



Name: _____
Campus: _____

I. Clinic Environment

- Neatness
- Nurse properly identified as a registered or vocational nurse
- Clinic is a non-hazardous environment (free of spills, clear traffic pattern body fluids cleaned immediately.)
- Bulletin boards updated monthly

II. Closet/Storage/Supplies

- Labels on bottles clean and up-to-date
- Utilizes sharps containers
- Closet/cupboard organized and locked
- Grab N' Go Bag, emergency medical/disaster bag/AED plan easily accessible & complete
- Biological checks on audiometer accomplished and documented before mass screening, after loaning equipment, and before recheck
- Campus crisis plan is available and the role of the nurse is understood

III. Health Folders/Records

A. Computer

- Nurse competent in using Skyward, MS Word, MS Excel, MS Power Point, Internet
- Process in place to trace immunizations compliances/delinquencies
- Utilizes computerized documentation including c.a.i.e. and signature on each note

B. Documentation

- Effective documentation method in place when nurse is out of the building
- System in place for enrolling and withdrawing children
- Nurse using up-to-date forms
- Forms in alphabetical order in folders
- Clinic passes used for temporary documentation only
- Communicable diseases recorded in skyward health

C. Health Files

- Individual health folder are made on each child/files are purged of withdrawn students
- Withdrawn folders filed alphabetically by year and stored in _____
- Individual files purged in April/May and documentation retention schedule followed
- Parent emergency phone numbers easily accessible

D. Individual Health/Emergency Plans

- Prepared for all students with special health needs affecting their educational process
- Nursing diagnosis, interventions, and emergency plans identified
- Signed by nurse & based upon doctor input

E. SHARS

- Utilizes session notes or other appropriate log to document procedures
- Prepares SHARS billing forms and submits them in a timely manner

F. Substitute Folders

- Folder/plan complete
- Contains list of students with special health needs
- Includes lunch schedules, teacher extensions, back-up nurse info, and student health concerns



VI. Medication/Treatment

A. MAR – Individual student/staff

- Medication administration charted with time & initialed by med administrator at the time the med is given
- Refill dates and drug counts noted and initialed
- MAR stamped with “All Signatures Received”
- MAR includes student picture and is stamped with “All Signatures Received”
- PRN medications recorded on pink sheets or on yearly log (i.e. asthma inhalers)
- UDCA checklists kept in MAR folder

B. Permits

- All medications have a permission form completed and signed by the parent and doctor (when appropriate)
- Orders accurately recorded on med sheet
- Current permits stored behind individual MAR

C. Containers

- Stored out of reach of children in a locked cabinet
- Properly labeled and consistent with directions on med log and doctor’s permits
- Dated within May of previous school year through end of current school year
- Temporary changes noted with bright neon-colored labels; new containers reflect current directions as soon as medications are gone from temporarily changed bottles
- Inhalers stored in a manner that could be easily removed and carried during a fire/other emergency

D. Field Trips

- Medications are sent in field trip bottle or properly labeled envelope and placed in a locked container
- Teachers are trained to administer meds on field trips

E. Personnel

- Letter stating who is to give medications at this campus signed by principal and kept in med log book
- “Giving Meds for Unlicensed Personnel” signed by designees
- Incident reports are being completed for missed medications or medication errors

VII. Peak Flow Meters

- Used for students with moderate to severe asthma
- Baselines recorded on peak flow meter record/nurse’s notes
- Used to evaluate students in respiratory distress

VIII. Screening

A. Vision & Hearing

- Required - new to system & grades K, 1, 3, 5, 7
Status: _____
- List of defects, and corrections entered into computer
- Follow-up contacts made and entered into computer

B. Spinal

- Grades 6 & 9



Status: _____

- Screening dates scheduled/completed
- Pre-screening letter sent
- List of defects, corrections entered into computer
- Follow-up contacts made and entered into computer

C. Dental

- Screened 1st grade/5th grade unless JPS Dental Program is used
- Dental Health Education Program taught/arranged for all first grade students unless JPS Dental Program is used in the school

D. Physical assessment

- Date of most current training in some aspect of physical assessment: _____

E. Acanthosis Nigricans

- Screened grades 1, 3, 5, 7 during routine hearing of spinal screenings
- Prescreening letter sent
- Follow-up contracts made and submitted online on _____

X. Reports

- Prepares and submits the following reports in a timely manner:

Report

Date Submitted:

- | | |
|---|-------|
| <input type="checkbox"/> Report of Special Needs Children/Down's Syndrome | _____ |
| <input type="checkbox"/> State Immunization Report | _____ |
| <input type="checkbox"/> State Special Senses Report | _____ |
| <input type="checkbox"/> Year End Superintendent's /Parenting Report | _____ |
| <input type="checkbox"/> Acanthosis Nigricans Report | _____ |

Coordinator's Comments:

Nurse's Comments:

Nurse's Signature

Date

Coordinator's Signature

Date