

Procedure : NURSE Evaluation Guide

Purpose: To serve as a guide for Lead school nurses when monitoring

Steps To Complete:
PROFESSIONAL CHARACTERISTICS
➤ Check with principal/assistant principal re: any problems
➤ Check to make sure sign in/out sheet is located in office
➤ Punctuality
MEDICATION
➤ Physician Authorization form completed
➤ Parent Signature
➤ Medication form matches labels on meds and MAR's
➤ MAR (top portion is completely filled out with no blanks)
➤ Blue or black ink used, no white out present
➤ Family members do not share medications
➤ All medications (including glucagon) has labels
➤ Medication schedule (not on top of cabinet)
➤ List of all students who self administer and documentation that nurse has watched them demonstrate or administer 1 st dose of medication.
➤ MAR's must be present for insulin
➤ Make sure insulin bottles have date written on them that they were opened. Cannot use after 28 days.
➤ Novalog pens must be in a box with the prescription on it.
➤ Check expiration dates of all meds
➤ Check age appropriate doses of medication
➤ Medication drawers are organized and in order
➤ Check refrigerator temperature charts.
➤ Medications only in refrigerator
➤ Medication Assistant Check off Sheets complete (initial, 2 nd semester)
Care Plans
➤ List of those needing plans sent to RN (done on all students with medication and chronic health conditions)
➤ Signed by parents, physicians, teachers, bus drivers
➤ Copy given to all of the above
➤ Check to make sure that location of nurse during fire drill, chemical drill and other drills is on plan as well as plan for field trips.
Care Plans Continued:
➤ Check plans for diabetics who are involved in extracurricular activities
➤ Make sure they have documentation of plans for practice as well as games.
➤ Also make sure they have a plan in place for field trips, gifted etc.
ROOM
➤ Neat, clean, organized
➤ Supplies stocked

➤ Resource manual, Lice books etc. are in order and easily accessible.
➤ Sub folder is up to date
➤ Nebulizers are clean and put away after use
Reports
➤ Immunization Survey
➤ Monthly Reports (completed in timely manner)
➤ Payroll (completed in a timely manner)
Documentation
➤ Check documentation on invasive procedures in STI. Make sure documentation was done as well as content
➤ Blood sugar logs, cath logs
➤ Lice Checks done according to LEA
AED's
➤ Drills have been done once per semester and documented
➤ AED check sheet is being done , battery and pads are not expired
➤ Has an up to date list of CPR certified staff
➤ Has copy of CPR cards

Outcome: Nurses will be in compliance

Review: 1st 2nd 3rd 4th 5th
 By: _____

SAMPLE