



LA JOYA I.S.D.  
HEALTH SERVICES

## Substitute Information – Nurse Clinic

1. **Keys for medication and file cabinets can be found:** \_\_\_\_\_

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2. **Username and password to computer**

Username: \_\_\_\_\_

Password: \_\_\_\_\_

4. **Medical condition list can be found:** \_\_\_\_\_

5. **Immunization list can be found:** \_\_\_\_\_

6. **Trauma bag can be found:** \_\_\_\_\_

7. **Oxygen can be found:** \_\_\_\_\_

8. **Medication Protocols:**

(a) Medication log can be found: \_\_\_\_\_

(b) All medications given must have orders from doctor and parental consent.

(c) Follow medication guidelines as noted in clinic guidelines located in Substitute Binder

(d) Follow “5” Rights

(e) Medication cabinet with medications will always be locked.

(f) controlled substances will be in double door, double lock cabinet

9. **Clinic Visit Log is located:** \_\_\_\_\_

10. **Standing Orders:** \_\_\_\_\_

11. **Special procedures:** \_\_\_\_\_

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12. **Blank Forms can be found:** \_\_\_\_\_

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13. **Accident Forms:** \_\_\_\_\_

If a staff member is injured, a staff incident report must be filled out by staff member.

Form can be located \_\_\_\_\_. Keep one copy of completed form.

14. **Registration Procedures:** \_\_\_\_\_
- (a) **Returning students:** Check that immunizations are up-to-date; Have parents fill out new emergency contact form with medical conditions; Screen students if applicable (Hearing, Vision, Height, Weight, AN, hair, dental).
  - (b) **New to District:** Verify that copy of immunization card, emergency contact form, TB questionnaire are received in clinic; Verify that immunizations are up-to-date; Do health screenings on student.
  - (c) **ALL students registering must have a current emergency contact form completed and signed by parent.**
15. **Students leaving early:** Parents must sign out students in Nurse's office.  
Only those who's names appear on medical history card can be called. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
16. **All papers, registration cards, signed permits, emergency cards, and any other information that came in while nurse was out:** \_\_\_\_\_
17. **End of Day Procedures** (as per Clinic Guidelines located \_\_\_\_\_)
- (a) All health records must be stored and locked in file cabinet (alphabetical order by last name)
  - (b) Medicine cabinet and/or Medicine room must be locked
  - (c) Turn off Germ Guardian and unplug
  - (d) General supply cabinets must be locked
  - (e) Turn off all lights and lock door
  - (f) Return all keys, items to designated areas and/or persons
  - (g) Other \_\_\_\_\_

Thank you for helping our Children and Staff. If you have any questions, you can ask \_\_\_\_\_, school secretary. For medical questions, call \_\_\_\_\_ who is at the nearest campus or call the District Health Coordinator, Irma Canales, R.N. at (956) 584-0841.