

Chapter 2

Overview

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Overview

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 biannual program reviews and provide results to the school administration and Supervisor of Student Services. See School Health Room Review form.
4. Provide approved protocols for CCSD health room services.
5. Maintain and update 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.

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 Health Team, preferably prior to working in the school.

Florida Statute 1006.062 requires each school have two (2) additional personnel trained in Medication Administration for relief in the health room.

The Clay County School District maintains a substitute health room relief pool for times 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.

School Health Room Review

County: Clay School: _____ Principal: _____

Basic CSHSP # Students _____ Reviewer: _____ Date: _____

ADMINISTRATIVE ISSUES	Yes	No	N/A
Daily Health Room Activity log used or printed daily from database (no stray notes or individually identifiable health information on log or on health room visit passes)			
Blood borne pathogen film shown to all staff on a yearly basis			
Health Room clean and safe environment			
School Health Services Manual available and used			
Monthly Reports submitted to Clay County Health Dept. by 5 th of the following month			
All visits documented in computer or on standardized student health room visit record			
Students triaged properly and either sent home or sent back to class in a timely manner			
Keeps County Health Nurse aware of health room issues through regular communication			
MEDICATION ADMINISTRATION (s. 1006.062, F.S.; Ch. 64B9-14, F.A.C.)			
Annual medication training documented for health room relief staff			
Medication skills checklist for Unlicensed Assistive Personnel (UAP) signed off by clinic nurse			
Documentation of child specific training for UAPs done by RN			
Medications properly stored			
Medications in original containers, in date, age appropriate and if prescription med, in pharmacy labeled container			
Medication Administration Record (MAR) filled out completely and medication signed off when given			
Documentation of counting medication (initial and refills) when received			
Daily list of students that receive medications			
Discontinued medications returned to parent or disposed of properly			
Refrigerator temperature log completed daily			
EMERGENCY POLICIES (CH 64F-6.004, F.A.C.)			
Medical Emergency Plan with names/phone number of persons certified in First Aid/CPR posted in health room and throughout school			
Copies of Current First Aid/CPR certification of health room staff and two additional school staff are available			
First aid supplies and AED available, easily accessible and not expired			
Quarterly check of AED performed and aware of need to fax to Student Services at the end of the school year.			

Clay County School Health Services Manual

SCREENINGS (CH 64F-6.003, F.A.C.)			
Mass screening guidelines followed			
Clinic staff screen new students (K-5), ESE and teacher requests			
Screening referrals followed up with 2 nd letter and documented on screening sheet			
HEALTH CONDITIONS (s. 381.0056, F.S.; s. 1002.20, F.S.; s. 1006.062, F.S.; Ch. 6A-6.0251, F.A.C.)			
Medical Management Plans available on all students with serious chronic health needs			
Individual health care plans (IHCP) and Emergency Action Plans (EAP) in place for students with chronic health needs			
Care Planning meetings scheduled as needed			
HEALTH ROOM PERSONNEL (s. 1006.062, F.S.; Ch. 64B9-14, F.A.C.)			
At least 2 health room relief staff are designated by school principal			
Health room relief staff document visits, treatments, medications on proper forms			
Sub folder created with supply of student health room visit forms, blank daily health room logs, blank med sheets, list of daily med students and sub worksheet completed			
SCHOOL HEALTH RECORD REVIEW (s. 1002.22, F.S.; s. 1003.22, F.S.; Ch. 6A-6.024, F.A.C.; Ch. 64F-6, F.A.C.)			
Immunization compliance as identified through record review or student immunization record report			
Physical Exam compliance as identified through record review or student physical exam record report			
Screening documentation compliance			

COMMENTS/ PLAN FOR IMPROVEMENT:

07/01/2012



**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 conference
 - 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 Focus
- Health designees
- Health education
- Illness and injury

- Immunization guidelines
- Immunization record review
- Medication administration
- 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/yearly logs
- Outcome Disposition report
- Monthly screening statistics report
- Comprehensive Health Education Classes report
- Other: FTE week

Documentation and Student Health Records

- Confidentiality
- Nursing process documentation
- Record review process by CCHD
- Cumulative health records (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 reports
- Medical management plans
- Individual Healthcare Plans (IHCP)
- Emergency Action Plans (EAP)
- Parent letters for non-compliance/expulsion
- Immunization certificate (DOH Form 680)
- Medication 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 Healthcare Needs

- Legislation
- 504 Accommodation Plan
- ESE Staffing/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
- Online resource list

Meet the Staff

- Principals
- County Health Department 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 Counselors
 - ESE Secretary
 - Registrars/Records Secretaries
 - 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 during pre-planning week.
- All School Nurses Meeting during 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?
- Computer/Focus assistance?

Guidance Department:

- ESE Secretary: *Ask about ESE/IEP/care planning meetings and your need to be a part of that process if there are individual health issues
- Care planning meetings

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? (See School District website for details)

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.)

- 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 and/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 and need for designated medication trained faculty

- Health Room Set-Up: (things to consider)
 - Focus documentation
 - Development of Individual Healthcare Plans (IHCP) and Emergency Action Plans (EAP)
 - Medical Conditions Report from Focus
 - Schedule Parent Conferences as needed.
 - Check first aid boxes/bags
 - Review Students' Emergency Health Information Sheets

First Month of School

- Receive student medications from parents.
- IHCP and/or EAP development (LPNs in schools without an RN must coordinate with CCHD Nurse)
- Review Emergency and Medical Information forms and take action as needed
- Mass health screenings: review health screening chapter in the manual and set date with school administration
- Update 'Medical Emergency Plan' and post
- Ask about the OSHA 'Blood Borne Pathogen' & other needed staff trainings
- Prepare and e-mail completed monthly reports to the Clay County Health Department

Second Month of School

- Ask for report of Immunization excluded students
- Work on school screening planning
- Continue to develop IHCPs and EAP's as needed
- Prepare and e-mail completed monthly reports to the Clay County Health Department

Following Months

- **February** – consider any special health considerations during upcoming FCAT testing
- Elementary - notify 6th grade parents about 7th grade Tdap requirements
- Prepare and e-mail completed monthly reports to the Clay County Health Department

Last Month of School

- Parent “Pick up medication” notices
- Prepare the end of year report
- Health room paperwork for storage by CCSD guidelines
- Inventory remaining supplies and list needs
- Close health room and complete ‘End-of-Year Checklist’



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 9-1-1 calls: _____

Location of AED: _____

Location of Emergency Bag: _____

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 office and cell phone numbers are _____ and _____

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/Records Secretary _____ 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 are to be used for documenting.
- 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.

Board Approved: 3/31/99
Revised: 4/17/03, 11/16/04, 8/17/06,

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

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

To: All Faculty and Staff
From: Health Room Nurse
Subject: Personnel Certified in First Aid and CPR, and Hepatitis B Vaccination Status

Florida Statutes requires us to post a list of personnel who hold current certifications in CPR and/or First Aid. Please take a moment and complete the below information, checking any of the certifications that apply to you. Attach copies of any current certifications to this form, and return it to the health room or my mail box. These certifications will be kept on file in the Health Room until the end of the school year.

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

Name: _____ School Year: _____
(Please print)

Red Cross First Aid _____

Red Cross CPR _____

American Heart CPR _____

Hepatitis B Series _____ Dates Received: _____

None of the Above _____

Note: The School District will provide Hepatitis B shots for staff who qualify, such as members of the Emergency Response Team, custodial staff, coaches, ESE staff, 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 64F-6.004) updated annually, entered in Focus 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 members who are currently certified by a nationally recognized certifying agency to provide first aid and CPR as per FL Administrative Code 64F-6.004. Copies of current certifications shall be kept on file in the Health Room. Current certified staff and 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.

Automated External Defibrillator Maintenance Checklist

Date: _____ CCSB #: _____ School: _____
 Location of AED: _____

Inspection Performed by: _____

1st Quarter – July Aug, Sept 3rd Quarter – Jan, Feb, March
 2nd Quarter – Oct. Nov, Dec 4th Quarter – April, May, June

Please e-mail completed form to bmooddy@mail.clay.k12.fl.us, place in county mail to Student Services, or send via fax to 529-2170.

Criteria	Status checked & "ok"				If not "ok" list corrective action/comments
	1 st	2 nd	3 rd	4 th	
AED					
Placement visible, unobstructed and near phone					
Verify battery installation					
Check the status/service indicator light					
Note absence of visual/audible service alarm					
Inspect exterior components and sockets for cracks					
Supplies					
Two sets of AED pads in sealed package					
Check expiration date on pad packages and battery					
Pocket mask with one-way valve					
Examination gloves					
Scissors					
Absorbent gauze or hand towels					

Suggested Items for Emergency Kit

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

END-OF-YEAR HEALTH ROOM CLOSURE PROCEDURES

- June reports e-mailed 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 year is prepared and 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 the Clay County Health Department 904-529-2800.

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 11:00 a.m. at select locations in the county. Refer to the flyer for locations. For more information call (904) 759-8345.

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 and medication samples on a limited basis. The clinic is open the second Saturday of the month from 9:00 a.m. until 12:00 p.m. at the Bear Run location of the Clay County Health Department at 3229 Bear Run Boulevard. Clients are seen on a first come, first served basis. Refer to the 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 479 Houston Street, Green Cove Springs. For more information, contact them at (904) 531-9504.

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. Refer to the 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



The 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.



Free Soup Kitchen



**EVERY SATURDAY
11 AM - 1 PM**

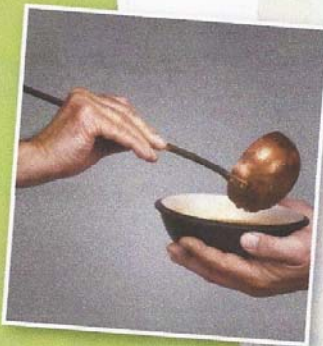
604 Walnut Ave, Green Cove Springs, FL 32043
(On the corner of Walnut & Pine Streets)
Contact: Barney Maher: (904) 635-3527

3916 Section Street, Middleburg, FL 32068
(Behind the Middleburg Museum)
Contact: Bonnie Smith: (904) 622-6020

414 Stowe Ave, Orange Park, FL 32073
(Across from Fire Department)
Contact: Michelle Reddinger (904) 759-8345

125 NE Commercial Circle, Keystone Heights, FL 32656
(Across from True Value Hardware)
Contact: Bonnie Smith: (904) 622-6020

For More Information: (904) 759-8345





Abundant Life CP*
420 College Drive, Suite 107
Middleburg,
FL 32068
Tel: (904) 266-3446
Open: Sat 10am-12pm

Clay County Food Pantry
1107 Martin Luther King
Blvd, Green Cove Springs,
FL 32034
Tel: (904) 264-0614
Open: M-F 10am-4pm
Referral needed

Clothes Closet*
1010 Formhart St,
Orange Park,
FL 32073
Tel: (904) 264-6239
Open: M-F, 1st & 3rd Sat.
9am-noon

Faith Baptist Church
4330 CR 15-A
Green Cove Springs
FL 32034
Open: 1st & 3rd Fridays
11am-3pm

*Clothing also available

First Baptist Church*
2645 Blanding Blvd
Middleburg,
FL 32068
Tel: (904) 262-5289
Open: Mon-Fri 1-3pm

Lake Area Ministries
330 Pimento Ave (Rt 5/30)
131 NE Commercial Circle
Keystone Heights, FL 32856
Tel: (352) 473-2946
Open: M-F 10am-3pm
Photo ID / Proof of residence

**Seventh-day Adventist
Church**
4501 US Hwy 17,
Fleming Island, FL 32033
Tel: (904) 269-2637
Open: Wed 4-6pm
Fri 4-6pm.

**Pinewood Presbyterian
Church**
198 Knight Box Rd
Middleburg,
FL 32068
Tel: (904) 272-7177
By appointment

Salvation Army
2795 CR 220
Middleburg,
FL 32068
Tel: (904) 276-6677
Open: M-F 9am-12/1-4pm

**Sacred Heart Catholic
Church***
7190 US Hwy 17 S,
Fleming Island, FL 32003
Tel: (904) 264-4767
Serves Fleming Island, GCS
By appointment

**St. Catherine's Catholic
Church***
1949 Kingsley Ave,
Orange Park, FL 32073
Tel: (904) 264-0577
Orange Park residents
By appointment

**St. Luke's Catholic
Church***
1606 Blanding Blvd
Middleburg, FL 32068
Tel: (904) 262-0439
Middleburg residents
By appointment

The Olive Farm, Inc
Go West on CR 218, left on
Carter Spencer Rd. Go 2
miles to Carter Spencer farm
Tel: (904) 291-3662
Open: Fri 3:30-5:30pm or
by referral or appointment.
United Methodist Church
2051 Park Ave
Orange Park, FL 32073
Tel: (904) 264-2341
Open: Tue, Wed 1-3:30pm
Thu 9:30-11:30am/
1-3:30pm

Economy Food Parcels
Low cost boxes of food may
be ordered and purchased
monthly. A \$30 unit fee
about \$65 worth of nutritious
foods--fish & frozen.

**Evangel Temple
Southwest**
5040 CR 218
Middleburg, FL 32068
Tel: (904) 291-1426

First Baptist Church
2645 Blanding Blvd
Middleburg, FL 32068
Tel: (904) 262-5289

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

479 Houston Street
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.



Dear School/Health Department Personnel,

Please find enclosed vision referral information (including a master copy of our referral form) for Florida's Vision Quest. We are a **501c3, state-funded** organization that partners with Florida public schools and health departments to provide no cost eye exams and corrective eyeglasses, when needed, for qualifying students.

Our program offers both **in-office** services through our network of dedicated physicians as well as **on-site** services, when the number of children is sufficient, via the Vision Quest Mobile Unit. Additional information for the mobile unit is included in this packet.

Since our program began in 1994, we have provided clear vision to over 140,000 children. It is our goal to insure that every child in need have an opportunity to see their world clearly.

Upon review of this referral information, if you have any questions, please do not hesitate to contact our office at **386-917-1001 ext. 226**. Our staff will be happy to work with you to help your students receive the care they need.

Sincerely,

The Florida's Vision Quest Team

Florida's Vision Quest (FLVQ) Guidelines for Vision Referrals

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

- Child must be **enrolled in public schools (K-12)**.
- Have **failed** a school-based vision screening **TWICE** – dates must be provided on form
- Eligible for **Free or Reduced Lunch Programs** and,
- **Not have access** to Medicaid, Medicaid HMOs, other government sponsored health insurance, or commercial insurance that cover eye exams and glasses

Making a referral:

- **Fill out** left-hand side of Referral Form **COMPLETELY**. Please **print or type** information.
Missing/illegible information will result in **delays in processing**.
- If Physical and Mailing addresses **are different**, please **provide both**.
- **Fax** referral to 386-917-1008, **or**
- **Mail** referral to Florida's Vision Quest, 167 N. Industrial Dr., Orange City FL 32763, **or**
- Make a referral **online** at www.flvq.org

What happens next?

- After FVQ receives the referral and eligibility is verified, a letter will be sent to the parent with their assigned doctor information and instructions. (Or a staff member will be in touch to discuss our mobile unit option if you submitted 15+ referrals.)
- Parent/Guardian must schedule an appointment with their assigned doctor within 15 days of receiving the letter.
- After the examination, if glasses are required, they will be mailed to the doctor's office for dispensing.

Replacing Broken or Lost Eyeglasses:

- Glasses come with a 6 month warranty for broken glasses or change in prescription. To exercise the warranty, parent may call 386-917-1001.
- **Replacement or spare pairs** of eyeglasses may be purchased for a fee of **\$40.00**. Parents may mail a check or money order (payable to Vision Quest Lab, LLC) to:

**Florida's Vision Quest
167 N. Industrial Drive
Orange City, FL 32763**

- Information **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!
- Carefully check for eligibility, as resources are limited.
- Please remember, this program is for children with no other means of obtaining vision care.
- Services are provided based on available funding.

Florida's Vision Quest

Mobile Unit Information

Florida's Vision Quest is excited to offer vision services via the Vision Quest Mobile Unit.

This unit is a 37' vision bus staffed with an Optometrist and state-of-the-art eye examination equipment. It is dispatched to schools and other facilities to provide comprehensive vision exams on-site.

To be considered for services via the FVQ Mobile Unit, the following criteria must be met:

1. There must be a **minimum of 15** qualifying students referred
2. Vision Quest must receive a **completed vision referral form** for each student, including the dates of their failed vision screenings
3. School personnel **must agree to distribute and collect parent permission forms**
4. School administration **must agree to the mobile unit's presence** on campus on the scheduled date of service provision

If you believe our Mobile Outreach option is right for your school, please contact our Outreach Coordinator at **(386) 917-1001 ext. 228**. We look forward to visiting you soon!

Please note: Services offered by our Mobile Unit are based upon available funding. Meeting the minimum requirements does not guarantee this service.

Clay County School Health Services Manual

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

Florida's Vision Quest, Inc. Referral Form

167 N. Industrial Drive
 Orange City, FL 32763

Section 1: Must be completed by school/health dept. personnel.	
Date: _____ County: _____	
Student Name: _____ <small style="display: flex; justify-content: space-around; width: 100%;">First M.I. Last</small>	
Date of Birth: ____/____/____ Gender: Male or Female	
SS#: _____ - _____ - _____ (Not mandatory for referral.)	
Parent/Guardian Name: _____	
Mailing Address: _____	
City: _____ State: FL Zip: _____	
Physical Address: _____	
Cell# _____ Home# _____	
E-Mail: _____	
Background:	
<input type="checkbox"/> Caucasian	Send Spanish letter? <input type="checkbox"/>
<input type="checkbox"/> Hispanic	Does child wear glasses? <input type="checkbox"/>
<input type="checkbox"/> African American	Free/Reduced Lunch Program? <input type="checkbox"/>
<input type="checkbox"/> Asian	(Box <u>must be checked</u> for verification)
<input type="checkbox"/> Other _____	
Vision Screening Date of 1st: _____ 2nd: _____	
Far R: _____ Near R: _____ Other: _____	
Far L: _____ Near L: _____	
School: _____ ES MS HS	
Grade: _____	
Eligibility Verified By: _____	
Referral Contact Signature and Title _____	
Contact Name: _____	
Contact Phone: (____) _____ - _____, ext. _____	
Contact Fax: (____) _____ - _____	
Contact E-Mail: _____	

Section 2: Must be filled out by Doctor.							
Student Name: _____							
Dr. _____ County: _____							
<input type="checkbox"/> In Office <input type="checkbox"/> On Mobile Unit							
Dr. Ph: (____) _____ - _____ Dr. Fax: (____) _____ - _____							
Diagnosis (circle all that apply) Exam date: _____							
Amblyopia		Esotropia		Hyperopia		Best corrected acuity:	
Astigmatism		Emmetropia		Myopia		R 20/ _____	
Color Blind		Glaucoma		Strabismus		L 20/ _____	
Other: _____							
<input type="checkbox"/> Parent Permission Obtained							
	Sphere	Cyl	Axis	Prism	Direction	Base Curve	Lens type
R							SV
L							FT
	Add	Seg Ht	OC Ht	PD			TRI
R				DISTANCE			OTHER
L				NEAR			
FRAME		COLOR		Eye Size	DBL	LAB SUPPLY	
						ENCLOSED	
SPECIAL INSTRUCTIONS:				Send To: _____			
Office Use Only:		Insurance Information:				Disp. Date:	
		<input type="checkbox"/> Eligible (No Insurance)					
		<input type="checkbox"/> Ineligible _____					

Revised 05/11

Please provide ALL information to avoid delays!!

