

GUIDELINES FOR CLINIC VISIT DATA MONTHLY REPORT

Instructions for completing *Clinic Visit Report Form*

To be submitted by the 15th of the month

Total # Entries on Daily Clinic Log: Count each student or faculty/staff member who is seen in the school clinic and documented on the Daily Clinic Log.

Total # Entries on Daily Med Sheet: Count each time a daily medication is given and documented on the Daily Medication Log.

Total Daily Clinic Visits: Add the above two totals to obtain this grand total.

Average # Daily Clinic Visits: Divide the monthly **Total Daily Clinic Visit** number by the number of school days in the month.

Feeling ill: This category includes student complaints of headache, sore throat, nasal congestion, breathing difficulty, cough, earache, stomachache, nausea, vomiting, diarrhea, abdominal pain, menstrual cramps, fever, chills, etc.

Minor Injury: This category includes minor injuries that occur on school grounds/bus stop or on the school bus that are not due to an altercation with another student. A particular injury is counted only once in this category. That is, if a student comes to the clinic several more times to have the same injury treated, do not count the extra visits in this category. (This concept applies to all kinds of injuries in the following three categories).

Major Injury: this category includes injuries such as suspected fracture, joint dislocation, concussion, and laceration that will probably require sutures, that occur on school grounds/ bus stop or on the school bus and that are not due to an altercation with another student. Any injury that is referred immediately to a doctor is usually considered major.

Minor Injury Due to Altercation: This category includes injuries such as scratches, bruises, or black eye (that is not referred to a doctor), resulting from an altercation with another student on school grounds/ bus stop or on the school bus.

Major Injury Due to Altercation: This includes all major injuries resulting from an altercation with another student on school grounds/bus stop or on the school bus. Any injury that is referred immediately to a doctor is usually considered major.

Repeat Clinic Visits for Same Injury: This category includes subsequent clinic visits for any minor or major injuries that have already been documented on the Daily Clinic Log.

Miscellaneous Clinic Visits: This category applies to clinic visits for other problems that are not associated with illness or injury. Examples may include rashes, insect bites,

conjunctivitis or other non-traumatic eye irritation, nosebleeds, blood pressure or lice checks, providing a menstrual pad or a snack, or counseling for emotional distress. This category should not be used if a student has other symptoms of illness, or has been injured.

Students Given PRN Med: This includes all PRN prescription and non-prescription medications such as Tylenol, Ibuprofen, Benadryl, Albuterol inhalers that are given in the clinic as needed and documented on the Daily Clinic Log. This may also include medications such as antibiotics that are given on a very short-term basis and are documented on the Daily Clinic Log instead of the Daily Medication Log.

Students sent home: This category applies to all instances when students are sent home after a documented clinic visit.

Student sent home with lice: This category includes all students who are identified in the school clinic to have lice, and are subsequently sent home.

Student referred to doctor: This category applies to all instances when a parent is called and advised by the Health Clinician to call/visit a doctor after the student's clinic visit is documented on the Daily Clinic Log. This may also include any student who is brought directly to the doctor's office or hospital by school personnel or rescue squad.

Rescue Squad summoned: This category includes a clinic visit by the Rescue Squad for treatment and/or transport of the student.

Employee Clinic Visits: This category includes all clinic visits of faculty, staff, or other Albemarle County employees who are documented on the Daily Clinic Log.