

## School Clinic Review Sheet 2018-2019

|                |                          |                      |                          |                     |                          |                            |                  |
|----------------|--------------------------|----------------------|--------------------------|---------------------|--------------------------|----------------------------|------------------|
| <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:** 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**)

|  |  |                              |           |   |
|--|--|------------------------------|-----------|---|
| <b>I. Personnel</b>  |  |                              |           |   |
| 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:            |
| <b>I. Health Room/Clinic Facilities Items for Review</b>   |  |                              |           |   |
| <b>References</b>  | <b>Clinic</b>  | <b>Yes</b>                   | <b>No</b> | <b>Comments</b>                           |
| s. 381.0056, F.S.<br>Ch. 64F-6, FAC  | Health treatment protocols for management of chronic and complex conditions, and emergency procedures are readily available, including communicable disease control protocols (clinic manuals, Emergency Guidelines for Schools, and the SHARM)  |                              |           |   |
| Ch. 64F-6, FAC   | Administrative protocols and references are available (local protocols)  |                              |           |   |
| <b>II. References</b>  | <b>Clinic Physical Facilities</b>  | <b>Yes</b>                   | <b>No</b> | <b>Comments</b>                           |
| s. 381.0056(6)(c), F.S.<br>SHARM, p.53   | School has adequate physical facilities for health clinic  |                              |           |   |
| <b>III. References</b>   | <b>Clinic Log</b>  | <b>Yes</b>                   | <b>No</b> | <b>Comments</b>                           |
| GS7 – Item 120<br>Ch. 64F-6.005(1)(e), FAC<br>s. 1002.22, F.S.<br>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.   |                              |           |   |
| <b>IV. References</b>  | <b>Medication Policy and Procedures</b>  | <b>Yes</b>                   | <b>No</b> | <b>Comments</b>                           |
| s. 1006.062(1), F.S.<br>s. 1002.20(3)(h) F.S.<br>6A-6.0251, 6A-6.0252 and<br>6A-6.0253, FAC<br>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;  |                              |           |   |
|  | 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.  |                              |           |   |
| <b>V. References</b>   | <b>Emergency Supplies and Procedures</b>   | <b>Yes</b>                   | <b>No</b> | <b>Comments</b>                           |
| 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 (1)(b), (2), (3),<br>FAC; s.1006.165(2), F.S.<br>s. 401.2915, F.S.<br>Ch. 64J-1.023, FAC<br>SHARM, p. 27 | Health room staff & 2 additional school staff are certified in first aid and cardiopulmonary resuscitation (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 automated external defibrillator (AED) have documented trainings; including CPR training. |                              |           |   |
| Ch. 64F-6.004(5),(6), FAC  | 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   |                              |           |   |
| s. 1006.165(1), F.S.<br>Ch. 64J-1.023, FAC<br>SHARM, p. 27   | AED required only at schools that are members of the Florida High School Athletic Association. If present, the AED(s) is/are maintained in   |                              |           |   |

