



## School Board of Clay County

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### September 7, 2023 - Regular Board Meeting

#### **Title**

C12 - 2023-2024 School Health Services Agreement with Department of Health Clay

#### **Description**

This is an annual agreement between the Clay County District Schools and the State of Florida, the Department of Health, and the Clay County Health Department that ensures the commitment to the health and welfare of students in accordance with FS 381.0056. The State of Florida, Department of Health, and Clay County Health Department (DOH-Clay) will provide health services oversight and will perform annual school health service program reviews of all Clay County District Schools Health Services Programs. The DOH-Clay will also provide consultative and support services while ensuring that protocols for health services are under the medical direction of a licensed Florida physician functioning under the Administrator/Health Officer of the DOH-Clay. The Clay County District Schools will conduct annual health screenings and submit all data to the DOH-Clay and follow up with parents/guardians of students that do not pass a health screening. The Clay County District Schools and DOH-Clay will work collectively with the community to plan and coordinate School Health Wellness Advisory Council (SHWAC) as required by FS 381.0056.

#### **Gap Analysis**

This agreement will ensure that Clay County District Schools Health Services Programs adhere to all procedures and protocols set for by FS 381.0056.

#### **Previous Outcomes**

All Clay County District Schools Health Services Programs have had annual reviews conducted by DOH-Clay and have been provided consultative services to best meet the needs of all students.

#### **Expected Outcomes**

This agreement will provide clear responsibilities and support for mandated health services.

#### **Strategic Plan Goal**

N/A

#### **Recommendation**

Approve the 2023-2024 School Health Services Agreement as submitted.

#### **Contact**

Laura Fogarty, Director for Climate & Culture (904) 336-9641 [laura.fogarty@myoneclay.net](mailto:laura.fogarty@myoneclay.net), Kristin Riebe, Coordinator of Nursing Services (904) 336-6884

#### **Financial Impact**

N/A



FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 210081  
Number Assigned by Purchasing Dept.



# CONTRACT REVIEW

BOARD MEETING DATE:  
September - 2023  
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED.  
 Must Have Board Approval over \$100,000.00

Date Submitted: 10801-2023

Name of Contract Initiator: Kristin Riebe Telephone #: 904-336-884

School/Dept Submitting Contract: Climate & Culture Cost Center # 9004

Vendor Name: DOH Clay

Contract Title: School Health Services Agreement

Contract Type: New  Renewal  Amendment  Extension  Previous Year Contract # 230018

Contract Term: 1 year Renewal Option(s):

Contract Cost: N/A

BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT  
Funding Source: Budget Line # \_\_\_\_\_  
Funding Source: Budget Line # \_\_\_\_\_

NO COST MASTER (COUNTY WIDE) CONTRACT - SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT

INTERNAL ACCOUNT - IF FUNDED FROM SCHOOL IA FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO SBAO

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (when applicable):

\_\_\_\_ Completed Contract Review Form

\_\_\_\_ SBAO Template Contract or other Contract (NOT SIGNED by District / School)

\_\_\_\_ SIGNED Addendum A (if not an SBAO Template Contract) - When using the Addendum A, this Statement MUST BE included in the body of the Contract:  
"The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."

\_\_\_\_ Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:  
COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.  
General Liability = \$1,000,000 Each Occurrence & \$2,000,000 General Aggregate.  
Auto Liability = \$1,000,000 Combined Single Limit (\$5,000,000 for Charter Buses).  
Workers' Compensation = \$100,000 Minimum  
(If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage).

\_\_\_\_ State of Florida Workers Comp Exemption (<https://apps.fldfs.com/bocexempt/>) (If Applicable)

\_\_\_\_ Release and Hold Harmless (If Applicable)

RECEIVED  
PURCHASING  
8/3-123

RECEIVED  
8/7/2023  
SBM

**\*\*AREA BELOW FOR DISTRICT PERSONNEL ONLY\*\***

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department <u>BYS</u> Review Date <u>8/3/2023</u>	<u>No Cost Do Contract every year. Minor adjustments to this Contract and K. Riebe is aware of them.</u>
School Board Attorney <u>AB</u> Review Date <u>8/18/23</u>	
Other Dept. as Necessary	
Review Date	
PENDING STATUS: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR

FINAL STATUS:  APPROVED DATE: 8/21/23





**School Health Services Agreement  
between The  
State of Florida, Department of Health,  
Clay County Health Department  
And The  
School Board of Clay County, Florida**

This AGREEMENT is between the STATE OF FLORIDA, DEPARTMENT OF HEALTH, CLAY COUNTY HEALTH DEPARTMENT, hereinafter referred to as "DOH-CLAY," 1845 Town Center Boulevard, Suite 400, Fleming Island, Florida, and THE SCHOOL BOARD OF CLAY COUNTY, Florida, hereinafter referred to as the "SCHOOL BOARD," 900 Walnut Street, Green Cove Springs, Florida, as the governmental agency with jurisdiction over all Clay County District Schools.

The purpose of this Agreement is to establish the terms and conditions under which the DOH-CLAY and the SCHOOL BOARD shall deliver or perform the following school health services for the 2023 - 2024 school year.

The term of this Agreement shall begin on the 1<sup>st</sup> day of July 2023 and shall end on the 30<sup>th</sup> day of June 2024.

The DOH-CLAY shall deliver the following services under this Agreement:

- a) The DOH-CLAY will provide school health services oversight. Oversight shall be defined as monitoring the compliance of the School Health Services Plan.
- b) The DOH-CLAY will provide education relating to the School Health Services Program, as requested, and as jointly determined by DOH-CLAY and the SCHOOL BOARD.
- c) The DOH-CLAY will perform annual school health services program reviews of all Clay County Public School Health Services Programs and share the results on the School Health Services Program Review Tool with the principal, the Technical Services Manager, and the Coordinator of Nursing Services. All schools will receive a review in the fall (see Fall School Health Services Program Review Tool Exhibit II, III & IV) and the primary schools will receive another review in the spring (see Spring School Health Services Program Review Tool Exhibit V) on the mass health screening performance measures.
  - 1) If opportunities for improvement are identified, a process improvement plan will be requested from the school. Process improvement plans (PIPs) will be completed by the SCHOOL BOARD for all identified deficiencies and returned to DOH-CLAY within 15 business days of the receipt of the noted deficiencies. A second review and / or follow-up will be conducted by the DOH-CLAY, within 15 business days of the receipt of the performance improvement plan if deficiencies are noted.
  - 2) In the absence of a school-based health room nurse, (LPN or RN) a SCHOOL BOARD district nurse will be present during the duration of the school health

services program reviews, which includes a records review for school entry health requirements during the fall review.

- d) The DOH-CLAY will provide consultative and support services to SCHOOL BOARD health room personnel. Support services shall include:
  - 1) Scheduled and unscheduled periodic in-person and/or virtual visits by the DOH-CLAY nurses to meet with records and health room personnel.
    - a. DOH-CLAY will complete one of three focus visit tools during the health room visits as determined by the outcomes of previous health room reviews (see Exhibit VI, VII & VIII).
    - b. DOH-CLAY school visits will be scheduled as follows:
      - i. Schools with licensed nurse will be visited a minimum of every other month.
      - ii. Schools with an UAP will be visited a minimum of monthly. This includes temporary UAP assignments.
  - 2) In-person and/or virtual record audits via the school district database(s) for compliance with school health entry and records requirements. If virtual records are requested, the SCHOOL BOARD will send all requested documents to DOH-CLAY within 10 business days of the request. In the absence of the records personnel, the principal will designate another SCHOOL BOARD employee to fulfill the obligation.
  - 3) Communicate with the principal, the Technical Services Manager and Coordinator of Nursing Services on the status of record audits.
  - 4) Upon request, and as identified through DOH-CLAY activities, DOH-CLAY will assist school personnel to identify the physical, social, and emotional needs of students.
- e) The DOH-CLAY will provide evidence-based protocols for health services under the medical direction of a licensed Florida physician functioning under the Administrator/Health Officer of the DOH-CLAY.
- f) The DOH-CLAY will provide up to four (4) hours of monthly group orientation to new school health room licensed nurses, new unlicensed assistive personnel (UAP), and new school health room substitutes. Current school health room staff are welcome to attend if a refresher or update is needed. CCDS will notify DOH-Clay of attendees scheduled to attend within 3 business days of the scheduled orientation class. The training will be held at: The Florida Department of Health in Clay County, 1845 Town Center Blvd. Building 400, Suite 465, Fleming Island, Florida, 32003.

- g) The DOH-CLAY will provide a group monthly virtual orientation class on school entry health requirements to new records personnel and current records personnel, if a refresher is needed.
- h) The DOH-CLAY will assure that DOH-CLAY nurses have documented knowledge of pediatrics and growth and developmental training.
- i) The DOH-CLAY will assure that a DOH-CLAY nurse is assigned to each Clay County District School to provide school health services oversight, that includes consultative and support services.
- j) The DOH-CLAY will notify the SCHOOL BOARD within 5 business days of any school health assignment or personnel changes.
- k) The DOH-CLAY will assure that DOH-CLAY staff adhere to all applicable confidentiality laws, both federal and state, governing school and health records.
- l) The DOH-CLAY will assure that their staff meets Level 2 background screening as required by s.1012.465, F.S. and pursuant to Chapter 435, F.S.
- m) The DOH-CLAY will assure that DOH-CLAY nurses work according to the Florida Nurse Practice Act and be licensed as a RN in accordance with Chapter 464, Florida Statutes (F.S.).
- n) The DOH-CLAY will be responsible for the supervision of DOH-CLAY nurses and/or agents assigned to provide services under this Agreement.

The DOH-CLAY and the SCHOOL BOARD shall jointly deliver the following services under this Agreement:

- a) The SCHOOL BOARD will complete student health screenings as per current Florida law and administrative code, s. 381.0056 F.S. and rule 64F-6.003 F.A.C. unless:
  - i. the parent/guardian actively opted them out,
  - ii. the student is unable to be screened due to profound disability or illness
  - iii. the student is currently in treatment for a disease or condition related to the health screening.
- 1) The SCHOOL BOARD will notify DOH-CLAY when screening assistance is requested.

The request will include:

- a. all schools conducting screenings
- b. dates of screening

- c. time start and time end of screening
  - d. Identification of schools requesting assistance
  - e. type of assistance requested
    - i. volunteer training
    - ii. manning at a screening station
    - iii. managing student flow.
- 2) The request is submitted via email on the Mass Health Screening Assistance Request Tracker 2023-2024 (see Exhibit IX) to DOH-Clay by September 8, 2023, to the School Health Coordinator. DOH-CLAY will assist with screening, between September 18, 2023, and October 13, 2023, as available. The SCHOOL BOARD will notify DOH-CLAY within 24 hours of the scheduled screening, if the SCHOOL BOARD determines that DOH-CLAY screening assistance is no longer needed. DOH assistance may include RN to BSN nursing students in a clinical rotation with DOH-CLAY. The SCHOOL BOARD will be notified by DOH-CLAY of available assistance within 5 business days of receipt of screening assistance request.
  - 3) The SCHOOL BOARD will provide one SCHOOL BOARD nurse (with no other assigned duties) for the duration of the screening, as well as other staff and volunteers, to ensure the appropriate number of qualified personnel are available to conduct each screening session. DOH-CLAY cannot support the screening unless the required one SCHOOL BOARD nurse and sufficient volunteers are on site for the event.
  - 4) The SCHOOL BOARD agree to reschedule the screening, if the predetermined appropriate number of qualified personnel (staff and volunteers) needed for the screening is not available.
  - 5) The SCHOOL BOARD will complete screenings, and all rescreens, by November 17, 2023. Screening timelines and responsibilities are to be met by the SCHOOL BOARD.
  - 6) The SCHOOL BOARD will input screening results into the School District Database System and provide manual counts of the mass health screenings on the Mass Health Screening Results template to DOH by December 1, 2023.
  - 7) The DOH-CLAY will input initial screening data into the Department of Health (DOH), Health Management System (HMS) by January 12, 2024.
  - 8) The SCHOOL BOARD will provide the results of the student mandated health screenings to parents/guardians by December 20, 2023. As per s. 381.0056, F.S., this notification letter includes referral information for the

parents/guardian of students who are outside the limits for a health screening and require a referral. This will be considered the first attempt to contact.

- 9) The SCHOOL BOARD will forward initial screening outcomes to the DOH-CLAY by January 19, 2024, from the responses of the health screening results, for those students who are outside the limits of a health screening and require a referral.
  - 10) The DOH-CLAY will create a follow-up letter; to reach the parents/guardian of the students who are outside the limits of a health screening, require a referral (BMI, Hearing, Vision, Scoliosis), and parents/guardian have not responded to the 1<sup>st</sup> attempt to contact initiated by the SCHOOL BOARD. These letters will be sent electronically to the SCHOOL BOARD for distribution to the parents/guardian. DOH-CLAY will forward the letters to the SCHOOL BOARD for distribution by February 12, 2024. This will be considered the second attempt to contact.
  - 11) The SCHOOL BOARD will forward the final screening outcomes to the DOH-CLAY by March 22, 2024, from the responses of the initial notification letter, from the SCHOOL BOARD and or follow-up letter from DOH-CLAY, for those students who are outside the limits of their health screening and require a referral. The SCHOOL BOARD will document follow-up, parental non-response to referral, refusal to follow-up and/or student withdrawal from school.
  - 12) The DOH-CLAY will input all screening outcomes into HMS by June 21, 2024.
  - 13) The SCHOOL BOARD will conduct vision and hearing screenings for ESE students and students entering Florida schools for the first time in grades KG through 5<sup>th</sup> grade as per F.A.C. 64F-6.003.
  - 14) The SCHOOL BOARD will ensure that all students who are referred to the state contracted vision service provider have a signed parental consent form that includes permission for a comprehensive eye exam which may include refraction and dilation.
  - 15) The SCHOOL BOARD will ensure that before administering a student well-being questionnaire or health screening form to a student in kindergarten through grade 3, it will provide the questionnaire or health screening form to the parent and obtain the permission of the parent.
- b) The DOH-CLAY and the SCHOOL BOARD will jointly develop the agenda and provide an annual School Health Services Program update training prior to the start of the school year.
- 1) The SCHOOL BOARD will assure attendance of all school health room personnel, school health room relief personnel, school health room substitutes, ESE nurses and the Coordinator of Nursing Services.

- 2) The DOH-CLAY will assure attendance of all DOH-CLAY school nurses and the School Health Coordinator.
- c) The DOH-CLAY and the SCHOOL BOARD will review the School Health Services Plan every year and amend it, as needed. The DOH-CLAY and the SCHOOL BOARD will update the School Health Services Plan every two (2) years as required by s. 381.0056 F.S. and Florida School Health Administrative Resource Manual (2021), Chapter 1. The plan will be updated and ready for signatures by August 1st of the year it is due. The DOH-CLAY will submit the School Health Services Plan to the School Health Program Office in Tallahassee by September 15th, of the year it is due. The next plan is due in 2024.
- d) On or before the 5th day of each month during the school calendar year, the SCHOOL BOARD (including all charter schools), will submit to the DOH-CLAY via email, the prior month's school health services data for the following reports:
  - 1) Yearly Health Room Activity Log
  - 2) Monthly Outcome Disposition Report
  - 3) Monthly Screening Statistics
  - 4) Health Education Classes Taught in Basic, Full Service and Comprehensive Schools

The schools that have an Exceptional Student Education (ESE) Health Room and a regular health room will submit via email, one combined report to DOH-CLAY.

- e) The DOH-CLAY will input the previous month's school health services data in the state's health management reporting system (HMS) by the 15th of the following month.
- f) The DOH-CLAY and the SCHOOL BOARD will act collectively, with the community, to advise the school district on aspects of a Coordinated School Health approach. The DOH-CLAY and SCHOOL BOARD will work collaboratively in the coordinating and planning of the School Health Wellness Advisory Council (SHWAC) meetings as required by s. 381.0056, F.S., Florida School Health Administrative Resource Manual (2021) Chapter 1, and SHWAC Bylaws.
  - 1) The SHWAC will hold quarterly meetings.
  - 2) The SCHOOL BOARD shall appoint one of its members to serve as the liaison to the SHWAC, as per the SHWAC Bylaws.
  - 3) Staff support to the SHWAC shall be provided by the SCHOOL BOARD and other SCHOOL BOARD Staff, as needed, as per the SHWAC Bylaws.
- g) The DOH-CLAY and the SCHOOL BOARD will review the Clay County School Health Services Manual every two (2) years and update it, as needed.
  - 1) The DOH-CLAY will present updates to the SCHOOL BOARD by July 1st, the year it is due (next year due is 2023).



- 2) The SCHOOL BOARD will present documentation to the DOH-CLAY that the School Health Services Manual was approved by August 15<sup>th</sup>, the year it is due.
  - 3) The SCHOOL BOARD will continue to utilize a published reference to guide school health practices and procedures as recommended by DOH-CLAY and with agreement from SCHOOL BOARD. This resource will be updated, as needed, to the most current edition. The recommended reference for SY 2023-2024 is School Nursing - A Comprehensive Text by Selekman, Shannon & Yonkalis, 3<sup>rd</sup> edition. One copy will be purchased for each health room and ESE health room.
  - 4) The SCHOOL BOARD will be given the recommendation to purchase Managing Childhood Infectious Diseases in Child Care and Schools a Quick Reference Guide 6<sup>th</sup> Edition by Timothy R. Shope and Andrew N. Hashikawa. The SCHOOL BOARD can utilize this published reference on childhood diseases and treatments to guide school health practices.
  - 5) The SCHOOL BOARD will utilize Emergency Guidelines for Schools, 2019 Florida Edition. These Emergency Guidelines will serve as basic what-to-do-in-an-emergency information, for school staff without nursing or medical training when the school nurse is not available. These are the recommended procedures.
  - 6) See Exhibit I for additional recommended evidence-based practice resources for the school health services program.
- h) The SCHOOL BOARD will create and update all required forms for the School Health Services Program on an annual basis and/or, as needed. The DOH-CLAY can provide consultative support, as needed for content review. The SCHOOL BOARD will allow DOH-CLAY twenty (20) business days for review. DOH-CLAY will be the 2<sup>nd</sup> reviewer. The SCHOOL BOARD will inform DOH-CLAY of any changes to the forms. DOH-CLAY will be notified 5 business days prior to implementation of any revised or new forms. The SCHOOL BOARD forms will only have the SCHOOL BOARD logo and name on the forms.
  - i) The DOH-CLAY and the SCHOOL BOARD will follow all the evidence-based protocols, guidelines and procedures outlined in the Clay County School Health Services Manual.
  - j) The SCHOOL BOARD will prepare Individual Plans of Care, Emergency Action Plans and Child Specific Training, immediately, upon entry or upon identified need. Identified need is defined as when the medication and or MMP is received.
  - k) The SCHOOL BOARD will provide Child-specific training and periodic follow-up monitoring of unlicensed assistive personnel as determined by the nursing process as specified in section 1006.062, Florida Statutes and Florida Administrative Code, Chapter 64B9-14.
  - l) The SCHOOL BOARD charter schools will need to provide their own RN for school health services or enter into a contractual agreement with DOH for fee for service.

- m) The SCHOOL BOARD will provide medication administration training and medication skills verification for unlicensed staff administering medications. Per Florida Statute 1006.062 UAPs are permitted to administer prescribed medication at school, provided appropriate training has taken place.
- n) The DOH-CLAY and the SCHOOL BOARD will comply with the Florida School Health Administrative Resource Manual (2021).
- o) The SCHOOL BOARD will work collaboratively with the DOH-CLAY to collect the data for the Annual School Health Report. If the data collected below is modified by Central Office, mid-year, required data will be submitted to DOH-CLAY by the SCHOOL BOARD. The following data will be forwarded to the DOH-CLAY by the SCHOOL BOARD by June 30, 2024:
  - 1) School District Contact Information
  - 2) Overview of Schools and Students
  - 3) Types of Health Conditions
  - 4) Number of Students Needing Medication and/or Procedures
  - 5) Disposition of Health Room/Clinic Visits
  - 6) Student Referrals
  - 7) Health Education Classes Provided by Basic, Comprehensive and Full-Service Schools
  - 8) Agencies that Provide In-Kind Services at Local Schools
  - 9) Schools with Any Health Staff On-Site Full-Time
  - 10) Schools with a Registered Nurse On-Site Full-Time
  - 11) Community / Public-Private Partners Providing Staff or Funds for the Partner Staff
  - 12) School Health Staffing
  - 13) School District Expenditures for School Health Services and Health Education
  - 14) Community and Public-Private Partner Expenditures for School Health Services and Health Education
  - 15) Accomplishments and Challenges
  - 16) Medications Administered to Students & Health Procedures Performed (obtained from health room personnel)
  - 17) Number of Care Plans Written by Condition (obtained from health room personnel)
- p) The DOH-CLAY will compile the data collected from the SCHOOL BOARD and will complete the Annual School Health Report for 2022-2023 school year and submit to School Health Program Office in Tallahassee by August 15, 2023.

The SCHOOL BOARD shall deliver the following services under this Agreement:

- a) The SCHOOL BOARD will notify DOH-CLAY within 5 business days of any school health assignment or personnel changes.
- b) The SCHOOL BOARD will exercise control over the administrative aspects of the School Health Services Program to ensure that the delivery of health services is coordinated with and supportive of the primary role of the school system - the



education of the child.

- c) The SCHOOL BOARD will ensure that each public school within the district has a minimum of one licensed nurse (i.e., RN, LPN) to provide basic school health services. DOH-CLAY recommends one professional nurse (RN) in each school health room, including the charter schools.
- d) The SCHOOL BOARD will ensure all new school health room licensed nurses, new unlicensed assistive personnel (UAP), and new school health room substitutes attend the DOH-CLAY four (4) hour monthly group orientation.
- e) The SCHOOL BOARD will ensure all new records personnel attend the group monthly virtual orientation class on school health entry requirements.
- f) The SCHOOL BOARD will ensure that all persons staffing the health room and at least two (2) school staff members, excluding health room personnel, are currently certified by a nationally recognized certifying agency to provide first aid and cardiopulmonary resuscitation (CPR) as required by Chapter 64F-6.004, F.A.C. and Florida School Health Administrative Resource Manual (2021), Chapter 9.
- g) The SCHOOL BOARD will ensure that at least two (2) school staff members, excluding health room personnel, are trained in the administration of medication and provision of medical services as required by s. 1006.062, F.S. and Chapter 64F-6.004, F.A.C. Such staff members will serve as health room relief/ unlicensed assistive personnel (UAP).
- h) Only SCHOOL BOARD licensed and/or trained health room personnel will accept / receive medication. Upon receiving the medication, a Medication Administration Record (MAR) and Parent Authorization for the Administration of Medication (PAAM) will be completed.
- i) The SCHOOL BOARD will provide high level of security for controlled / scheduled medication.
  - 1) The SCHOOL BOARD will ensure all student specific controlled / scheduled substances received from the parent / guardian, are to be counted, and immediately secured. This extra level of security will be maintained throughout the day.
  - 2) The SCHOOL BOARD will ensure controlled or scheduled substances are to be kept under additional security (double locked cabinet) with two different keys that are stored separately.
  - 3) The SCHOOL BOARD will ensure the double locked cabinets will be securely mounted to a solid surface; cabinets will have solid doors to prevent breaking and ensure privacy. The storage unit will not be easily lifted or removed. The bare minimum standard would be in a locked cabinet / drawer.

- 4) The SCHOOL BOARD will limit access of controlled and scheduled medications to school health room personnel.
- 5) The SCHOOL BOARD will maintain a record for audit and safety purposes of any doses used and the amount of the controlled / scheduled medication received and released back to the parent / guardian.
  - i. Controlled / scheduled medication is counted / documented upon receipt and with each dose administered.
  - ii. Controlled / scheduled medication counts by two school staff/personnel will be conducted and documented weekly. Best practice recommendation will be given for one of the two personnel to be a licensed healthcare professional.
  - iii. Controlled / scheduled medication is counted / documented upon returning unused or expired doses to the parent / guardian.
  - iv. Controlled / scheduled medication that is discarded at the end of the school year (or student transfers out and medication is left behind) must be witnessed by two personnel with one being a licensed school nurse.
- j) The SCHOOL BOARD will update annually, each student's emergency information card, as required by Florida Administrative Code 64F-6.004 Meeting Emergency Health Needs and Florida School Health Administrative Resource Manual (2021), Chapter 9. Per the School Health Services Program Scope of Work, each student will have an emergency information form for the current school year, and it will be accessible to the health room staff as early in the school year as possible. Ensure or send student emergency information cards or forms, in writing or electronically, to parents and guardians throughout the school year. As per the Scope of Work, collect 45 percent of the completed student emergency information cards or forms by September 30 of each school year and 95 percent of the completed student emergency information cards or forms by December 31 of each school year. Ensure that emergency information cards or forms are updated by parents or guardians for each student annually and list the contact person, family physician, allergies, significant health history, and permission for emergency care for the student.
- k) It is the responsibility of the SCHOOL BOARD principals to assure that all students produce evidence of immunizations and school health entry exams and other health records which are required for admittance to Florida public schools, as required by s. 1003.22 F.S. and Florida School Health Administrative Resource Manual (2021), Chapter 11. The SCHOOL BOARD will follow-up with parents of students out of compliance to assure school entry requirements are satisfied. SCHOOL BOARD agrees to enforce noncompliance and exclusion for students who do not have the required documentation. All records personnel and health room personnel will be

registered with Florida SHOTS for access to DOH Form 680.

- l) The SCHOOL BOARD will notify (written/electronic) parents or guardians, within 30 calendar days of the start of the school year that their children, who are students, each of the health services that will be offered at their student's school, as provided for in the local School Health Services Plan. This information includes the ability for the parents/guardian to withhold consent or decline any specific service by completing an opt-out/ opt-in form for school health services.
- m) The SCHOOL BOARD will assure adequate physical facilities, health room supplies, office supplies, and equipment for school health services are available at each school as defined in State Requirements for Educational Facilities, s. 381.0056(5)(b), F.S., and Chapter 64F-6.004, F.A.C.
- n) The SCHOOL BOARD conducts Individualized Education Plan (IEP) and 504 plan meetings. If a RN is requested at a given meeting, the SCHOOL BOARD will provide a school district registered school nurse.
- o) The SCHOOL BOARD will review student health records for five percent of students by September 30, forty five percent of students by December 31, and ninety percent of students by March 31 to ensure students have all required school health entry requirements.
- p) The SCHOOL BOARD will assure that SCHOOL BOARD nurses work within the scope of their practice, according to the Florida Nurse Practice Act and be licensed as a RN or LPN in accordance with Florida Statute 464.
- q) The SCHOOL BOARD shall include health education as part of the comprehensive plan for the school district as per s 381.0056, F.S.
- r) The SCHOOL BOARD will maintain the following documentation and information, either in written or electronic format, in accordance with section 1002.22, Florida Statutes, Florida Administrative Code Rule 64F-6.005, the Family Educational Rights and Privacy Act, and HIPAA:
  - 1) Cumulative health record for each student, which contains:
    - i. Florida Certificate of Immunization (Form DH 680) or Part A, Part B, or DH 681 exemption.
    - ii. School Entry Health Exam form (DH3040-CHP-7/2013) or other form as specified in section 1003.22, Florida Statutes and Florida Administrative Code Rule 6A-6.0024; and
    - iii. Documentation of screenings; results, referrals, follow-up attempts and outcomes.
  - 2) Individualized Health Plan (IHP) and Emergency Action Plan for each student as applicable. IHP: A coordinated plan of care developed by a RN in accordance with section 464.003, Florida Statutes and Chapters 6A-6.0251,

64A-6.0252, and 6A-6.0253, Florida Administrative Code. The IHP is child-specific and includes a written format for nursing assessment (health status, risks, concerns, and strengths), nursing diagnosis, interventions, delegation, expected outcomes, goals to meet the health care needs of a student with an acute or chronic health condition and to protect the safety of all students from the misuse or abuse of medications, supplies, and equipment.

- 3) Medication Administration Records: A clinical record developed by the RN which details each occurrence of medication assistance to a student. An individualized record must be maintained for each student needing medication, treatment, or a health procedure.
  - 4) Documentation of medical procedures and treatments.
  - 5) Clinic log used daily to record, at a minimum, student identifiers, chief complaints, dates, times of arrival and departure, person on duty, and outcome disposition of the student.
  - 6) Child-specific training and periodic follow-up monitoring of unlicensed assistive personnel as determined by the nursing process as specified in section 1006.062(4), Florida Statutes and Florida Administrative Code, Chapter 64B9-14.
- s) The SCHOOL BOARD will ensure or provide Basic School Health Services to all students in all public schools in county in accordance with section 381.0056, Florida Statutes. At a minimum, provide the following Basic School Health Services, unless the student has a parent or guardian opt-out form or other written exemption, is not able to be screened due to profound disability, or is currently in treatment for the condition:
- 1) Vision Screenings
  - 2) Hearing Screenings
  - 3) Scoliosis Screenings
  - 4) Growth and Development Screenings
  - 5) Refer all students who are outside the limits for a health screening and require a referral to the appropriate health care providers for further evaluation and treatment within 45 days of receiving the screening results. Document all referrals made in the student cumulative health record.
  - 6) Confirm that all students referred to state contracted vision service providers have a signed parent or guardian consent form that includes permission for a Comprehensive Eye Exam, which may involve refraction and dilation.
  - 7) Provide students who are pregnant with information on assistance, counseling, education, prenatal care, and the Healthy Start Program as needed.

- 8) Provide additional Basic School Health Services as specified in the current School Health Services Plan.

The DOH-CLAY and the SCHOOL BOARD further jointly agree:

- a) Confidentiality. The DOH-CLAY and SCHOOL BOARD shall comply with all applicable federal and state confidentiality laws, rules, regulations, and policies. The DOH-CLAY shall only be entitled to receive records and information from the SCHOOL BOARD which can be lawfully made available to DOH-CLAY, and the DOH-CLAY shall be held strictly accountable for the protection of such records and information consistent with both state and federal laws protecting the confidentiality of student records and other information which may be available through the SCHOOL BOARD and which is necessary for the DOH-CLAY to deliver the services required hereunder. For this Agreement, the DOH-CLAY staff must have access to paper and electronic records pertaining to or supporting the delivery of school health services to include but not necessarily be limited to the Cumulative Health Record of each student; names of students involved in Free and Reduced Lunch Program, and students enrolled in Medicaid.
- b) Independent Agents. No relationship of employer/employee, principal agent, or other association shall be created by this agreement between the parties or their directors, officers, agents or employees. The parties agree that they will never act or represent that they are acting as an agent of the other or incur any obligations on the part of the other party.
- c) Insurance/Indemnification. Each party shall be responsible for the liabilities of their respective agents, servants and employees. The SCHOOL BOARD and the DOH-CLAY are self-insured, and their agents, servants and employees are protected against tort claims as described in section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity, nor shall anything herein be construed as consent by a state agency or political subdivision of the State of Florida to suit by third parties.
- d) Modification. This Agreement may be modified from time to time but only in writing and by mutual consent of the parties hereto.
- e) Disputes. In the event a dispute should arise between the parties as to the delivery of services under this Agreement, The SCHOOL BOARD hereby authorizes its Superintendent of Schools or designee to work with the Administrator/Health Officer of the DOH-CLAY to resolve any such disputes. If the Superintendent of Schools or designee and the Administrator/Health Officer are unable to resolve the dispute, the matter shall be referred to the SCHOOL BOARD, who may elect to terminate the agreement with appropriate notice to the DOH-CLAY, as provided below.
- f) Termination. This Agreement may be terminated, by either party, with or without cause, upon thirty (30) days written notice to the other.
- g) The contact person for each party are as follows:

For DOH-CLAY:  
Jacqueline Copeland, BSN, RN, NCSN, CPH  
Senior Community Health Nursing Supervisor/  
School Health Coordinator  
Florida Department of Health in Clay County  
1845 Town Center Boulevard, Suite 405  
Fleming Island, FL 32003  
(904) 529-2870

For SCHOOL BOARD:  
Kristin Riebe, BAS, RN, LNC  
Coordinator of Nursing Services  
Clay County District Schools  
900 Walnut Street  
Green Cove Springs, FL 32054  
(904) 336-6884

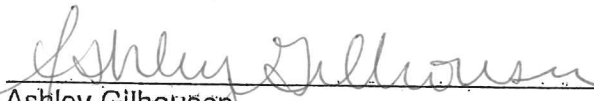
IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the day and year indicated below.

STATE OF FLORIDA, DEPARTMENT OF HEALTH  
CLAY COUNTY HEALTH DEPARTMENT

  
\_\_\_\_\_  
Heather Huffman, MS, RDN, LD/N, IBCLC  
Administrator

9/21/23  
\_\_\_\_\_  
Date

THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

  
\_\_\_\_\_  
Ashley Gilhousen  
Board Chair

9/21/2023  
\_\_\_\_\_  
Date



Exhibit I  
**RECOMMENDED EVIDENCE-BASED PRACTICE RESOURCES FOR THE SCHOOL HEALTH SERVICES PROGRAM**

Title	Author	Edition	Sources	Cost
Lippincott Manual of Nursing Practice	Sandra M. Nettina, MSN, ANP-BC	11 <sup>th</sup> Edition	Amazon.com Barnesandnoble.com	\$103.49 \$114.99
School Nurse Resource Manual: Evidence Based Guide to Practice	Vicki Taliatferro, BSN, RN, NCSN Cheryl Resha, EdD, MSN, RN, FNASN	10 <sup>th</sup> Edition	Amazon.com Barnesandnoble.com Schoolnurse.com	\$86.78 \$97.00 \$47.00 (thumb drive) \$89.00
Wong's Essentials of Pediatric Nursing	Marilyn Hockenberry, PhD, RN, PPCNPBC, FAAC Cheryl Rodgers, PhD, RN, CPNP, CPON, David Wilson, MS, RNC-NIC	11 <sup>th</sup> Edition	Amazon.com Schoolnursesupply.com	\$99.99 \$95.95
Managing Infections Diseases in Child Care and Schools: A Quick Reference Guide (By AAP)	Timothy R. Shope, MD, MPH, FAAP Andrew N. Hashikawa, MD, MS, FAAP,	6 <sup>th</sup> Edition	Amazon.com Macgill.com Walmart.com	\$62.95 \$72.50 \$62.95
Managing Chronic Health Needs in Child Care and Schools: A Quick Reference Guide (By AAP)	Elaine A. Donoghue, MD, FAAP, Colleen A. Kraft, MD, MBA, FAAP	2 <sup>nd</sup> Edition	Amazon.com Schoolnursesupply.com Barnesandnoble.com	\$76.25 \$67.50 \$59.95
Advanced Pediatric Assessment	Ellen M. Chiocca, PhD, CPNP, RNC-NIC	3 <sup>rd</sup> Edition	Amazon.com Springerpub.com Barnesandnoble.com	\$60.51 \$105.00 \$105.00
School Nursing Scope and Standards of Practice	American Nurses Association and National Association of School Nurses	4 <sup>th</sup> Edition	Schoolnursesupply.com nasn.org	\$42.00 \$27.50 member

Rvsd 3.2023

Exhibit II

EXAMPLE OF FALL SCHOOL HEALTH SERVICES PROGRAM REVIEW 2022-2023 SY

School Health Services Program Review							
Fall 2022							
Basic	<input type="checkbox"/>	School	Choose a School	Reviewer	DOH-School Health RM		
CSHSP	<input type="checkbox"/>	Principal		Date			
FSS	<input type="checkbox"/>	# of Students		School Nurse(s)			
Charter	<input type="checkbox"/>			Records Secretary			
ADMINISTRATIVE ISSUES					Yes	No	N/A
1. Daily Health Room Activity log (paper or can produce electronic copy) utilized with the student name, date, time (in/out), reason for health room visit, health room staff on duty, disposition, etc. Paper health room log concealed to protect student confidentiality							
2. School has adequate physical facilities for health room (reception, office, storage, toilet room with hot and cold water (if built after 1934), bed space, space for confidential consultation)							
3. Current copies of the School Nursing A Comprehensive Text (Third Edition), School Health Services Manual, School Health Administrative Resource Manual (Revised 2021), Emergency Guidelines for Schools (2019 Florida Edition), and the Managing Childhood Infectious Diseases in Child Care and Schools a Quick Reference Guide (5th Edition) kept in the health room (electronic or hard copy)							
4. Monthly Reports submitted to Florida Department of Health in Clay County (DOH-Clay) by the 5 <sup>th</sup> of the following month and evaluated throughout the school year							
5. All health room visits should be documented on the approved CCDS electronic student database. The CCDS Health Room Student Visit Record available as a backup and for health room refer staff who do not have computer access							
<b>MEDICATION ADMINISTRATION</b> (s. 4008.062, Ch. 649-14, F.A.C. 6.1008.0625)							
6. Annual medication training and annual skills check list completed and documented for all health room refer staff and/or Unlicensed Assistive Personnel (UAPs) prior to administering prescribed medications							
7. Documentation of child-specific training (CST) for Unlicensed Assistive Personnel (UAPs) completed by a Registered Nurse (RN)							
8. Medications (non-controlled/non-scheduled) in a locked container; if needing refrigeration, must be in locking storage container or locked refrigerator							
9. Prescription medications in pharmacy-labeled container, unexpired. If the prescription label obscure date-stale "see manufacturer's expiration date", follow the manufacturer's date. Sample medications labeled by the healthcare provider with the student's name, dosage, frequency of administration, and healthcare provider's name							
10. All over the counter (OTC) medications have healthcare provider's order, labeled with student's name, and unexpired.							
11. One method of documenting medication administration: Medication Administration Record (MAR) and Parental Authorization for Administration of Medicine (PAAM) filled out completely, medication signed off when given. RN signature on the MAR as soon as possible, no later than 30 days							
12. Documentation of counting medication (initial and ticks) when received							



EXAMPLE OF FALL SCHOOL HEALTH SERVICES PROGRAM REVIEW 2022-2023 SY

13. Medication treatment variance form and procedures; notify appropriate personnel per protocol			
14. A daily list of students who receive medications must be available. At the minimum, the list should include the student's name, grade, time of medication administration, and name of medication			
15. All discontinued and expired medications must be returned to the parent/guardian or disposed of per the School Health Services Manual. If expired or discontinued medication is present, it must be quarantined from usable medication.			
16. Refrigerator temperature log completed daily; refrigerator temperature range between 35°-45°F; if food items are present, must be for medical purposes only			
17. Controlled or scheduled substances are additionally secured (double locked). The bare minimum standard would be in a locked container (lock box or locking bag) and then in a locked cabinet/drawer. Access to controlled and scheduled substances is restricted to specific school personnel. Controlled or scheduled substances counted upon receipt and once per week by 2 persons, with at least one person being a licensed individual			
18. Overdose prevention, medication administration training, and a skills competence checklist completed annually by nursing staff and UAPs in the administration of Naloxone			
19. Seizure training completed and documented for nursing staff, UAPs, and any employee who's regular duties include contact with a student who has an individualized seizure action plan (ISAP), which includes the recognition of symptoms and care of students with epilepsy and seizure disorders			
20. Medical Emergency Plan with names/phone number of persons certified in First Aid, CPR, and AED use posted in health room and throughout school			
21. Copies of current First Aid/CPR certification of all back-up and health room staff available in the health room			
22. First Aid kit, first aid supplies, AED and AED supplies are easily accessible, unexpired, and from current approved health room supplies list			
23. Quarterly check of AED performed; AED checklist faxed to Health Services on the second Monday of September and at the end of the school year			
<b>SCREENINGS (CH 64E-6.003, F.A.C.)</b>			
Elementary Schools: Mandated health screening criteria will be evaluated after 3/20/2023.			
24. Health room staff screen students (KG - 5) that are new to Florida schools, ESE and teacher requests			

Exhibit IV

EXAMPLE OF FALL SCHOOL HEALTH SERVICES PROGRAM REVIEW 2022-2023 SY

HEALTH CONDITIONS (s. 381.0086, F.S.; s. 1002.20, F.S.; s. 1008.062, F.S.; Ch. 6A-6.026, F.A.C.)			
25. Medical Management Plans (MMPs) and/or physician procedure orders are available on all students with chronic health conditions. Parent/guardian signature available on all MMPs			
26. Individual Health Care Plans (IHCP) and Emergency Action Plans (EAP) are in place for students with chronic health conditions			
HEALTH ROOM PERSONNEL (s. 1008.062, F.S.; Ch. 64B-14, F.A.C.)			
27. The school principal designates at least 2 health room relief staff (document the names)			
28. Substitute folder available with the following forms: CDOE Health Room Student Visit Record, Daily Health Room Activity Logs, MAR/PAAH, list of students receiving daily medications, medical or treatment variance forms, and a completed Substitute Health Room Worksheet			
SCHOOL HEALTH RECORD REVIEW (s. 1002.22, F.S.; s. 1003.22, F.S.; s. 381.003 (5), F.S.; s. 1014.08, F.S.; Ch. 6A-6.024, F.A.C.; Ch. 64F-1, F.A.C.)			
29. Immunization compliance is met by proof of Florida Certification of Immunization (DH 680 or DH 681 Form). 680s/681s issued after 6/1/2022 must be electronically certified in FL SHOTS			
30. Physical exam compliance is met by proof of a School Entry Health Exam (DH 3040), Sports Physical, or an out-of-state physical exam that meets acceptable criteria			
31. Screening documentation available (unless out-of-county or out-of-state transfer)			
32. Emergency information (written or electronic) available for each student by September 30th of each school year			
33. Consent Form for Care available for each student (3 health room visits and 2 daily medications from the previous days daily health room activity log)			
34. All records personnel and health room personnel are registered with Florida SHOTS for access to DH Form 680 (Document names of those who have access)			
35. Records requested for virtual audits are sent to the Florida Department of Health in Clay County (DOH-Clay) within 10 business days			
FEDERAL REGULATION Section 361 of the Public Health Service Act (42 U.S.C. 263a)			
36. Clinical Laboratory Improvement Amendments (CLIA) Certificate of Waiver available in the health room			

Revised 10/1/22

Annual Health Services Program

Exhibit V

EXAMPLE OF SPRING SCHOOL HEALTH SERVICES PROGRAM REVIEW 2022-2023 SY

School Health Services Program Review							
Spring 2023 Mandated Health Screenings (Elementary Schools)							
Basic	<input type="checkbox"/>	School			Reviewer		
CSHSP	<input type="checkbox"/>	Principal			Date		
FBS	<input type="checkbox"/>	# of Students			School Nurse(s)		
Charter	<input type="checkbox"/>			Records Secretary			
SCREENINGS (CH 64E-6.003, F.A.C.)					Yes	No	N/A
37. Mass health screening guidelines followed. District school nurse present during the screening							
38. Mass health screenings and all rescreenings completed by November 18, 2022							
39. Manual counts of the mass health screening results are sent to DOH-CLAY and entered in the CCDS database by December 2, 2022							
40. Student mass health screening results distributed to parents/guardians by December 21, 2022							
41. School nurse forwards initial mass health screening outcomes to DOH-CLAY by January 17, 2023							
42. School nurse forwards final mass health screening outcomes to DOH-CLAY by March 20, 2023							
Revised 9/2022							

EXAMPLE OF SCHOOL HEALTH SERVICES FOCUS VISIT TOOL A 2022-2023 SY

Health Room Focus Visit  
Tool A Worksheet

Reviewer:		School:		Visit Date:	
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ESE Health Rooms:	<input type="checkbox"/>	Nurse:		UAP:		Notes:
General Health Rooms:	<input type="checkbox"/>	Nurse:		UAP:		

Action	Met	Not Met	Notes
1. AED/First Aid supplies are present and unexpired (see DOH-Clay for approved list of supplies). The AED/CCDS Fax confirmation page is available in the Health Room by the 2 <sup>nd</sup> Monday of September.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Annual Medication Training/Skills Checklist/Certificate is current for all Health Room relief staff and UAP's and is available in the Health Room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Final Mass Screening Outcomes to DOH-Clay by March 20, 2023.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Copies of current CPR/First Aid certification for ALL Health Room staff and back-up staff are available in the Health Room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Health Room has adequate physical facilities (reception area/office, storage, toilet room with both cold and hot water, and bed space).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Monthly reports are submitted by the 5 <sup>th</sup> of the month to DOH-Clay RN during the school year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. Parental notification of mandated health screenings has been sent out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. The refrigerator temperature log is completed daily. Temperature range is between 34-45 degrees F. Food stored in refrigerator must be for medical purpose only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Current copies of the School Health Services Manual and Emergency Guidelines for Schools (2019 Florida Edition) are in the Health Room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. The school principal designated 2 health room relief staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Emergency Information (written or electronic) are available on selected students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

\*\* A minimum of 5 actions are reviewed during a Health Room focus visit\*\*

Revised 07/2022

Exhibit VII

EXAMPLE OF SCHOOL HEALTH SERVICES FOCUS VISIT TOOL B 2022-2023 SY

Health Room Focus Visit  
Tool B Worksheet

Reviewer:		School:		Visit Date:	
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ESE Health Room:	<input type="checkbox"/>	Nurse:		UAP:		Notes:	
General Health Room:	<input type="checkbox"/>	Nurse:		UAP:			

Action:	Yes	No	Notes:
1. Students with a DH-680 Code 2 Temporary Medical Exemption are receiving follow-up and the 680 is unexpired and valid	<input type="checkbox"/>	<input type="checkbox"/>	
2. Annual Health Room Review scheduled with DOH-Clay RN	<input type="checkbox"/>	<input type="checkbox"/>	
3. Mass Health Screening Resource Request Form submitted to DOH-Clay RN with screening dates	<input type="checkbox"/>	<input type="checkbox"/>	
4. Current Mass Health Screening Forms printed for screening	<input type="checkbox"/>	<input type="checkbox"/>	
5. Mandated screening equipment arrangements have been made (CCDS responsible)	<input type="checkbox"/>	<input type="checkbox"/>	
6. Recruitment for mandated health screening volunteers has occurred (CCDS responsible)	<input type="checkbox"/>	<input type="checkbox"/>	
7. Medical Management Plans (MMPs) available on selected students with chronic health conditions	<input type="checkbox"/>	<input type="checkbox"/>	
8. Emergency Action Plans (EAPs) and Individual Care Plans (ICPs) are available on selected students with chronic health conditions	<input type="checkbox"/>	<input type="checkbox"/>	
9. Review Audit Tool with school nurse and/or unlicensed assistive personnel (UAPs)	<input type="checkbox"/>	<input type="checkbox"/>	
10. Review upcoming due dates for Annual reports and/Final monthly reports with school nurse and/or unlicensed assistive personnel (UAPs)	<input type="checkbox"/>	<input type="checkbox"/>	
11 (a) Review 5 new students for Jr/Highschool (at least one 7 <sup>th</sup> grade student)	<input type="checkbox"/>	<input type="checkbox"/>	
11 (b) Review 5 new students for Elementary School (at least one kindergarten student)	<input type="checkbox"/>	<input type="checkbox"/>	
12 Other	<input type="checkbox"/>	<input type="checkbox"/>	

\*\* A minimum of 5 actions are reviewed during a Health Room focus visit\*\*

Revised 07/2022



Exhibit VIII

EXAMPLE OF SCHOOL HEALTH SERVICES FOCUS VISIT TOOL C 2022-2023 SY

Health Room Focus Visit  
Tool C Worksheet

Reviewer:		School:		Visit Date:	
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ESE Health Room:	<input type="checkbox"/>	Nurse:		UAP:		Notes:
General Health Room:	<input type="checkbox"/>	Nurse:		UAP:		

	Reminder: if there are any questions on the final monthly reports, principal may reach out to you	<input type="checkbox"/>	<input type="checkbox"/>
	Initial Mass Screening outcomes to DOH-Clay by January 17, 2023	<input type="checkbox"/>	<input type="checkbox"/>
	Mass health screening results entered in the CCDS database by December 2, 2022	<input type="checkbox"/>	<input type="checkbox"/>
	Mass health screenings and all rescreening's completed by November 18, 2022	<input type="checkbox"/>	<input type="checkbox"/>
	Controlled or scheduled substance are additionally secured (double locked)	<input type="checkbox"/>	<input type="checkbox"/>
	Access to controlled and scheduled substance is restricted to specific school personnel	<input type="checkbox"/>	<input type="checkbox"/>
	Overdose prevention, medication administration training, and a skills competence checklist completed annually by school nurses and other volunteer school staff in the administration of Naloxone	<input type="checkbox"/>	<input type="checkbox"/>
	All records personnel and health room personnel are registered with Florida SHOTS for access to DOH Form 680 (Document names of those who have access)	<input type="checkbox"/>	<input type="checkbox"/>
	Records requested for virtual audits are sent to the Florida Department of Health in Clay County (DOH-Clay) within 10 business days	<input type="checkbox"/>	<input type="checkbox"/>
	Other	<input type="checkbox"/>	<input type="checkbox"/>
	Other	<input type="checkbox"/>	<input type="checkbox"/>
	Other	<input type="checkbox"/>	<input type="checkbox"/>

\*\* A minimum of 5 actions are reviewed during a Health Room focus visit\*\*

Revised 07/2022