

STANDARDS OF CARE AND PRACTICE

STUDENT HEALTH RECORD

- Maintain school health records
- Review entering students' immunization record records and check that immunizations are up-to-date on an annual basis ([Form MCH 213](#), *Code of Virginia* [Minimum Immunization Requirements](#))
- Enter immunization information into Student Information System (Power School)
- Check that physical examination by licensed physician, physician's assistant or nurse practitioner was completed prior to entry into primary school for the first time and enter date in Power School. Note: physical exam is not required prior to entry into secondary school.
- Check *ACPS Reg 9 - Medical* (parent report of health history) for pertinent health information; review physical examination form to determine if special needs are present so care plans can be developed accordingly
- Generate lists of students with health conditions and communicate to appropriate school personnel – usually those with supervisory authority over child. Note: information on *ACPS Reg 9 - Medical* or annual update may be shared with personnel who need to know, but other health information may not be shared without the expressed consent of the parent/guardian or student, if legally an adult

MEDICATIONS

- Obtain [Parent's Request for Giving Medications at School](#)
- Obtain doctor's or licensed prescriber's order for prescription medication in written form. Fax is acceptable,
- Administer daily medication to appropriate student honoring the "rights"
 - Right drug
 - Right dose
 - Right time
 - Right patient
 - Right route
 - Documentation: Daily Medication Log
- PRN medications
 - Check paperwork and document
 - Take temperature (if indicated)
 - Take brief history
 - Documentation: PRN Medication Log
- Maintain "Record of Controlled Substances Received" and "Controlled Substances Sent Home or Destroyed"
- Prepare medication for field trips and instruct teacher or other school division employee on when and how to administer

CLINIC MAINTENANCE

- Order clinic supplies – [Virginia School Health Guidelines](#) pp 118-120
- Adequately maintain clinic

- Check first aid supplies and equipment
- Check AED monthly and record
- Secure controlled substances in locked narcotic cabinet

SUPPORT STAFF

- Maintain list of school staff trained in First Aid/CPR Heimlich and blood glucose monitoring, insulin administration, and glucagon administration Keep list in health office and main office
- Train instructional staff on medical monitoring and procedures including emergency procedures
- Assist in special activities, fire drills, and field trips as designated by principal
- Assist in enforcing rules and discipline
- Perform other duties as assigned by Principal

COMMUNICATION/DOCUMENTATION

- Call parents of ill students
- Document nursing services provided to students in SIS
- Compile data on clinic services rendered and submit report to School Nurse Coordinator or superintendent's designee monthly
- Compile a list of students with health problems and distribute to administrators and appropriate personnel maintaining confidentiality (see above)

HEALTH CARE INTERVENTIONS

For pathophysiology, clinical signs and symptoms and management refer to: [First Aid Guide to School Emergencies](#) (hardcopy of flipchart should be in a prominent place in the school clinic), [Virginia Guidelines for School Health](#) OR the **School Nurse Resource Manual** from *School Health Alert* Taliaferro & Resha 10th ed.

- Collaborate with student, parents, and school staff in optimal health promotion and health maintenance
- Assist ill or injured students and staff
- Call parent/guardian to take student home or seek medical care if warranted
- Perform emergency first aid
- Perform medical procedures as prescribed by physician and requested by parent
- Obtain or write health care plans and share with appropriate school personnel
- Participate in IEP and 504 meetings when there are medical interventions and accommodations
- Assist with special needs students with personal comfort and movement. When non-emergency procedures requiring privacy are required with children who are intellectually challenged, the parent of the child should be contacted.
- Conduct health related counseling that is sensitive to the emotional and physical needs of children and adolescents.
- Exclude students and staff who meet school exclusion criteria
- Report unusual clusters of communicable conditions to the [Blue Ridge Health Department](#) 434-326-2017

REFERAL

- Refer additional health concerns to guidance counselor, school psychologist, primary care provider, urgent or emergency care, physical therapist, administrator, or other professionals
- Serve as liaison with community agencies

SCREENING

- Organize and conduct basic screening programs for vision and hearing. Note: speech pathologist may conduct hearing screenings at some schools
- May collaborate with outside agencies or schools of nursing for optimal screening implementation.
- Students who fail screening should be screened again in 2 weeks
- Refer for evaluation by an eye doctor or audiologist if students fail twice
- Report numbers screened and failed to school nurse coordinator

CONSULTATION

- Provide guidance to staff for health-related procedures for special needs and disabled students
- Assist teachers with designated instructional activities pertaining to health matters
- Serve as member of School Crisis Team
- Advise administrators on appropriate intervention strategies to meet student needs

REPORTS Complete and submit to the school health coordinator

- Monthly Clinic Visit Data
- Immunization Status Report due October 15 each year
- Chronic Conditions Report
- Summary of Screenings Report
- Other information as requested