

## School Clinic Review Sheet 2021-2022

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**). Items in SHARM or MUSRM, but not in statute or rule will only result in a recommendation.

<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):	Additional # Trained for CPR/First Aid/AED:					
RN Supervisor:		Frequency on site:			Average Daily # Clinic Visits:					
<b>I. Health Room/Clinic Facilities Items for Review</b>										
References	<b>Clinic</b>					Yes	No			
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"> <li>• Management of the school clinic (equipment, supplies)</li> <li>• Documentation, records maintenance and confidentiality</li> <li>• Management of chronic and complex health conditions, sick care and first aid</li> <li>• Communicable disease prevention and management</li> <li>• Health emergencies</li> </ul>									
II. References	<b>Clinic Physical Facilities</b>					Yes	No			
s. 381.0056(6)(c), F.S. SHARM, p.53	School has adequate physical facilities for health clinic									
III. References	<b>Clinic Log</b>					Yes	No			
GS7 – Item 120 Ch. 64F-6.005(1)(e), FAC s. 1002.22, F.S. SHARM, p. 49-50	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	<b>Medication Policy and Procedures</b>					Yes	No			
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).									
<a href="#">NASN Medication Administration in Schools, Position Statement</a> 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	<b>Emergency Supplies and Procedures</b>					Yes	No			
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.									

Ch. 64F-6.004(5),(6), FAC <u>SHARM, 27</u>	First Aid supplies are adequate and not expired; recommended supplies include non-latex band aids and gloves; gauze/roller gauze, cotton balls/applicators, tape, portable first aid kit, emergency/trauma supplies			
s. 1006.165(1), F.S. Ch. 64J-1.023, FAC <u>SHARM, p. 27</u>	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.			
<b>VI. Medication Administration</b>				
Reference	Medications	Yes	No	Comments
Ch. 64B16-28.108, FAC <u>SHARM, p. 19</u>	Medication label contains: name and address of the pharmacy, date of dispensing, serial number, name of the patient, name of the prescriber, name of the drug dispensed, dose, route, name of manufacturer, directions for use, and an Expiration Date or Beyond-Use Date. The beyond-use date must not exceed the expiration date and it shall not be a date greater than one year from the date the medicinal drug is filled. If <i>either</i> the discard after date or 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. <u>SHARM, p. 19</u>	Medications received, counted and stored in original container; secured under lock and key when not in use. Emergency medications may 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 <u>SHARM, p. 21</u>	Expired medications must be identified accordingly and quarantined from usable medications until returned to parent/guardian or destroyed.			
s. 499.0121(3)(a)(b), F.S., MUSRM page 72, <u>SHARM, p. 21</u>	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. No personal (staff) food may be stored in the clinic refrigerator.			
s. 1006.062(1)(b)(1), F.S., 64F-6.005, FAC <u>SHARM, p. 19, 49</u>	Documentation of physician's orders (prescription label) and parental permission to administer medication or medical treatments given in school. Documentation of physician permission if required by school district medication policy.			

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