

School Health Room Review

DISTRICT _____ SCHOOL _____ PRINCIPAL _____

STUDENTS _____ HEALTH ROOM STAFF _____ DATE _____

ADMINISTRATIVE ISSUES										Yes	No	N/A
Standardized health room log or KSIS used with monthly reports generated (no notes or individually identifiable health information)												
Health treatment protocols for management of chronic and complex conditions, and emergency procedures are readily available												
Administrative protocols and references are available												
Policy for reporting and documenting medical errors is available												
MEDICATION ADMINISTRATION												
School District Medication Policy available onsite												
Unlicensed Assistive Personnel (UAP) are delegated according to KRS 156.502												
<ul style="list-style-type: none"> • Annual training of UAP documented 												
<ul style="list-style-type: none"> • Periodic monitoring of UAP documented 												
<ul style="list-style-type: none"> • Names of trained UAP are available to school administrators (<i>recommended practice</i>) 												
Parental permission on file for each medication												
Documentation of counting medication (initial and refills) when received												
Medications stored in original container with original pharmacy label, and not expired												
Medications stored in locked medicine cabinet or locked refrigerator (or lock box)												
OTC drugs labeled with student name, and not expired												
Individualized student medication record in use												
Procedure to identify no-show students												
EMERGENCY POLICES												
Student emergency health information records are readily available to health room staff												
Procedure to report accidents and injuries in use												
Current First Aid/CPR certification (at least one person per school and current certification copies are available)												
Names/phone number of persons certified in First Aid/CPR posted in health room and throughout school												
First aid supplies and emergency equipment available, and not expired.												
PERSONNEL												
Health Room (HR) is staffed full-time:					Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, number hours/day:					
# HR Staff:	RN		LPN		Health Aides					# Designated School Staff:		
Registered Nurse supervision provided by:									Frequency on-site:			
DESCRIPTION OF HEALTH ROOM												
EACH SCHOOL HEALTH ROOM INCLUDES:					<input type="checkbox"/> Storage cabinet or drawer with lock for medications							
<input type="checkbox"/> Office minimum area 200 Sq ft					<input type="checkbox"/> Separate refrigerator for medications, supplies							
<input type="checkbox"/> Direct visual supervision through half-glass door and sidelight from reception area					<input type="checkbox"/> Copy of KDE HSRG, Medication Administration Training Manual, and School Nurse Resource Manual present							
<input type="checkbox"/> Handicapped accessible toilet					<input type="checkbox"/> Data outlets for computer hookups and networking							
<input type="checkbox"/> Base cabinet with sink					<input type="checkbox"/> Telephone and computer							
<input type="checkbox"/> Space for at least one cot					<input type="checkbox"/> Filing cabinet with lock							
					<input type="checkbox"/> Additional electrical outlets for equipment							
Comments/Plan for Improvements:												