. According to these scores, what are the **strengths** and the **weaknesses** of your school's policies and programs related to health promotion for staff?

#### **Planning Question 2**

For each of the weaknesses identified above, list several recommended actions to improve the school's scores (e.g., provide easy access to health screening for staff).

*Continued on next page*

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**Planning Question 3.** List each of the actions identified in Planning Question 2 on the table below. Use the five-point scales defined below to rank each action on five dimensions (importance, cost, time, commitment, feasibility). Add the points for each action to get the total points. Use the total points to help you choose one, two, or three top priority actions that you will recommend to the School Health Index team for implementation this year.

<b>Importance</b>	<b>How important is the action to my school?</b> 5 = Very important                      3 = Moderately important                      1 = Not important
<b>Cost</b>	<b>How expensive would it be to plan and implement the action?</b> 5 = Not expensive                      3 = Moderately expensive                      1 = Very expensive
<b>Time</b>	<b>How much time and effort would it take to implement the action?</b> 5 = Little or no time and effort                      3 = Moderate time and effort                      1 = Very great time and effort
<b>Commitment</b>	<b>How enthusiastic would the school community be about implementing the action?</b> 5 = Very enthusiastic                      3 = Moderately enthusiastic                      1 = Not enthusiastic
<b>Feasibility</b>	<b>How difficult would it be to complete the action?</b> 5 = Not difficult                      3 = Moderately difficult                      1 = Very difficult

<b>Module 7 Actions</b>	<b>Importance</b>	<b>Cost</b>	<b>Time</b>	<b>Commitment</b>	<b>Feasibility</b>	<b>Total Points</b>	<b>Top Priority Action?</b>