

*La  
Joya*

Independent School District  
*District Nurse Coordinator*  
201 E. Expressway 83, La Joya, TX 78560  
Tel (956) 584-0841 Fax (956) 584-0840

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## School Nurse Clinic Guidelines

In order to better organize and standardize all School Nurse Clinics in our district the following guidelines are being implemented. The standardization of our School Nurse Clinics will help us when there is the need to be on call for other schools and or use a substitute school nurse. It is the goal of the District Nurse Office that all our School Nurses practice School Nursing abiding by the Nurse Practice Act. **Remember**, you are responsible to make sure you and the Nurse

Assistant are current with medications administration procedures and medications being administered.

**Clearly identify all children with allergies. DO NOT TAKE ANYTHING FOR GRANTED.**

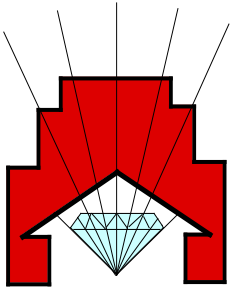
The guidelines will serve you to better serve students and be in compliance as audits will be conducted yearly.

### **SCHOOL INFORMATION BINDER:**

- List of Administrative Staff
- A District Telephone Directory Booklet
- School Staff Extensions
- Code to use Copier
- Emergency Procedures ex. Lockdown, Fire Drills, etc.
- Monthly equipment checklist
- DME Inventory
- Monthly school roster

### **CLINIC**

- The clinics should be clean and free of clutter.
- The entire clinic must be cleaned daily by janitorial staff to include the floors, bathrooms and other areas as needed.
- The School Nurse and Nurse Assistant will clean and sanitize beds, counters, telephones, desks, door handles, and chairs on a daily basis.
- Forms binder
- Chart Transfer Binder



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## **EQUIPMENT**

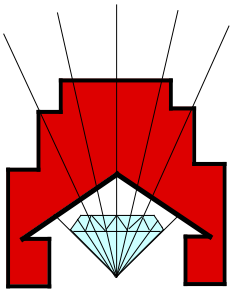
- **KEYS:** Must be clearly labeled. One set accountable must be kept with School Secretary or person designated by principal at all times in the event both personnel are absent.
- Label location of Oxygen, wheelchairs, emergency bags, and identify supplies in cabinets.
- Soap and paper towels must be stocked in all lavatories and treatment areas.
- The UV-C air sanitizer must be turned on daily and turned off at the end of the day.
- One refrigerator is for food and one for medication.
- The refrigerators should be clean and free of old food. Temperature setting is # 3 or colder.
- Place syringes and sharp items in sharp containers. Schools are not OSHA regulated.
- Sharps will be collected at end of school year or the following year. You will be notified.

## **MEDICATIONS:**

- **Only** Medications listed on the Standing Dr. Orders will be ordered and used.
- All cabinets and closets where stock medications and chemicals are kept must be locked at all times.
- A medication log must be filled out in its entirety and must be done for each medication given to a student. Time & Initial (boxes are big enough for both).
- If there are any medication changes, a new medication log must be initiated. Draw a line through old medication log and file in student's record.
- Each medication log must be signed by all nursing staff administering medications and initialed.
- Nursing staff administering meds will use their name initials and time only to indicate that a medication has been administered.
- All medications received must be counted and noted on the medication log.

## **MEDICATION BINDER**

- **A Medication Binder must be used for all students receiving medications at school.**
- Standing orders posted in clinic in treatment area.
- A daily log including TIME, NAME, & GRADE of all the students taking daily, P.R.N. or emergency medications must be kept up to date and placed in the medication binder as the first page.
- A list of special diets must be behind medication schedule as the second page.
- Place Medical Chronic Health List behind special diet as the third page.



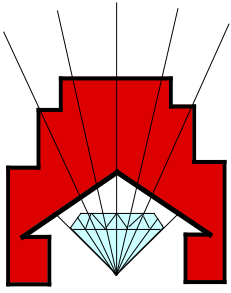
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- Place Medication Logs in Alphabetical Order by last name of student; no other way will be acceptable.
- Separate daily medications from PRN's with a divider.
- Each student's medication record **MUST** be organized as follows: medication log, MD orders, parental consent in binder.
- Strict recording and order must be maintained of all medication given to our students.
- All medications must be inspected periodically for expiration date; all expired medications must be disposed of immediately in the appropriate manner (pills and liquids return to parents).

#### **STUDENT HEALTH RECORDS-CONFIDENTIAL**

- Records are confidential and must be placed back in the file cabinet after use and/or the end of the day.
- Records should be color coded by grade, organized by alphabetical order, and locked when not in use.
- Never leave your records unattended. Do not give the Health Record to anyone unless it is a school nurse.
- Information required in the Medical Health Record in following order:
  - Medical History and Emergency Information Card
  - Health Record Card
  - Current Copy of Immunization Card (You can shred copies of outdated immunization cards. Keep the most current).
  - **OPTIONAL** \*Dr. Orders, Care Plans and other information or forms.
- Each student must have an up to date folder reviewed yearly (best at the beginning of the school year).
- Medical history and emergency information must be obtained and revised at the beginning of each school year for each student attending our schools.
- Do not duplicate folders before you have exhausted searching for the folder.
- Clearly label duplicate files.
- All allergies and/or or illness must be recorded in **RED** and in **LARGE** print on health record card.
- A **RED** color dot must be placed on the student's folder to the right of their name to indicate allergies or to alert staff about student's illness (avoid using any other colored dots.)



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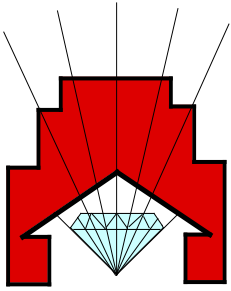
- On students with chronic illness, special diets, procedures or treatments, nurse's notes must follow up on a yearly basis to document the current health status.
- A chronic health list must be done for each grade and kept up to date. The student's information is given on a need to know basis to an individual, not a group.
- At the end of each school year, when transferring the student's folders to the receiving school, a copy of the chronic health list and immunization deficiencies for the summer must be provided along with the folders.
- Make two (2) copies of the list as it must be signed and dated by the receiving and the sending schools. One copy is for the sending school and one copy is for the receiving school.
- Electronic record MUST match each student's medical record.

#### **IMMUNIZATION BINDER**

- All students must be current with all their immunizations before entering into our school district, except for students with state approved medical exemptions, foster children, Texas entries to our school.
- Immunization deficiency reports should be generated monthly, copies of the reports must be kept in binder and given to the school principal.
- Immunizations follow up should be done weekly to keep all students current. Immunization report is due to be submitted to the District Nurse office by the second week of November.
- Deficiency Immunization letters must be sent home with the students at the end of May who will need vaccine updates during the summer months. Keep copies A copy of the immunization deficiency report must be given to the principal for the summer and should be kept by the school nurse in the Deficiency to be used during registration for the following school year.

#### **MANDATORY HEALTH SCREEININGS and FOLLOW- UP:**

- Follow the recommendations of Texas Department of State Health Services.
- Record all health screenings in the students' folders.
- Input all health screenings in our computer data base.
- Complete the required yearly Health Screening report.
- Submit health screening reports to the District Nurse office by the second week of May.



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### **SPECIAL PROCEDURES:**

- A Procedure List must be kept at the front of the Medication Binder ex: Catherization, diaper change, special way to give medication, tube feedings, etc.
- Training of principal-assigned staff on special procedures and medication administration must be done by the RN as often as needed and at least once a year.
- The RN must document all training done for any special procedure including medication administration to students during school hours. A copy of the document of all the staff trained on any special procedure must be kept together with the student record of this special procedure.
- A copy of all the staff trained on medication administration must be kept in the medication binder and a give a copy to the Principal.

### **COMPUTER SKILLS:**

- All Nursing Staff is required to have the computer skills needed to fulfill the responsibility of their job description position which includes, documentation, data entry, running reports and receiving and sending e-mails and other as needed.

### **REMINDER: AT THE END OF THE DAY:**

- Leave the Nurse's clinic clean and neat. Disinfect all areas occupied by students.
- Lock file cabinets, medication, and supply cabinets.
- Do not leave any food out. Discard food that will no longer be used.
- Make sure medication administration has been documented.