

Chapter 2

Overview

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The following introduces various resources that contribute to or are a part of the local school health program:

- Public Health Nurse Role
- School Nurses/Health room Designees and Job descriptions
- Recommendations for health room supplies: Expendables and Non-Expendables
- Emergency health needs
- Critical incident information
- School Health Advisory Committee (SHAC)
- General information on Federal, State and Local Programs that may impact school health

The Role of the Public Health Nurse

The Clay County Health Department (CCHD) and the Clay County School District (CCSD) work collaboratively to provide school health services to the students of Clay County.

The Florida Department of Health has statutory responsibility, in cooperation with the Department of Education, for supervising the administration of the school health services program and to perform periodic program reviews (FS 381.0056).

Program Oversight:

1. Monitor compliance of the School Health Service Plan.
2. Provide consultative and support services to the health room personnel.
3. Perform bi-annual program reviews. Results reported to the school administration. See QI checklist.
4. Provide approved protocols for CCSD health room services.
5. Maintain the School Health Services Manual.
6. Collect and analyze data for the annual School Health Services Report and bi-annual School Health Services Plan.

Collaboration:

1. Effectively communicate with school health designees, principals, social workers, and registrars/records secretaries.
2. Create care plan framework for RNs to use for students' health needs at school. Generate care plans for students with chronic illness in schools without an RN.
3. Perform child specific training with unlicensed assistant personnel (UAP) as needed in schools without an RN.
4. Conduct home visits as requested.



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



School Nursing Orientation Outline

Florida School Health Program

- Purpose and overview
 - Florida Statutes
 - Florida Department of Health
 - Florida Department of Education
- Local school district program
 - CCHD involvement

Role Development and Professionalism

- Orientation programs
- Job description
- Performance appraisal by Principal
- Florida Nurse Practice Act
- Licensure
- Delegation
- School nurse certification (NASN)
- CPR certification
- First Aid certification
- Professional organizations
- Continuing education
 - School Health Conferences
 - Immunization Updates

Reference Materials

- School Health Services Manual
- Internet Resources
- Emergency Guidelines
- Drug Book
- Red Book
- Pink Book

Local School Health Policy and Procedure Manual

- Child abuse reporting
- Communicable disease
- Emergency/crisis procedures
- 9-1-1 Coding In TERMS
- Health designees
- Health education
- Illness and injury
- Immunization Guidelines
- Immunization record review
- Medication administration

Local School Health Policy and Procedure Manual

- OSHA standards/ BBP and BMW
- Quality improvement Checklist
- Screening
- Care of medically complex child

School Health Reporting

- Purpose and Overview
- Coding
- Data Collection for Annual Report
- Daily/ Monthly Logs
- Comprehensive Service Logs
- Other: Classes Taught/ FTE week

Documentation and Student Health Records

- Confidentiality
- Nursing Process Documentation
- Record review process by CCHD
- Cumulative Health Record (DOH Form 3041)
- Professional treatment record (medical record)
- Computerized records

Forms

- Accident Report
- Emergency and Medical Information Forms
- Medication Administration and Permission forms
- Medication/Treatment Variance Report
- Medical Management Plans
- Individual Health Care Plans (IHCP)
- Emergency Care Plans (ECP)
- Parent letters for non-compliance/ suspension
- Immunization Certificate (DOH Form 680)
- Medical Exemption (DOH Form 680)
- Religious Exemption (DOH Form 681)
- Student Health Examinations (DH 3040)
- Sports Physicals
- PHN Referral form

Health Insurance

- KidCare Program
- Medicaid/ Medicaid Billing re: school health services

Care of Children with Special Health Care Needs

- Legislation
- 504 Accommodation Plan
- ESE Staffings/Individual Education Plan (IEP)
- ESE screenings
- Classification of disability terminology
- Exceptional Student Education (ESE) Program

Resources and Referrals

- Social Workers
- Epidemiology: Disease Reporting
- CCHD Nurse Referral
- Sample calendar (see attached)
- Online Resource List

Meet the Staff

- Principals
- County Health Dept. School Health Coordinator
- Student Services Supervisor
- Clinic Relief Staff
- School office staff
- Cafeteria manager and staff
- Teachers and Coaches
- Support Staff:
 - Psychologist
 - Social Worker
 - Guidance Counselor
 - ESE Secretary
 - Registrars
 - Bookkeeper
 - Bus drivers
 - Custodian

Committees

- School Health Advisory Committee (SHAC)
- School Advisory Committee (SAC)
- Safety Committee
- Other:

School Nurse Calendar

August (pre-planning or first 2 weeks):

- New Nurse Orientation In-service usually Tues. of pre-planning week.
- All School Nurses Meeting usually Wed. of pre-planning week.
- People to meet with during pre-planning week:
 - Principal/Administration:
 - Ask who will be your Admin. Liaison?
 - Clarify expectations: Other Duties?
 - Attendance at Faculty Meetings?
 - Who is your trained lunch relief?
 - Who makes coverage arrangements?
 - TERMS assistance?
 - Guidance Department:
 - ESE Secretary: *Ask about ESE/ IEP meetings and your need to be a part of that process if there are individual health issues.
 - Registrars/ Records Secretary:
 - Discuss Record Reviews (Immunizations & P.E.'s)
 - FL Shots accessibility?
 - 'New', 'Transferring' or 'Withdrawn' students' notification.
 - Accessing 'Health Folder' in the cumulative files?
 - Social Worker:
 - Best communication? (phone numbers, e-mail; Referral Forms.)
 - Schedule?
 - Availability for transportation?
 - Bookkeeper:
 - Clinic budget?
 - CCSD Warehouse catalogue/ordering?
 - Cafeteria Manager:
 - Communicate 'Food Allergy' students?
 - Accessing School Menu?
 - School menu nutritional values?
 - P.E. Teachers:
 - Handling health emergencies?
 - Communication by with radios, clinic passes or planners?
 - Your Lunch Relief:
 - On-line Medication Training & check-off? (www.claycountyschoolmeds.com)
 - Establish relief time.
 - Health room procedures to be followed this year.
 - Consider Child Specific Training needs. (i.e. - Diabetics, epi-pens, asthmatics, etc.)

Clay County School Health Services Manual

- Essential Information to give all Faculty & Staff:
 - Communicating with you (phones, radios & e-mail).
 - Review the uses of the Health room.
 - Students' admission to the Health Room.
 - Routine meds &/or procedure guidelines.
 - Your legal requirements for documentation & sharing of 'Confidential Information.'
 - 'Faculty Info Letter' & CPR & First Aid Certification forms.
 - 'Medical Emergency Plan' and locations of the AEDS.
 - 'Universal Precautions' overview.
 - 'Field Trips' procedures & need for designated Medication trained faculty.
- Health Room Set-Up: (Things to consider)
 - TERMS documentation.
 - Individual Health Care Plans (IHCP) & Emergency Care Plans (ECP), development & storage.
 - Medical Conditions Report from TERMS (S405).
 - Schedule Parent Conferences as needed.
 - Check 1st Aid Boxes/Bags.
 - Review Students' Emergency Health Information Sheets.

First Month of School

- Receive student medications from parents.
- IHCP &/or ECP development. (LPNs in schools without an RN must coordinate with CCHD Nurse.)
- Review Emergency & Medical Information forms and take actions as needed.
- Mass health screenings: review health screening chapter in the manual
- Update 'Medical Emergency Plan.' & post.
- Ask about the OSHA 'Blood Borne Pathogen' & other needed staff trainings. (see resources list)
- Prepare monthly reports and send to the Clay County Health Department via email

Second Month of School

- Ask for report of Immunization excluded students.
- Work on school screening planning.
- Continue to develop IHCP and ECP as needed.
- Prepare monthly reports and send to the Clay County Health Department via email

Following Months

- FEBRUARY – consider any special health considerations during upcoming FCAT testing.
- Elementary - notification of 6th Grade parents about 7th Grade Tdap requirements.
- Prepare monthly reports and send to the Clay County Health Department via email

Last Month of School

- Parents PICK up MEDICATIONS notices.
- Prepare the end of year report.
- Health Room paperwork for storage by CCSD guidelines.
- Inventory your remaining supplies and list needs.
- Close health room and complete the 'End-of-Year Checklist'

School Health Room Quality Improvement Checklist

School: _____ Clinic Designee: _____ Year: _____

	Y	N	N/A	Comments/Recommendations
Medication Log/ Authorization Is proper log in use and accessible?				
Medications – Storage Are all medications properly stored?				
Medications - Prescription Are all medications in original containers/ in date/ with instructions?				
Medications -OTC Are all OTC medications labeled / in date/ age appropriate?				
Documentation Forms Are all visits appropriately documented and all Policy/ procedures appropriately followed?				
Biomedical Waste Is there a plan in place for Biomedical Waste disposal?				
Health Room Flow Are students triaged properly & sent home/ returned to class in a timely manner?				
Clinic Relief All relief staff identified and trained?				
Do relief personnel follow policy and procedures and document treatment/ medications?				
Medical Records Review Compliance with FS 1003.22 (re: PE & 680)				
Screenings Does clinic designee provide screenings including new students/ ESE and teacher requests if applicable?				
Screening Referrals Are referrals followed up appropriately?				
Students with Chronic Health Conditions Are health needs identified & appropriate paperwork completed including care plans?				
Education Is child specific training provided or coordinated with an RN?				
Data Collection Are all visits recorded in a timely manner to facilitate state reporting requirements/ data submitted monthly by due date?				
Medical Emergency Plan Is the current plan posted in appropriate places and at least two (2) other school personnel certified in CPR as per FAC 64-F6.004?				
AED's Are AED locations identified and easily accessible?				
Environment Is equipment working properly, stored, clean, available for use as needed and checked for function if appropriate?				
Communications Does clinic designee keep CHD nurse informed of pertinent health issues and all potential health problems, including disease reporting?				

CHD Nurse Signature

Date

Screenings:

The CCHD will provide one oversight nurse, if requested, as well as additional screening equipment/supplies, if available. CCHD will be notified of the screening date at each school. The CCHD will collect and maintain screening results using the School Health Information Program (SHIP), and will provide individual student “report cards” with screening results for parents. Each elementary school nurse will receive a final summary report.

Trainings:

1. Conduct four (4) hours of orientation class for new school health designees.
2. Provide annual updates on school health policies and procedures at the August School Health Services meeting.

School Health Room Staffing

School health rooms are staffed by RNs, LPNs and Health Assistants depending on the designation of positions at each Clay County School. All designees are required to attend an orientation to the policies and procedures provided by the Clay County Health Department School Team, preferably prior to working in the school.

It is required per FL Statute 1006.062 that each school have two (2) additional personnel trained in Medication Administration for relief in the health room.

A substitute health room relief pool is available through the Clay County School District when coverage is needed due to a nurse’s absence. The available relief pool has current CPR, First Aid and Medication Training. A substitute health room worksheet should be filled out to assist the substitute with the workings of the individual school.



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



SUBSTITUTE HEALTH ROOM WORKSHEET

School Name: _____ **Health Room Hours:** ___ a.m. to ___ p.m.

School Health Manual (guidelines for working in the health room) is located _____

Procedure for 911 calls _____

Location of AED: _____

Phone numbers:

School phone number: _____ Health room extension: _____

School Fax# _____ To dial out you press _____

For nursing questions, the Clay County Public Health Nurse is _____

And her cell phone number is _____

Another good resource person to ask questions to is _____.

The School Health office number is 904-529-2854.

School Contacts:

Principal _____ Ext. _____

Asst. Principal _____ Ext. _____

Secretary _____ Ext. _____

Registrar/ Record's Sec'y _____ Ext. _____

Resource Officer _____ Ext. _____

Physical Education Teacher _____ Ext. _____

Location of:

Gloves: _____

Medication cabinet and health room keys: _____

Medication Administration Sheets: _____

Care plans: _____

Medication Information:

- If a child does not come to the health room for his scheduled medication, contact the teacher and ask that the child be sent to the health room.
- Sign out the medications when administering them.
- Please complete the Health Room Activity Log and the clinic visit form as you work today.
- An explanation of the codes is kept on the clipboard with the log.
- A current medication schedule and map of the school is attached.

Break time: _____

Lunch Time: _____

_____ will work when you are on your break/lunch.

There is food for purchase in the lunchroom, or you may eat in the teacher's lounge, which is located

Job Locator: C-3.7.13

Health Assistant

Position Grade: Classified Salary Schedule

Evaluated By: Principal

Job Description:

Administers medical care and medications to sick or injured students; responds to emergency situations and assists in health screenings. Performs various clerical or office duties, as assigned, depending upon the needs of the building.

Responsibilities and duties of this position include:

1. Administers first aid to sick or injured students according to District and State guidelines. Determines whether students should remain in health room.
2. Maintains current health and accident information on students and completes and updates related reports, records charts and logs.
3. Observes students for emotional, behavioral and non-medical needs and makes referrals as, appropriate.
4. Performs miscellaneous clerical duties for the health and main office areas, including preparing lunch applications, tracking attendance, data entry, typing, filing, answering telephones, and inventorying and ordering supplies. Provides office clerical coverage in the absence of secretarial staff.
5. Administers medication authorized by a physician and in compliance with State guidelines; observes students for medication reactions.
6. Reports health status of students to staff, bus drivers and parents as required.
7. Conducts health, vision, height, weight and lice screenings and informs parents of screening results as necessary.
8. Performs other duties of a similar nature or level.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Pass the secretarial/clerical skills test.
3. Certified in CPR and First Aid.

Board Approved: 5/20/93
Revised: 3/21/96, 8/17/06

Job Locator: C-3.7.16
Licensed Practical Nurse
Position Grade: Support Salary Schedule
Evaluated by: Principal

Job Description:

The Licensed Practical Nurse provides practical nursing services to students enrolled in the School District of Clay County in accordance with Clay County School Health Services Manual including emergency care of students and other such duties as may be assigned by the principal.

Responsibilities and Duties of this position include:

1. Provides basic first aid to students who become ill or sustain injuries during the school day.
2. Maintains daily logs on health room services provided and compiles reports or forms as needed.
3. Monitors the inventory of medical supplies and recommends the replenishment of supplies, as needed.
4. Conducts various health screenings and tests to assess student growth and developmental health patterns.
5. Assists students with the administration of prescribed medication according to School Board policies and protocol.
6. Assures health room is maintained in an organized manner and facility is maintained in hygienic condition to ensure a safe environment.
7. Participates as a member of the Crisis Intervention Team and Student Assistance Team to provide information on health issues and to facilitate student referrals for service.
8. Assists in providing staff awareness regarding health related instruction including, but not limited to Universal Precautions and Blood Borne Pathogens Procedures.
9. Participates in workshops and training sessions as required.
10. Provides other duties of a similar nature or level.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Must be certified in CPR and maintain certification during employment.
3. Must be licensed, at a minimum, as a Practical Nurse in accordance with Florida Statute 464 and must maintain such license during employment.
4. Effective 4/18/03, must possess current certification in First Aid prior to employment, and must maintain certification while employed. Existing employees must become certified in First Aid no later than 12/31/03 and must maintain certification while employed thereafter. A current Emergency Medical Technicians (EMT) license will serve to satisfy this requirement.

Board Approved: 5/20/93
Revised: 9/15/94, 3/20/97, /31/99
4/17/03, 5/15/03, 11/16/04, 8/17/06, 2/19/09

Job Locator: C-3.8.15

Registered Nurse

**Position Grade: Support Salary Schedule Evaluated by:
Principal**

Job Description:

The Registered Nurse provides professional nursing services to medically involved students enrolled in the School District of Clay County in accordance with Clay County School Health Services Manual; provides supervision of medical services; assists in the implementation of the health services program, including emergency care of students and other such duties as may be assigned by the principal.

Responsibilities and Duties of this position include:

1. Assists when appropriate in completing health room records, screenings, and keeping records on students being referred to the health room and services to students.
2. Assists in implementation of the Annual School Health Services Plan and completion of data for Annual Report.
3. Provides and monitors physician ordered nursing care, treatments, procedures and medications to designated students, which may include medically complex students.
4. Assists in maintaining health room area and supplies, when appropriate.
5. Performs medically complex procedures within the scope of Florida Registered Nurse licensure, including but not limited to catheterization, tracheal suctioning, postural drainage, gastrostomy feedings, and nursing assessment.
6. Provides supervision, coordination, and/or consultation to LPN and other staff who provide medical services to students (including student's physician).
7. May be assigned to ride school bus or other school vehicles with specific medically fragile students in an emergency.
8. Participates as a member of the child study team, staffing and core team to provide information on health issues and to facilitate student referrals for service.
9. Assists in the establishment of a cumulative health record and nursing care plan on appropriate students and documentation of health problems identified, medical procedures or corrective measures.
10. Assists child's physician in the development of specific individualized nursing care plans for exceptional students or 504 students.
11. Assists in providing staff awareness regarding health related instruction, including but not limited to Universal Precautions and Blood Borne Pathogens Procedures.
12. Participates in workshops and training sessions as required.
13. Provides other duties of a similar nature or level.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Must be certified in CPR and maintain certification during employment.
3. Must be licensed as a Florida State Licensed Registered Nurse in accordance with Florida Statute 464 and must maintain such license during employment.
4. Effective 4/18/03, must possess current certification in First Aid prior to employment, and must maintain certification while employed. Existing employees must become certified in First Aid no later than 12/31/03 and must maintain certification while employed thereafter. A current Emergency Medical Technicians (EMT) license will serve to satisfy this requirement.

School Health Advisory Committee

Educators realize that a child's physical, emotional, social and mental health directly affects his or her capacity to learn. The health of children is linked more than ever to the behaviors they adopt. Experience has shown that when schools involve parents, and other community partners, risky behaviors can be more successfully addressed.

A School Health Advisory Committee (SHAC), which is mandated by the School Health Services Act (FS. 381.0056) is an advisory group composed of school, health and community representatives who act collectively to provide advocacy for school health and identify needs and opportunities to maximize community resources.

The SHAC must include members who represent the eight component areas of the Coordinated School Health Program model as defined by the Centers for Disease Control and Prevention. The eight component areas include health education, physical education, nutrition, school health services, guidance, psychological and social services, healthy school environment, staff wellness and family and community involvement.

Eight Component Model

The following are descriptions of the eight components of a coordinated school health program.

Health Education: A planned, sequential, K-12 curriculum that addresses the physical, mental, emotional and social dimensions of health. The curriculum is designed to motivate and assist students to maintain and improve their health, prevent disease, and reduce health-related risk behaviors.

Physical Education: Physical Education incorporates planned, sequential instruction that promotes lifelong physical activity, designed to develop basic movement skills, sports skills, and physical fitness as well as to enhance mental, social, and emotional abilities.

School Health Services: School Health Services includes preventive services, education, emergency care, referral, and management of acute and chronic health conditions. Services are designed to promote the health of students, identify and prevent health problems and injuries, and ensure care for students.

School Nutrition Services: School Nutrition Services includes integration of nutritious, affordable, and appealing meals, nutrition education, and an environment that promotes healthy eating behaviors for all children. Healthy school nutrition is designed to maximize each child's education and health potential for a lifetime.

School Counseling, Psychological, and Social Services: School Counseling, Psychological, and Social Services consist of activities that focus on cognitive, emotional, behavioral and social needs of individuals, groups, and families. School based counseling, psychological and social services are designed to prevent and address problems, facilitate positive learning and healthy behavior, and enhance healthy development.

Healthy School Environment: The physical and aesthetic surroundings and the psychosocial climate and culture of the school.

Health Promotion for Staff: Opportunities for school staff to improve their health status through activities such as health assessments, health education and health-related fitness activities.

Family/Community Involvement: An integrated school, parent, and community approach for enhancing the health and well-being of students. Schools actively solicit parent involvement and engage community resources and services to respond more effectively to the health-related needs of students.

These components are found to be highly effective in addressing the health risk behaviors that contribute markedly to the leading causes of death, disability and social problems among youth and adults in the US. These risk behaviors involve physical inactivity, poor nutrition, risky sexual behaviors, alcohol and drug use, tobacco use and unintentional injuries and violence. These harmful behaviors are often established during childhood and early adolescence.

The Florida's Coordinated School Health Program is designed to help the young people of our state to grow into healthy and productive adults, by focusing on their physical, emotional, social and educational development, in kindergarten through twelfth grade. The program is a working partnership between the Florida Department of Education and the Florida Department of Health.

The functions of a SHAC:

- Annually review and approve the School Health Plan
- Advise the school district of current initiatives and resources
- Program planning
- Parent and community involvement
- Advocacy
- Recruitment of community health resources
- Input on fiscal planning
- Evaluation, accountability and quality control

For a successful SHAC, it is important that the school district and the local health department take an active role and that the School Superintendent and other key personnel support the idea.

Remember.....Healthy children make better students, and better students make stronger communities.

SHAC Vision Statement: “Clay County’s Children: Healthy, Fit and Ready to Learn”

SHAC Mission Statement: “The Mission of the Clay County School Health Advisory Committee is to promote total wellness of all students in the educational process and to motivate families and others in our community to live safe, healthy, productive lives”.

Health Room Supplies

The following are a list of recommended health room supplies. Volume on hand for the expendables will depend on student numbers and usage rate. Many of the non- expendables will be ordered from a separate budget. Confer with the bookkeeper at your school for specifics and budget concerns.

Furniture and non-expendables

AED	Locked file cabinet
Audiometer	Portable first aid emergency kit
Blood pressure equipment	Reference materials
Bulletin board	Refrigerator with thermometer
Computer/ printer	Scale
Cots	Stadiometer
Desk	Thermometer
Flashlight and batteries	Titmus
Lamp-magnifying or gooseneck	Trash cans including one with a lid and biohazard label
Lockable Bank bags/Fanny packs for field trips and refrigerated meds	Wheelchairs

Expendables

Alcohol	} <i>Not for student use</i>	Small Ziploc bags
Peroxide		Trashcan liners
Bleach and disinfectant		CPR Masks
Germicidal soap and wipes		Vaseline
3 oz cups		Salt
Gloves-latex and non-latex		Sanitary pads
Med cups		Eye pads
Paper rolls for cots		Triangular bandages
Sharps containers		Eye wash solution
Thermometer covers for oral or ear		Nail clippers
Kleenex		Tweezers
Band-Aids		Paper towels
Bactine		Safety pins
Calamine/Caladryl lotion		Scissors
Cotton balls and applicators		Dental floss
2x2's	} <i>Sterile and Non-Sterile</i>	Tongue depressors
4x4's		
Kling, Kerlix or rolled gauze		
Tape (paper, silk or adhesive)		
First Aid cream		
Small red bags (biohazard)		
Telfa		

FACULTY FIRST AID/ CPR/ HEPATITIS B INFORMATION

TO: ALL FACULTY AND STAFF
FROM: CLINIC NURSE
SUBJECT: 1. PERSONNEL CERTIFIED IN FIRST AID AND CPR
2. HEPATITIS B VACCINATION STATUS
SCHOOL YEAR:

To be in compliance with Florida Statutes, we are required to post a list of personnel who hold a current certification in CPR and/or First Aid. Please take a moment and check any of the following which apply to you. Then sign and return this form to the health room or my mail box. Please indicate the expiration date of your certifications.

Also, please indicate if you have received the series of Hepatitis B inoculations and the dates they were given, if known.

Name: _____

Red Cross First Aid _____ Expiration Date: _____

Red Cross CPR _____ Expiration Date: _____

American Heart CPR _____ Expiration Date: _____

Hepatitis B Series _____ Dates: _____

None of the Above: _____

Note: The school district will provide the Hepatitis B shots for the staff that qualifies (on the Emergency Response Team, custodial staff, coaches, ESE, etc.)

**SCHOOL DISTRICT OF CLAY COUNTY
FACULTY AND STAFF HEALTH INFORMATION FORM
School Year _____**

This is a medical information form that we would like to keep on file in the health room. Providing this information is entirely voluntary. It would only be used by the health room nurse in the event of an emergency situation. This form will be kept in strict confidence, stored in a locked file and shredded at the end of the school year.

NAME: _____

Emergency contact: _____

Relationship: _____ Phone: _____

Personal Physician: _____ Phone: _____

Hospital Preference: _____

ALLERGIES: _____

MEDICATIONS: _____

Please list any health problems, conditions, concerns you may have that would be beneficial for us to be aware of in an emergency situation.

Meeting Emergency Health Needs

Students shall have emergency information (FL Administrative Code 64-F-.004) updated annually, entered in TERMS and maintained at their school of enrollment in the health room. The following minimum information must be collected for each student:

- Contact person
- Family physician
- Allergies
- Significant health history
- Permission for emergency care

The Clay County School District Medical Emergency Plan with the location of emergency supplies and equipment, along with a list of persons currently certified by a nationally recognized certifying agency to provide first aid and CPR must be posted in several areas throughout the school. Notices of personnel certified in first aid and CPR shall be posted, at a minimum, in the health room, school office, cafeteria, gymnasium, home economics classrooms, industrial arts classrooms, and any other area that poses an increased potential for injury.

All school-based nurses or health designees must be certified in first aid and CPR by a nationally recognized certifying agency. In addition, schools must have at least two additional staff who are currently certified by a nationally recognized certifying agency to provide first aid and CPR as per FL Administrative Code 64-F6.004. Current staff phone numbers shall be posted by telephones in the administrative offices and in the health room. It is advisable to have this current list by all phones.

The school principal (or school nurse or other designee) is responsible for monitoring the adequacy and expiration date of first aid supplies, emergency equipment, and health room facilities and other supplies. All injuries and episodes of sudden illness referred for emergency health treatment shall be documented and reported immediately to the principal or the person designated by the principal. CALL Poison Control at 1-800-222-1222 for any ingestion of drugs or chemicals, etc. to determine what procedures should be followed.

A first aid bag is located in each school health room. Secondary schools have an AED located in the health room and gymnasium or PE field location as required by Florida Statute. Most primary schools have one AED. A maintenance check will be performed quarterly on all AEDs and documented appropriately on the AED Maintenance Checklist. At the end of the school year, the form should be faxed or emailed to Student Services at the county office.

An accident report is completed when an injury occurs, signed by the principal, and forwarded to school district risk management office. **DO NOT** place a copy in the student's cumulative folder.

**CLAY COUNTY SCHOOL DISTRICT
MEDICAL EMERGENCY PLAN**

IN CASE OF AN EMERGENCY:

School Year _____

- Notify front school nurse and Administration.
- Call 9-1-1.

PERSONNEL TRAINED IN CPR / FIRST AID

STAFF MEMBER	ROOM #	EXT.	CPR Certificate	FIRST AID Certificate

LOCATION OF EMERGENCY EQUIPMENT

EQUIPMENT	LOCATIONS
AED	
Emergency First Aid Kit	
Wheelchair	

**PLEASE POST IN HEALTH ROOM, SCHOOL OFFICE, CAFETERIA,
GYMNASIUM, HOME ECONOMICS CLASSROOMS, INDUSTRIAL ARTS
CLASSROOMS, AND ANY OTHER AREA THAT POSES AN INCREASED
POTENTIAL FOR INJURY.**

Suggested Items for Emergency Kit

Pen
Paper
Penlight
CPR Shield
Antiseptic Hand rub
Red bags
B/P cuff
Stethoscope
Gloves-assorted sized
Eye Wash
Scissors
Assorted bandages
Band-Aids
Instant Ice Pack
Tape
Alcohol Pads
Gauze
Tongue Depressors
Combine Dressing
Ziploc bags (to organize bandages, dressings, gloves)

END-OF-YEAR HEALTH ROOM CLOSURE PROCEDURES

- June report emailed to the Clay County Health Department and a copy given to the principal.
- Chronic Illness paperwork will be given to appropriate parents to complete over the summer.
- All medications are returned to parents or disposed of. Meds are not to be kept in the health room over the summer.
- All medical records are secured for the summer.
- All medication sheets are filed and/or stored?
- All student visit records are filed and/or stored?
- All foodstuffs are removed. No food is to be kept in the health room over the summer.
- Health room is thoroughly cleaned including refrigerator and equipment.
- Supply list/order for next school year is prepared forwarded to appropriate person at school.
- Principal/Maintenance is given a list of needed repairs, etc.
- All biohazard waste is removed and the appropriate paperwork completed.
- All equipment is locked/ secured.

Critical Incidents

(Emergency weather situations, bomb threats, guns on campus, etc.)

The School Board of Clay County has developed a manual to assist schools to deal with critical incidents. The manual is called Emergency and Drill Procedures. Check with the administration at your school for the location of the manual and become familiar with the contents.

These incidents include but are not limited to:

- Student safety
- Medical Emergency Plan
- Crisis management
- Weapons on campus
- Violence

When an evacuation is ordered during an emergency situation, Emergency Cards must be placed in a container and taken to the evacuation site by the health room designee. They must remain in the possession of the health room designee until the situation has subsided and re-entry to the facility is allowed.

Each school should design a plan to consider removal of emergency medications in the event of an evacuation.

Child Abuse Reporting

Chapter 39 of the Florida Statutes mandates that any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall report immediately such knowledge or suspicion to the central abuse hotline of the Department of Children and Families.

The Florida Child Abuse Hotline is 1-800-96-ABUSE

Mandatory reporting in Florida includes Nurses, Health Professionals, Mental Health Professionals, School Teachers, School Officials or Personnel, Social Workers, Day Care Center Workers, Professional Child Care Workers, Physicians, Osteopaths, Medical Examiners, Hospital Personnel, Foster Care Workers, Law Enforcement, Judges, Institutional Workers, Chiropractors and Practitioners who rely solely on spiritual means of healing.

The nurse who reports a suspected case of child abuse should make a notation inside the student's cumulative health folder that states the following:

"Suspected violations of Chapter 39, F.S. Appropriate action taken."

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

Florida KidCare

Through Florida KidCare, the State of Florida offers health insurance for children from birth through age 18. It includes four different parts, or programs. Eligibility for some KidCare programs is based on income. When applying for the insurance, the KidCare office will check which program a child may be eligible for:

- **Medikids:** for children under age 5
- **Healthy Kids:** for children age 5 through 18, available in most counties
- **Children's Medical Services Network:** for children from birth through 18 who have special health needs or ongoing medical conditions
- **Medicaid:** for children from birth through 18

In order to apply for the Florida KidCare program a Florida KidCare application must be filled out online at www.floridakidcare.org or mailed to the address found on the application. Applications can be obtained by calling 1-888-540-KIDS or may be found on the KidCare website. They are also available at many schools.

Services covered by Florida KidCare include:

- Doctors visits
- Check-ups
- Shots
- Hospital
- Surgery
- Prescriptions
- Vision
- Hearing
- Mental health
- Emergencies
- Dental

All Florida KidCare programs use selected doctors, hospitals, therapists, or health plans to provide services.

Healthy Start

The goal of Healthy Start is to reduce infant mortality, reduce the number of low birth weight babies and improve health and developmental outcomes. For more information call 904-276-2610.

WIC (*Women, Infants and Children*)

WIC is a nutrition education program that provides supplemental foods, which promote good health for pregnant, breastfeeding and postpartum women, infants and children up to the age of five.

Being enrolled in the WIC program offers a number of excellent benefits including:

- Nutritious foods at no cost
- Nutrition counseling for yourself and your children
- Saves money on groceries. The extra money can be used to purchase fresh fruits, vegetables, meats, baby food and other foods that WIC does not provide.

Call 904-276-2610 to get more information about WIC or to make an appointment.

Free Soup Kitchens

Soup kitchens are sponsored as a service through the Mercy Network, a group of non-profit agencies and churches in the community. The free soup is offered every Saturday at 11am in Green Cove Springs at 604 Walnut Street (on the corner of Walnut and Pine St.), in Middleburg at 3916 Section St. (behind Middleburg Museum) and in Orange Park at 414 Stowe St. (across from the fire station). For more information call (904) 759-8345. See flyer.

Clay County Free Volunteer Medical Clinic

Free health services are provided for individuals without health insurance who qualify financially. Services provided: physician and nursing services, medication samples on a limited basis. The clinic is open the second Saturday of the month from 9-12 noon at the Bear Run location of the Clay County Health Department at 3229 Bear Run Blvd. Clients are seen on a first come, first served basis. See flyer.

The Way Free Medical Clinic

The Way Free Medical Clinic (www.thewayclinic.org) serves uninsured men, women and children of Clay County with basic medical services including Pediatrics, Gynecology and General Medicine. No appointments are accepted. Clients are seen on a first come, first served basis. It is open the first and third Saturday and Sunday of each month from 9:00 a.m. until 12:00 p.m. at the above address.

Some of the services provided are screening and diagnostic mammograms for all qualified women and men; flu shots and pneumonia vaccines during the winter months; natural family planning; and breast feeding classes.

The Prenatal Clinic is open every Thursday from 9:00 a.m. until 2:00 p.m. In addition, vision screenings are available every second Thursday and third Saturday of each month. These clinics are by appointment only. See flyer.

We Care Dental Program

The Clay County Health Department also offers limited dental services for children and adults (not on Medicaid) through the We Care Program several times a month. Occasionally, a children's dental clinic will be offered. For more information call 904-529-2800.

“Baker C.A.R.E.S.” Pediatric Dental Program

The Clay County Health Department in conjunction with the Baker County Health Department and the Clay County School Board, is providing dental services to children on Medicaid or specific Medicaid HMOs, CMS insurance or KidCare insurances. These services are provided through the Baker CARES Children's Dental Bus and Dental Clinic.

To schedule an appointment through the dental clinic, call (904) 531-9695.

The following procedure should be followed when referring children for Dental Bus Services:

1. Send home Baker CARES permission form (see attachment)
2. When returned, forward to W.E. Cherry health room through county mail.
3. BAKER County checks insurance eligibility and will send names and status to Health Department School Team office.
4. You will then receive packets to send home with the student to be filled out and returned to school health room.
5. When you receive the completed packets forward them to W.E. Cherry for the Dental Bus.
6. Parent may call Baker County for appointment when completed packet has been returned to their child's school.

To schedule an appointment for the dental bus or to ask questions, please call 1-866-617-8708 Ext. 2283 or 2311.

BAKER C.A.R.E.S.

(County Alliances Rendering Excellent Smiles)



The Baker C.A.R.E.S. Children's Dental Bus is looking forward to coming to your child's community. The Baker County Health Department in cooperation with your local Health Department and School Board will provide dental services to children on Medicaid or MCNA/Sunshine State Health Plan, Medicaid United Healthcare, CMS/Ped-I-Care or KidCare's Dentaquest Insurance. Services provided: dental exams/x-rays, cleanings, sealants, fillings and extractions. Parents who wish to have their children participate should sign the permission slip below.

Please return the permission slip to your child's school. Upon receiving your permission, a health history package will be sent home for you to fill out and return. Your child will not be scheduled for a dental visit until this package is received. Please fill out the packet LEGIBLY and NEATLY. DO NOT LEAVE ANY BLANK SPACES or QUESTIONS UNANSWERED; this will delay your child's care while the papers are being returned to you.

Not all eligible children will be served due to limitations in the number of appointments. We will attempt to provide as much care as our time and resources allow.

If you have any questions, please feel free to contact the staff listed below.

Maria LaRocca, R.N.
904-529-2800 ext. 2869

Baker County Health Department
1-866-617-8708 ext. 2283 or ext. 2311

I give my permission for my child _____, Date of Birth _____, Name of school child attends _____ to participate in the Baker County Health Department Dental Outreach Program. I also give permission for my child to receive mouth x-rays, local anesthesia and dental treatment which includes cleanings, sealants, fillings and extractions as well as pre or post-op medications that the dentist feels are appropriate.

Parents or Guardian Signature

Date

Baker County Health Department
480 West Lowder Street, Macclenny, FL 32063
(904) 259-6291 ext 2283 or 1-866-617-8708 ext 2283

“Join Our Safari for Healthier Smiles”



Dental Bus Schedule



Baker County Dental Bus, in cooperation with the Clay County Health Department and the Clay County School District will provide dental treatments to local children and young adults who are between the ages of 3 and 20. The bus schedule is as follows:

1st week of every month
W. E. Cherry Elementary School
420 West Edson Drive
Orange Park, FL 32073

For an appointment, call 1-866-617-8708, ext. 2283 or 2311. The bus will be seeing children who have Medicaid, MCNA/ Sunshine State Health Plan, Medicaid United Healthcare, CMS/Ped-I-Care or KidCare’s Dentaquest Insurance.





Every Saturday, 11am-12:30pm

Green Cove Springs
Contact: Barney Maher
(904) 635-3527

604 Walnut Street
Green Cove Springs, FL 32043

Situated on the corner
of Walnut and Pine St.

Middleburg
Contact: Bonnie & Lee Smith
(904) 622-6020

3916 Section Street
Middleburg, FL 32068

Behind the Middleburg
Museum

Orange Park
Contact: Michelle Reddinger
(850) 228-4029

414 Stowe Ave
Orange Park, FL 32073

Accross from the Fire
Department

For More Information Call: (904) 759-8345

Sponsored by: The Soup Kitchens of Clay County, The Clay County Council on Aging, in Partnership with: The Mercy Network and volunteers from the Orange Cove Seventh-day Adventist Church, St. Margaret's, St. Catherine's, St. Luke's and Sacred Heart Catholic Churches, Middleburg United Methodist Church, Christ's Church of Fleming Island, The Christian Faith Center, Orange Park United Methodist and Morning Star Church.

The Clay County Free Volunteer Medical Clinic

Free Health Services for individuals with no health insurance who qualify financially

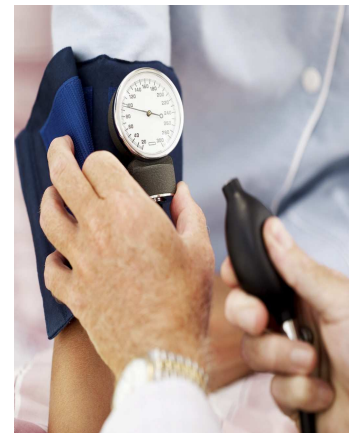
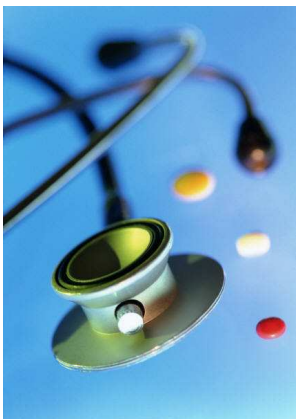
Available services:

- **Physician Services**
- **Nursing Services**
- **Qualified Medical Personnel**
- **Medication Samples may be available through the physician on a limited basis (be prepared to purchase your own medications)**

When: 2nd Saturday each month from 9 am - 12 pm.

Where: 3229 Bear Run Blvd at the Clay County Health Department

Who: First come, First Served (will see about 25 people)



The Way Free Medical Clinic

1107 Martin Luther King Jr. Boulevard
Green Cove Springs, FL 32043
(904) 531-9504



The Way Free Medical Clinic serves uninsured men, women and children of Clay County with basic medical services including Pediatrics, Gynecology and General Medicine. No appointments are accepted. Clients are seen on a first come, first serve basis. It is open the first and third Saturday and Sunday of each month from 9:00 a.m. until 12:00 p.m. at the above address.

Some of the services The Way Clinic provides are screening and diagnostic mammograms for all qualified women and men; flu shots and pneumonia vaccines during the winter months; natural family planning; and breast feeding classes.

The Prenatal Clinic is now open every Thursday from 9:00 a.m. until 2:00 p.m. In addition, vision screenings are available every second Thursday and third Saturday of each month. These clinics are by appointment only.

For upcoming events, dates and details please contact the clinic by e-mail at thewayclinic@att.net or visit our website at www.thewayclinic.org.

FLORIDA'S VISION QUEST PROGRAM DESCRIPTION

Florida's Vision Quest (formerly Jeppesen VisionQuest) is a public, non-profit, 501c3 organization that provides **FREE** vision exams and manufactures quality new eyeglasses for "at-risk" and "in-need" students throughout Florida. As clear vision is critical to a student's success in school, our goal is to insure that every child in Florida is able to see the chalkboard and text clearly. Vision Quest works closely with school districts and county health departments and is currently serving 67 counties in Florida.

There is **no charge** to the school district or the child for this program. The program is simply an extension of the vision-screening program currently in place within each school district.

Who is eligible to participate?

To be eligible for this program, children must:

- Be enrolled in school (grades K – 12),
- Have failed a school-based vision screening (per Vision Quest Referral Guidelines),
- Be eligible for the Free/Reduced Lunch Program, and
- Have no access to health insurance covering vision exams and eyeglasses.
 - You may refer children covered by straight Medicaid insurance, as a courtesy and they will be referred to a Medicaid provider in their area.

How is a child referred to the program?

- A child may be referred by any county health department nurse, school nurse, teacher, or counselor.
- Upon receipt of a referral, Vision Quest will assign a Doctor and manufacture eyeglasses as required.

Additional program information can be obtained by contacting 386-917-1001 extension 226.

Florida's Vision Quest Guidelines for Vision Referrals

Criteria for Referral: (child must meet all three requirements to be eligible):

- Must have a **failing acuity that falls within the Vision Quest Guidelines for Referral, Grades K to 12th 20/40 or higher = FAIL (20/20 – 20/30 = PASS)**
*If child has passing acuities, but is experiencing other problems, you must specify on referral form.
- Are eligible for **Free or Reduced Lunch Programs**,
- **Do not have insurance coverage of any kind** that covers eye exams and glasses. (Children covered by '**Straight Medicaid**' may be referred. A courtesy referral to a doctor who accepts Medicaid will be provided.)

Making a referral:

- **Fill out left-hand side of Referral Form** with Student's information. Please **print or type** information.
- Missing or illegible information will result in **delays in processing**. **Physical and Mailing Address** must be provided if they are not the same.
- **Fax** referral to **386-917-1008**, or **mail** to **Florida's Vision Quest, 177 N. Industrial Dr., Orange City FL 32773**
** You may also make a Referral online at www.flvq.org **

What happens next?

- After Vision Quest receives the referral, a Doctor is assigned and information is mailed home,
- This information includes the Doctor's name and telephone number,
- Parent/Guardian then calls their assigned Doctor to schedule the appointment,
- After the examination, if glasses are required, they will be mailed to the Doctor's office for dispensing.

Replacing Broken or Lost Eyeglasses:

- Parent/guardian may purchase replacement or spare pairs of eyeglasses for a fee of \$40.00.
- Parent must mail a check or money order (payable to Florida's Vision Quest) to:
**Florida's Vision Quest, Inc.
177 N. Industrial Drive
Orange City, FL 32773**
- They **must include** child's full name, date of birth, a contact phone number, and a correct return mailing address with the payment.

Important reminders:

- **All referrals must be filled out and signed by school/health dept. personnel only! Not by parents/guardians!** This insures that each child referred meets all eligibility requirements.
- Carefully check children for eligibility, as the doctors donate their time to provide services for children with no other means of obtaining vision care.

Ph: (386) 917-1001
 Fax: (386) 917-1008

Florida's Vision Quest, Inc.
Referral Form

177 N. Industrial Drive
 Orange City, FL 32763

Section 1: to be filled out completely by school personnel:											
Date: _____		County: _____		Student Name: _____		Dr. _____		Dr. Ph: (____) _____		Dr. Fax: (____) _____	
Student Name: _____		County: _____		Date of Birth: ____/____/____		Gender: Male or Female		SS#: _____		State: _____ Zip: _____	
Mailing Address: _____		City: _____		Physical Address: _____		Home ph: (____) _____		Cell ph: (____) _____		Parent/Guardian Name: _____	
Background:		Caucasian _____		Hispanic _____		African American _____		Send Spanish letter? <input type="checkbox"/>		Does child wear glasses? <input type="checkbox"/>	
Visual Acuity/Reason for Referral		Far R: _____		Near R: _____		Other: _____		Free/Reduced Lunch Program? <input type="checkbox"/>		(Check box after verification)	
Far L: _____		Near L: _____		School: _____		Grade: _____		ES		MS HS	
Eligibility Verified By: _____		Referral Contact Signature and Title _____		Referral Contact Name: _____		Referral Contact Phone: (____) _____ ext. _____		Referral Contact Fax: (____) _____		Referral Contact E-Mail: _____	
Please provide ALL information to avoid delays!!											

Section 2: to be filled out by Doctor:											
Student Name: _____		County: _____		Dr. _____		Dr. Ph: (____) _____		Dr. Fax: (____) _____		Exam date: _____	
Diagnosis (circle all that apply)											
Amblyopia		Esotropia		Hyperopia		Myopia		Strabismus		Best corrected acuity: R 20/____ L 20/____	
Astigmatism		Emmetropia		Glaucoma		Other: _____					
Color Blind		Strabismus		Other: _____							
R		L		R		L		FRAME		SPECIAL INSTRUCTIONS: _____	
Sphere		Cyl		Axis		Prism		Direction		Base Curve	
Add		Seg Ht		OC Ht		PD		Distance		Near	
Eye Size		DBL		LAB SUPPLY		ENCLOSED					
Lens type		SV		FT		TRI		OTHER			
Office		Medicaid#:		HMO Name:		Disp. Date:					
Use Only:											

Revised 06/07

