

CLAY COUNTY DISTRICT SCHOOLS And CLAY COUNTY HEALTH DEPARTMENT SCHOOL HEALTH SERVICES

HEALTH SERVICES MANUAL



2010 - 2012



Ben Wortham, Superintendent

TABLE OF CONTENTS

Chapter 1

Introduction 11

School Health Services Program Overview..... 11-14

Chapter 2

Overview 15

School Health Services Overview 17

School Nursing Orientation Outline 18-20

School Nurse Calendar 21-22

Quality Improvement Checklist 23

School Health Services Overview (continued)..... 24

Substitute Health Room Worksheet..... 25

Health Assistant Job Description..... 26

Licensed Practical Nurse Job Description 27

Registered Nurse Job Description 28

School Health Advisory Committee 29-30

Recommended Health Room Supplies..... 31

Faculty First Aid/CPR/Hepatitis B Information Letter 32

Faculty and Staff Health Information Form 33

Meeting Emergency Health Needs 34

Medical Emergency Plan..... 35

Suggested Items for Emergency Kit 36

End of Year Health Room Closure Procedures 37

Critical Incidents 38

Child Abuse Reporting..... 38

Resource Information on Federal, State and Local Children's Programs

Florida KidCare 39

Healthy Start 39

WIC 40

Free Soup Kitchens..... 40

Clay County Free Volunteer Medical Clinic..... 40

The Way Free Medical Clinic 40

We Care Dental Program 41

Baker C.A.R.E.S. Pediatric Dental Program 41

Baker C.A.R.E.S. Dental Bus Consent Form 42

Baker C.A.R.E.S. Dental Bus Schedule 43

Free Soup Kitchens Schedule Flyer..... 44

The Clay County Free Volunteer Medical Clinic Flyer..... 45

The Way Free Medical Clinic Flyer 46

Florida's Vision Quest 47

Florida's Vision Quest Guidelines for Vision Referrals 48

Florida's Vision Quest Referral Form 49

Chapter 3

Registration Requirements, Record Keeping and Confidentiality 51

Record Keeping and Confidentiality Overview	53-54
School Entry Immunization and Medical Examination Documentation	55-56
2010 – 2011 School Immunization and Physical Examination Requirements	57
Chapter 1003, Florida Statutes.....	58-60
Notice of Non-compliance with Immunization Law Form	61
Exclusion Notice Due to Non-compliance with Immunization Law Form	62
Florida Certification of Immunization Form (DH 680) <i>SAMPLE</i>	63
School Entry Health Exam Form <i>SAMPLE</i>	64-65
Immunization Expiration Worksheet	66
Immunization Cheat Sheet	67-68
Florida S.H.O.T.S.	69
Documentation of Health Room Visit.....	69
Health Room Coding	
0510 - Vision Screening	69
0515 - Hearing Screening	69
0520 - Height/Weigh Screening	70
0540 - Dental Screening	70
0561 - Scoliosis Screening.....	70
0571 - Lice Screening	70
0598 - Record Review.....	70
4000 - Paraprofessional Evaluation/Intervention.....	71
4050 - LPN Encounter.....	71
5000 - Registered Nurse Assessment.....	71
5030 - Medication Administration	71
5031 - First Aid Administration	71
5032 - Complex Medical Procedure	72
5033 - Immunization Follow-up	72
5051 - Consultations	72
5052 - ESE Staffing.....	72
5053 - Care Plan Development.....	73
8020 - Classes Given.....	73
8080 - Child Specific Training	73
Health Room Student Visit Record.....	74
Nursing Notes Form	75
Health Room Visit Pass.....	76
Daily Health Room Activity Log	77
Monthly Health Room Activity Log.....	78
Yearly Health Room Activity Log	79
Monthly Screening Statistics Form	80
Weekly Comprehensive Log.....	81
Monthly Comprehensive Log.....	82
Health Education Classes Taught in Comprehensive Schools Log.....	83
Daily Health Services Log Code Sheet.....	84-86

Health Room Visit Report to Parent..... 87

Chapter 4

Health Screening

89

Health Screening Overview 91

Screening Procedures

- Mass Pre-screening Guidelines 92-94
- Mass Vision Screening..... 94-95
- Mass Hearing Screening..... 95
- Mass Scoliosis Screening 96
- Mass Growth & Development Screening 96
- Body Mass Index (BMI) Screening..... 97
- School Health Information Program (SHIP) 97
- Individual Screening Results Entry Form 98
- Screening Report Card to Parents 99-100
- Growth and Development Follow-up Evaluation Notification..... 101
- Vision Referral Log..... 102
- Referral for Vision Examination Report to Parents..... 103
- Vision Follow-up (2nd Notice) Form 104
- Hearing Failure Worksheet 105
- Referral for Hearing Examination Report to Parents..... 106
- Hearing Follow-up (2nd Notice) Form..... 107
- Scoliosis Failure Worksheet..... 108
- Scoliosis Follow-up (2nd Notice) Form 109

Chapter 5

Medications

111

Medication Policy..... 113-115

Temperature/Refrigerator Log 116

Medication Policy Continued 117-118

Medication Pick-up/End of Year 118

Parental Authorization for Administration of Medication Form..... 119

Medication Administration Record – Physician’s Order 120

Procedure for Administering Medications 121

- Oral Medications 122
- Topical Medication (ointments & salves)..... 122
- Eye Medication – Eye Drops 122-123
- Eye Medication – Eye Ointments 123
- Ear Drops 123
- Nose Drops 123
- Injectable Medications..... 123
- Medication Not Administered 123
- Medication Errors 123
- Student Medication/Treatment Variance 124

Student Medication/Treatment Variance Form.....	125
Medication by Metered Dose Inhaler (MDI).....	126
Nebulizers	126
Medication by Nebulizer Procedure.....	127
Medication by Nebulizer Skills Checklist.....	128-129
Epinephrine Auto Injector Emergency First Aid for Anaphylactic Reaction	130-131
EpiPen Injection Procedure.....	131-132
Medication Administration on Field Trips	133
Guidelines for the Administration of Narcotics for Pain Management	134
Narcotics Administered for Pain Management Form.....	135
Medication Administration Skills Checklist	137
Medications Must be Brought by Parent Letter <i>SAMPLE</i>	138
Medications Need to be Replenished Letter <i>SAMPLE</i>	138

Chapter 6

Communicable Diseases and Information Sheets

139

Clay County School District Policy – Infectious/Communicable Diseases.....	141
Infectious and Communicable Disease Administrative Procedures.....	141-143
Reportable Diseases/Conditions in Florida Practitioner Guide	144
Communicable Disease Reporting Form.....	145
General Precautions for All Personnel When Handling Body Fluids and Potentially Contaminated Materials.....	146
Bloodborne Pathogen Presentation.....	147
Policies and Guidelines for Handling Body Fluids in School.....	148-151
Biomedical Waste Plan.....	151-153
Bloodborne Pathogen O.S.H.A. Guidelines.....	153-154
Varicella/Chicken Pox Disease Report.....	155
Infectious/Communicable Diseases	
Campylobacter	156
Chickenpox (Varicella)	157
Chlamydia	158
Cryptosporidiosis.....	159
Cyclospora	160
E. Coli	161
Fifth Disease	162
Flu	163
Giardia	164
Gonorrhea.....	165
H1N1 Flu.....	166
Hand, Foot & Mouth Disease	167
Hepatitis A.....	168
Hepatitis B.....	169
Hepatitis C Disease.....	170
Measles.....	171
Meningitis (bacterial)	172
Mononucleosis	173

Mosquito-Borne Illnesses	174
MRSA	175
Mumps	176
Norwalk Virus (Norovirus)	177
Pertussis (Whooping Cough)	178
Pinkeye	179
Pinworms	180
Scabies	181
West Nile Encephalitis	182

Chapter 7

Medical Conditions

183

Medical Conditions Introduction	185-187
Abdominal Pain/Injury	188
Abrasions	188
ADHD	188
AIDS/HIV	189
Allergies/Anaphylaxis	189-190
Allergy Medical Management Plan	191
Allergy Individualized Healthcare Plan	192-193
Allergy Emergency Care Plan	194
Asthma/Allergy	195-196
Asthma Medical Management Plan	197
Asthma Individualized Healthcare Plan	198
Asthma Emergency Care Plan	199
Abscesses/Boils	200
Bites – Animal/Human	200-201
Bleeding Disorders	201-202
Bleeding Disorders Questionnaire	203
Bleeding Disorder Individualized Healthcare Plan	204
Bleeding Disorder Emergency Care Plan	205
Blisters	206
Bone/Muscle/Joint Injuries	206
Orthopedic Injury Assistive Device Authorization Form	207
Burns	208
Cancer	209
Cardiovascular Disorders	209-210
Cardiac Medical Management Plan	211
Cardiac Individualized Healthcare Plan	212
Cardiac Emergency Care Plan	213
Cerebral Palsy	214
Chickenpox (Varicella)	214-215
Cutaneous Larva Migrans (Creeping Eruption)	215-216
Cystic Fibrosis	216
Cystic Fibrosis Medical Management Plan	217
Cystic Fibrosis Individualized Healthcare Plan	218

Cystic Fibrosis Emergency Care Plan.....	219
Dental Injuries	220
Diabetes Mellitus	220-221
Hypoglycemia.....	221-223
Hypoglycemia Symptoms Flyer.....	224
Hyperglycemia	225
Hyperglycemia Symptoms Flyer.....	226
Diabetes Medical Management Plan.....	227-228
Diabetes Individualized Healthcare Plan.....	229
Diabetes Emergency Care Plan.....	230
Glucose and Insulin Log.....	231
Glucose Log for Parent	232
Diabetes Supply Request for Parent.....	232
Diarrhea.....	233
Drug or Alcohol Use	233-234
Earache	234
Eating Disorders (Anorexia and Bulimia).....	234-236
Eye Injuries/Eye Infection	236-237
Conjunctivitis (Pink Eye).....	237
Fainting.....	238
Fever	238
Fifth Disease	238
Foreign Body in Ear.....	238
Headache	239
Headaches (Migraines)	239
Head Injury	239-240
Health Conditions (Generic)	240
Health Condition Questionnaire	241
Individualized Healthcare Plan.....	242
Emergency Care Plan	243
Heat Exhaustion/Stroke.....	244
Hyperventilation.....	244-245
Hypertension	245
Blood Pressure Log.....	246-247
Blood Pressure Levels for Boys Graph	248-250
Blood Pressure Levels for Girls Graph.....	251-253
Herpes Simplex	254
Impetigo.....	254
Influenza.....	254-256
Juvenile Rheumatoid Arthritis	256
Kidney Disease	256
Laceration.....	256
Meningitis	257
Mononucleosis (Mono)	257
Nosebleed	258
Pediculosis (Head Lice).....	258-260
Head Lice Treatment Verification Form.....	261
Head Lice Treatment Steps	262

Head Lice Treatment Olive Oil	263
Head Lice Notice to Parents	264
Pinworms.....	264
Rashes (Dermatitis).....	265
Ringworm	265
Scabies.....	265-266
Scarlet Fever	266
Seizure/Epilepsy.....	266-268
Seizure Disorder Questionnaire	269
Seizure Disorder Individualized Healthcare Plan	270
Seizure Disorder Emergency Care Plan	271
Seizure Disorder Observation Form.....	272
Seizure Flow Chart.....	273
Seizure Observation Form	274
Diastat AcuDial Administration Instructions.....	275
Shingles (See chickenpox)	276
Sickle Cell Anemia/Disease.....	276
Sore Throat	276
Spina Bifida	276-277
Spinal Injuries – Back or Neck.....	277-278
Splinters/Pencil “Lead”	278
Tick Removal.....	279
Upper Respiratory Infections	279-280
Vomiting	281
Whooping Cough (Pertussis).....	281

Chapter 8

Medically Complex

281

Medically Complex Introduction.....	283-284
Matrix of Professional Responsibility: Guidelines for the Delineation of Roles and Responsibilities for the Safe Delivery of Specialized Healthcare in the Educational Setting	285-289
Implementing Special Education: Students with Special Needs.....	290
Historical Perspective: Key Federal Legislation.....	290-294
Procedure Physician Order Form.....	295
Medical Procedure Authorization	296
Clearance for Non-Medical School Employee to Perform Health Procedure	297
Clean Intermittent Catheterization	298
Clean Intermittent Catheterization Procedure Female and Male.....	299-301
Clean Intermittent Catheterization Skills Checklist Female	302-304
Clean Intermittent Catheterization Skills Checklist Male	305-307
Urostomy Catheterization Procedure.....	308-309
Urostomy Catheterization Skills Checklist.....	310-311
Catheterization Log	312
Ostomy Care	313
Changing Colostomy/Ileostomy Collection Bag	313-314

Ostomy Flow Sheet.....	315
Changing Colostomy/Ileostomy Collection Bag Skills Checklist.....	316-317
Credé Maneuver Procedure.....	318-319
Credé Maneuver Skills Checklist.....	320-321
Diapering.....	322-323
Care of Menstruating Special Needs Child.....	324
Gastrostomy Tube Feeding Procedure.....	325-326
Gastrostomy Tube Feeding Skills Checklist.....	327-330
Tube Feeding: Instillation of Medication Through Feeding Tube.....	331
Tube Feeding Skills Checklist.....	332-333
Storage of Nutritional Formulas.....	334
Tube Feeding Log.....	335
Tube Site Care.....	336-337
Tube Site Care Form.....	338
Tube Site Skills Checklist.....	339-340
Nasal Suctioning.....	341
Nasal Suctioning Skills Checklist.....	342-343
Oral Suctioning.....	344-345
Oral Suctioning Skills Checklist.....	346-348
Suctioning Log.....	349
Oxygen Administration.....	350
Oxygen Safety Precautions.....	351
Oxygen Administration Log.....	352
Percussion and Postural Drainage.....	353-354
Percussion and Postural Drainage Skills Checklist.....	355-356
Positioning (Lifting and Transferring).....	357
Shunt Management.....	358
Tracheostomy Skin Care.....	359
Tracheostomy Skin Care Skills Checklist.....	360
Changing Tracheostomy Ties.....	361-362
Changing Tracheostomy Ties Skills Checklist.....	363-364
Tracheostomy Suctioning.....	365-366
Tracheostomy Suctioning Skills Checklist.....	367-369
Emergency Tracheostomy Tube Replacement.....	370-371
Tracheostomy Suctioning Skills Checklist.....	372-374
Vagus Nerve Stimulation Therapy.....	375
Vagus Nerve Stimulator Procedure.....	376
Vagus Nerve Stimulator Skills Checklist.....	377

Chapter 1

Introduction

Chapter 1- Introduction

School Health Services Program

Overview:

The mission of Florida's School Health Services Program is to appraise, protect and promote the health of students. Preventive and emergency school-based health services are provided to public school children in grades pre-kindergarten through twelve. Services are provided in accordance with a local School Health Services Plan jointly developed by the county health department, school district and school health advisory committee. With the increasing number of medically complex students this cooperative effort becomes more vital. Parents have the primary responsibility to ensure the health and well-being of their children, but school nurses play a critical role in ensuring that all children experience a safe and stable learning environment. According to the National Association of School Nurses (NASN), the role of the school nurse is to advance the well-being, academic success and life long achievement of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential problems; and actively collaborate with others to build students and family capacity for adaptation, self management, self advocacy, and learning. **Every child deserves a school nurse!**

Program Components:

- **Basic Schools.** Basic school health services are mandated by the School Health Services Act, [s. 381.0056, F.S.](#), and are provided to all Florida public school students. Basic services include health record reviews, follow-up for mandated school entry physical examinations and appropriate grade level immunizations against preventable communicable diseases, screenings for health conditions that can directly affect student learning ability (vision, hearing, growth and development, and scoliosis), first aid, medication assistance, and emergency health services.
- **Comprehensive School Health Services Projects.** In addition to all basic school health services, comprehensive project schools in 57 counties provide enhanced services in accordance with [s. 381.0057, F.S.](#) These services include student health management, interventions and classes to reduce risk-taking behaviors, violence and injury prevention, and services to reduce teen pregnancy and promote return to school after giving birth. Comprehensive school health services provide more in-depth health management through the increased use of registered nurses (RN) for assessments, interventions, case management, and improving access to health care through referrals to insurance programs and family physicians.
- **Full Service Schools.** Full Service School projects are located in all 67 counties. Since 1990, this program has provided the infrastructure necessary to coordinate and deliver services donated by community partners and participating agencies. The effectiveness of this program has been enhanced by the co-location of services for children and their families. This program is authorized by [s. 402.3026, F.S.](#) and focuses on underserved students in poor, high risk communities needing access to medical and social services, as identified

through demographics. Florida's Full Service Schools provide all basic school health services, in addition to the coordination of medical and specialized social services, such as: nutritional services, economic and job placement services, parenting classes, counseling for abused children, mental health and substance abuse counseling, and adult education for parents.