School Clinic Review Sheet 2017-2018

County:		School/ Built:				Principal:				Visit Date:		
Basic		Comprehensive		Full Service			Number of Students:		:	Reviewer:		

Legend: Automated External Defibrillator (AED), Centers for Disease Control and Prevention (CDC), Elementary School

(E.S.), Florida Administrative Code (FAC), School Health Administrative Resource Manual (SHARM), Florida Statutes (F.S.), Full Service School (FSS), General Records Schedule (GS7), High School (H.S.), Licensed Practical Nurse (LPN), Medication Administration Record (MAR), Middle School (M.S.), Medication Use in Schools Resource Manual (MUSRM), Registered Nurse (RN), Unlicensed Assistive Personnel (UAP) I. Personnel Health Room staffed full time: Yes
No If no, # hours/days staffed: Additional # Trained for Meds/Procedures: RN(s): LPN(s): UAP(s): # of Health Room Staff by type: 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. Health treatment protocols for management of chronic and complex conditions, and emergency procedures are readily available, including Ch. 64F-6.004, FAC communicable disease control protocols Ch. 64F-6.002, FAC Administrative protocols and references are available **II. References Clinic Physical Facilities** Yes No Comments s. 381.0056(5)(b), (6)(c), F.S. School has adequate physical facilities for health clinic (reception, MUSRM office, storage, toilet room, bed space, space for confidential SHARM, 53 consultations) **III. References Clinic Log** Yes No Comments GS7 – Item 120 Standardized clinic log (paper or electronic): student name, date, time Ch. 64F-6.005(1)(e), FAC in/out, reason for clinic visit, clinic staff, disposition. Clinic log s. 1002.22, F.S. concealed to protect student confidentiality. SHARM, 50 **Medication Policy and Procedures** Comments **IV. References** Yes No s. 1006.062(1), F.S. School District Medication Policy available & addresses the following: s. 1002.20(3)(h)) F.S. School personnel designated by principal to assist in administration of 6A-6.0251, 6A-6.0252 medications and procedures (list of designated staff available); and 6A-6.0253, FAC Annual training of designated personnel with verification of delegate's Ch. 64B9-14.002, FAC understanding of assignment documented on a skill-specific checklist; Verification of periodic monitoring and supervision of delegated tasks; Medication Error policy, procedures and form to report medication errors, including instructions on parties to be notified (principal, supervising school nurse, prescribing MD, parents, risk management, and poison control). Allowances for students to self-carry and self-administer emergency medications: asthma, anaphylaxis, pancreatic enzyme supplements and diabetic care equipment and supplies. V. References **Emergency Supplies and Procedures** Yes No Comments Ch. 64F-6.004(1), FAC Policies/procedures for management of health emergencies posted/available in clinic, office and designated locations Ch. 64F-6.004(2),(3), FAC Current First Aid/CPR certification of clinic staff & 2 additional school SHARM, 27 staff: copy of current certifications in clinic or office Ch. 64F-6.004(5),(6), FAC First Aid supplies are not expired; recommended non-latex supplies: SHARM, 27 band aids, gauze/roller gauze, cotton balls/applicators, tape, gloves; portable first aid kit, emergency/trauma supplies Locations of posted lists of emergency supplies, AED, CPR, First Aid-Ch. 64F-6.004 (1)(b), (2), (3), FAC; SHARM, 27 trained staff (including contact information) in clinic, cafeteria, gym and s. 1006.165(2), F.S. areas with potential for injury s. 1006.165(1), F.S. AED required only at schools that are members of the Florida High Ch. 64J-1.023, FAC School Athletic Association. If present, the AED(s) is/are maintained in SHARM, 27

	safe and secure locations and in usable condition, and the AED(s) location is registered with local EMS			
s. 1006.165(2), F.S. s. 401.2915, F.S. Ch. 64J-1.023, FAC	Persons reasonably expected to use AED have documented training in CPR and proficiency in AED use			
VI. Medication Administrat				
Reference	Medications	Yes	No	Comments
Ch. 64B16-28.108, FAC SHARM, 19	Medication label contains student name, medication name, dose, route of administration, directions for use and the prescribing provider's name. If <i>either</i> the discard after date <i>or</i> the manufacturer's expiration date are outdated, the medication is considered to be expired. If the prescription label discard date states "see manufacturer's expiration date", follow the manufacturer's date.			
s.1006.062(1)(b)(2), F.S. s.1002.20(3)(h)(i)(j)(k), F.S. SHARM, 19	Medications received, counted and stored in original container; secured under lock and key when not in use, with the exception of emergency medications which are to be in a secure unlocked location during the school day			
s. 499.0121(1)(c),(5)(a)(b), F.S. Ch. 64B16-28.108, FAC	Expired medications must be identified accordingly and quarantined from usable medications until returned/destroyed			
s. 499.0121(3(a)(b), F.S., MUSRM page 72, SHARM 21	Medications requiring refrigeration stored in designated, locked refrigerator or in a locked container in a secure refrigerator, with the temperature monitored on a regular basis.			
s. 1006.062(1)(b)(1), F.S., 64F-6.005, FAC SHARM, 49	Parental permission to administer medication(s), statement of need for medication, known student-specific side effects to medication documented (physician permission if required by school district medication policy)			
Comments:				