

School Clinic Review Sheet 2020-2021

County:		School:		Principal:		Visit Date:	
Basic	<input type="checkbox"/>	Comprehensive	<input type="checkbox"/>	Full Service	<input type="checkbox"/>	Number of Students:	Reviewer:

Legend: Automated External Defibrillator (**AED**), Cardio-Pulmonary Resuscitation (**CPR**), County Health Department (**CHD**), Florida Administrative Code (**FAC**), School Health Administrative Resource Manual (**SHARM**), Florida Statutes (**F.S.**), General Records Schedule (**GS7**), Licensed Practical Nurse (**LPN**), Medication Use in Schools Resource Manual (**MUSRM**), Registered Nurse (**RN**), Unlicensed Assistive Personnel (**UAP**)

I. Personnel				
Health Room staffed full time: Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, # hours/days staffed:	Additional # Trained for Meds/Procedures:		
# of Health Room Staff by type:	RN(s):	LPN(s):	UAP(s):	Additional # Trained for CPR/First Aid/AED:
RN Supervisor:	Frequency on site:		Average Daily # Clinic Visits:	
I. Health Room/Clinic Facilities Items for Review				
References	Clinic	Yes	No	Comments
s. 381.0056, F.S. Ch. 64F-6, FAC	Policies, procedures and protocols for the following are maintained in writing and on-file (readily available) at the school district, each school and the CHD: <ul style="list-style-type: none"> Management of the school clinic (equipment, supplies) Documentation, records maintenance and confidentiality Management of chronic and complex health conditions, sick care and first aid Communicable disease prevention and management Health emergencies 			
II. References	Clinic Physical Facilities	Yes	No	Comments
s. 381.0056(6)(c), F.S. SHARM, p.53	School has adequate physical facilities for health clinic			
III. References	Clinic Log	Yes	No	Comments
GS7 – Item 120 Ch. 64F-6.005(1)(e), FAC s. 1002.22, F.S. SHARM, p. 50	Standardized clinic log (paper or electronic): student name, date, time in/out, reason for clinic visit, clinic staff, disposition. Clinic log concealed to protect student confidentiality.			
IV. References	Medication Policy and Procedures	Yes	No	Comments
s. 1006.062(1), F.S. s. 1002.20(3)(h)(i)(j)(k), F.S. 6A-6.0251, 6A-6.0252 and 6A-6.0253, FAC Ch. 64B9-14.002, FAC	School district medication policy available & addresses the following: School personnel designated by principal to assist in administration of medications and procedures (list of designated staff available); Annual training of designated personnel with verification of delegate's understanding of assignment documented on a skill-specific checklist; Verification of periodic monitoring and supervision of delegated tasks; Allowances for students to self-carry and self-administer medications for: asthma, anaphylaxis, pancreatic insufficiency, and diabetes (equipment, supplies and medication).			
NASN Medication Administration in Schools, Position Statement 2017 DOH Policy 5-6-14 Incident Reporting	Medication Error policy, procedures and form to report medication errors, including instructions on parties to be notified (principal, supervising school nurse, prescribing physician, parents, risk management, and poison control).			
V. References	Emergency Supplies and Procedures	Yes	No	Comments
Ch. 64F-6.004(1), FAC	Policies/procedures for management of health emergencies available in clinic, office and designated locations			
Ch. 64F-6.004 (1)(b), (2), (3), FAC; s.1006.165(2), F.S. s. 401.2915, F.S. Ch. 64J-1.023, FAC SHARM, p. 27	Health room staff & two additional school staff are certified in first aid and CPR; certification copies available onsite. The locations of emergency supplies and equipment and a list of persons currently certified in first aid and CPR is posted in the health room, school office, and other key school locations. Persons reasonably expected to use an AED have documented trainings; including CPR training.			

