

School Health Room/Clinic Review Sheet 2016-2017

County:		School/year built:		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), Elementary School (E.S.), Florida Administrative Code (FAC), Florida School Health Administrative Guidelines (FSHAG), 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), State Requirements for Educational Facilities (SREF), 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):
RN supervisor:		Frequency on site:		Average Daily # Clinic Visits:
II. Health Room/Clinic Facilities Items for Review				
References	Clinic	Yes	No	Comments
s. 381.0056, F.S. Ch. 64F-6.004, FAC Ch. 64F-6.002, FAC	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			
References	Medication Policy and Procedures	Yes	No	Comments
s. 1006.062(1), F.S. 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;			
FSHAG III 4-3	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).			
References	Clinic Log	Yes	No	Comments
GS7 – Item 120 FSHAG IV 18-4,5 Ch. 64F-6.005(1)(e), FAC s. 1002.22, F.S.	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.			
References	Clinic Physical Facilities	Yes	No	Comments
s. 381.0056(5)(b), (6)(c), F.S. FSHAG IV 21 2-4 SREF 5-5 (13)(g) pg. 72	School has adequate physical facilities for health clinic (reception, office, storage, toilet room, bed space, space for confidential consultations)			
SREF 5-5 13(g)(1)(a)(b) Ch. 64E-13.004(6), FAC	Accessible clinic toilet room(s) present: 1 for E.S.; 2 for M.S./H.S. (1 male, 1 female) (if built after 1994)			
SREF 5-5 13(g)(1)(c)	Clinic toilet room sinks have hot (temp ≤ 110° F) and cold water (if built after 1994)			
SREF 5-5 13(g)(1)(d),	Toilet rooms: functioning exhaust fan vented to exterior (if built after 1986)			
SREF 5-5 13(g)(2)	Clinic bed space (separated for male/female in M.S., H.S.)			
SREF 5-5 13(g)(2a)	Clean, plastic covered mattress & pillow per bed			
SREF 5-5 13(g)(2)(b)	Clean, disposable bed covering used for each patient			
SREF 5-5 13(g)(3),(h)(3)	Visual supervision of beds from reception area/office/nurses station			
SREF 5-5 13(h)(4) FSHAG IV 21-2, pg. 115	(FSS) Lockable storage room with doors operable from the inside (for refrigerator, files, equipment and supplies)			
SREF 5-5 13(h)(5)	(FSS) Data outlets for computer hookups and computer networking and additional electric outlets for hearing and vision testing machines.			
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 FSHAG III 7-3; IV 17-2	Current First Aid/CPR certification of clinic staff & 2 additional school staff; copy of current certifications in clinic or office			
Ch. 64F-6.004(5), (6), FAC FSHAG III-7-3, 7-4	First Aid supplies are not expired; recommended non-latex supplies: band aids, gauze/roller gauze, cotton balls/applicators, tape, gloves; portable first aid kit, emergency/trauma supplies			
Ch. 64F-6.004 (1)(b), (2), (3), FAC; FSHAG III 7-3 s. 1006.165(2), F.S.	Locations of posted lists of emergency supplies, AED, CPR, First Aid-trained staff (including contact information) in clinic, cafeteria, gym and areas with potential for injury			
s. 1006.165(1), F.S. Ch. 64J-1.023, F.A.C. SREF-5- 5 (10)(k), pg. 69 FSHAG IV, 21-3	AED required only at schools that are members of the Florida High School Athletic Association. If present, the AED(s) is/are maintained in 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			

III. Medication Administration

Reference	Medications	Yes	No	Comments
Ch. 64B16-28.108, FAC FSHAG III 4-1, 2	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			
s.1006.062(1)(b)(2), F.S.FSHAG III -4-2	Medications received, counted and stored in original container; secured under lock and key when not in use, <i>except stock epinephrine can be stored in secure unlocked location during school day</i>			
FSHAG III 4-2	Non-prescription medications labeled with student specific information and stored in original container, secured under lock and key when not in use			
s. 499.0121(1)(c),(5)(a)(b), F.S.	Medications not expired (if expired medications present, must be identified accordingly and quarantined from usable medications until returned/destroyed)			
s. 499.0121(3)(a)(b), F.S., MUSRM page 72, FSHAG III 4-4	Medications requiring refrigeration stored in designated, locked refrigerator maintained at 35-45°F (regularly documented) Association for Professionals in Infection Control (APIC) (36-46)			
s. 1006.062(1)(b)(1), F.S., FSHAG III 4-1	Parental permission to administer medication(s), statement of need for medication, known student-specific side effects to medication documented			
Reference	Medication Administration Record (MAR)	Yes	No	Comments
FSHAG III 4-5, IV 18-5 MUSRM page 47	Student demographics: name, age, DOB, grade, ID, photo (if available)			
	Allergies (medication, food, environmental, etc.)			
	Medication: name, dose, route, frequency, time administered in school			
	Name/initials/signature of persons administering medications			
	Explanation documented for medications not administered			
s. 1006.062(1)(b)(2), F.S.	Upon receipt, initial and refill pill/dose counts documented			

Comments:
