

## School Health Room/Clinic Review Sheet

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

**Legend:** (F.S.)-Florida Statutes, (F.A.C)-Florida Administrative Code, (FSHAG)-Florida School Health Administrative Guidelines, (SREEF)-State Requirements for Existing Educational Facilities, (GS7)-General Records Schedule, (MUSRM)-Medication Use In Schools Resource Manual, (AED)-Automated External Defibrillator, (ES)-Elementary School, (MS)-Middle School, (HS)-High School, (MAR)-Medication Administration Record, (RN)-Registered Nurse, (LPN)-Licensed Practical Nurse, (UAP)-Unlicensed Assistive Personnel, (FSS)-Full Service School

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:
II. Health Room/Clinic Facilities					
Reference	Items for Review	Yes	No	Comments	
<b>(A) Clinic</b>					
	Health treatment protocols for management of chronic and complex conditions, and emergency procedures are readily available, including communicable disease control protocols				
	Administrative protocols and references are available				
<b>Medication Administration Policy and Procedures</b>					
s. 1006.062 (1), F.S. Ch. 64B9-14, F.A.C.	School District Medication Policy available & addresses:				
"	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 present and;				
"	Verification of periodic monitoring and supervision of delegated tasks present				
FSHAG III 4-3	Medication Errors – with specific documentation required for reporting medication errors and:				
"	Medication Errors - notify supervising school nurse, school administrator, parent, prescribing MD, poison control if wrong student received medication				
<b>Clinic Log</b>					
GS7 - Item 120, FSHAG IV 18-5, Ch. 64F-6.005(1)(e), s. 1002.22, F.S.	Standardized clinic log (paper or electronic): student name, date, time in, reason for clinic visit, nurse/UAP, time out, disposition. Clinic log concealed to protect student confidentiality.				
<b>Clinic Physical Facilities</b>					
s. 381.0056(5b & 6c), F.S, FSHAG IV 21 2-4, SREEF 5-5 (13)(g) Pg. 35	School has adequate physical facilities for health clinic (reception/office/storage/toilet room/bed space present)				
SREEF 5-5 13(g)(1)(a & b) Ch. 64E-13.004(6), F.A.C.	Clinic toilet room(s) present: 1 for ES; 2 for MS/HS (1 male, 1 female) <b>if built after 1994</b>				
SREEF 5-5 13(g)(1)(c)	Clinic toilet room (sinks) have hot (temp ≤ 110° F) and cold water – <b>if built after 1994</b>				
SREEF 5-5 13(g)(1d), Ch. 64E-13.004 F.A.C.,	Toilet rooms – functioning exhaust fan vented to exterior – <b>if built after 1986</b>				
SREEF 5-5 13(g)(2)	Clinic bed space (separated for male/female in MS/HS)				
SREEF 5-5 13(g)(2a)	Clean, plastic covered mattress & pillow per bed				
SREEF 5-5 13(g)(2b)	Clean, disposable mats for each patient				
SREEF 5-5 13(g)(3), (h)(3)	Visual supervision of beds from reception area/office/nurses station				

SREEF 5-5 13(h)(4) FSHAG III-4-4 Pg. 36	(FSS) Lockable storage room with doors operable from the inside (for refrigerator, files, equipment, and supplies)			
SREEF 5-5 13(h)(5)	(FSS) Data outlets for computer hookups & networking			
SREEF 5-5 h)(5)	(FSS) Additional electric outlets for hearing/vision testing machines			
SREEF 5-5 13(h)(6)	(FSS) Direct access to clinic from exterior			
SREEF 5-5 13(h)(6)	(FSS) Direct access to from interior or connected by covered walk			
SREEF 5-513(h)(7)	(FSS) Designated parking adjacent to clinic (1 disabled accessible)			
<b>(B) Emergency Supplies/Procedures</b>				
Ch. 64F-6.004(1), F.A.C.	Policies/Procedures for management of health emergencies in clinics, schools, etc.			
Ch. 64F-6.004(2) (3), F.A.C. FSHAG III 7-3	Current First Aid/CPR certification-health room staff & 2 additional school staff-copy in health room or office			
Ch. 64F-6.004(5)(6), F.A.C. FSHAG III-4-1,2 FSHAG III-7-3&4 Ch. 64E-13.004 (11), F.A.C.	First Aid supplies (band aids, gauze squares, elastic roller gauze, cotton balls, cotton tipped applicators, tape, gloves, etc.), first aid kit for use on other parts of campus, and emergency equipment are available and none are expired.			
Ch. 64F-6.004 (1b)(2)(3), F.A.C., FSHAG III-7	Locations of emergency supplies/AED/certified First Aid/CPR staff posted - health room, cafeteria, gym, etc.			
s. 1006.165(1), F.S., SREEF-5- 5 (10)(k),pg. 29, FSHAG IV, 21-3, Ch. 64J- 1.023, F.A.C.	AED required at schools in the Florida Athletic Assoc. only. If AED present, it is maintained in safe, secure, and usable condition. Location is registered with local EMS.			
s. 1006.165(2), F.S. Ch. 64J-1.023, F.A.C.	Persons expected to use AED – documented training/proficiency			
<b>III. Medication Administration</b>				
<b>(A) Medications</b>				
FSHAG III 4-1,2)	Medication label (student name, med name, dosage & directions, times of admin., provider's name, date (≤ 1yr)			
s. 1006.062(1)(b-2) F.S.	Medications received and stored in original container, secured under lock and key when not in use			
FSHAG III -4-2	OTC Meds labeled student specific			
s. 499.0121(1)( c )(5)(a-1), F.S.	Medications not expired (if expired meds present, quarantined from usable medications)			
s. 499.0121(3a,b), F.S., MUSRM page 72, FSHAG III 4-4	Medications requiring refrigeration in locked fridge maintained at 35-45°F (regularly documented) Assn. for Professionals. in Infection Control (APIC) (36-46)			
s. 1006.062(1)(b)(1), F.S., FSHAG III 4-1	Parental permission to administer med, statement of need for med & known student-specific side effects to med			
<b>(B) Medication Administration Record (MAR)</b>				
FSHAG III 4-5, IV 18-5 MUSRM page 47	Demographics: student name, id, age, dob, grade, photo (if available)			
"	Allergies (medication, food, environmental, etc.)			
"	Medication: name, dose, route, frequency, time			
"	Initials/name/signatures of persons delegated to administer medications			
"	Code (with explanation) for meds not administered			
s. 1006.062	Upon receipt, initial and refill pill/dose counts documented			
<b>Comments:</b>				