Procedure: Health Services Timeline and Checklist

Purpose: To provide a vehicle whereby school nurses can ensure that mandated as well as daily tasks are completed in a timely manner

Supplies: Applicable forms

Personnel to Perform Duties: Licensed School Nurse

Steps to Complete Procedure/ Task:

Program task	Target period
1. Review and sign SDE Student Health Assessment forms *(Act # 2009-280-Bill # H-47)*	August and ongoing
2. Enter student Health Condition Data in I-now (*ALSDE memo Dr. Bice*)	August and ongoing
3. Complete Health care/management plans for students with medication on file at school and/or who have potentially emergent conditions • Review student plans with appropriate staff ex. Teachers, bus drivers, aides etc. "those who need to know" (*Section 504 of the rehabilitation act of 1973: SDE/ABN curriculum to teach unlicensed school personnel how to assist with medications*)	August and ongoing
4. Nurse monitoring (*frequency decided by LEA) Alabama Nurse Practice Act (34-21-1)*	Ongoing
5. Medication Assistants Observation Complete certification/recertification • Submit completed and signed copy of ABN/SDE UAP form to Lead nurse. (*ABN curriculum pg 10*)	Ongoing
6. Documentation of Epinephrine auto injectors/vagal Nerve Stimulator Training for School Staff (ABN Standards of Practice)	August
7. Review students Immunization cards for compliance and expiration date & enter data into I-Now (*Immunization of school children code of Al 1975, section 16-30-4 chapter 420-6-1), Memo Dr. Bice re: data entry into I-Now.*	Prior to the 1st day of school and ongoing
8. Publish list of student's w/**expired** blue cards and share with administration, so as not to allow students to start school on 1st day of class.	August and ongoing
9. Provide Standard Precautions training to employees (*Alabama School Health Services Recommended Guidelines , Standard Precautions & Blood borne*	August # PRN

Pathogens Bulletin1999, #31 ALSDE)	

Program task	Target period
10. Meet with parents to sign in student medications and clarify medication orders Create list of expiration dates for emergency meds(inhalers, epinephrine auto injectors, etc.) (ABN medication curriculum pg. 44)	August and ongoing
11. Review AED Policy and document the status of all AED's in the building (*AL. AED Law SB5 #99-370*) *SB 306 Act # 2009-754*	August and ongoing
12. Complete the Alabama Immunization Survey Report form, using I-Now software	October
13. Coordinate with Lead Nurse and School personnel to conduct annual Spinal Screening for students in grades 5-9 *AL. AED Law SB5 #99-370*) *SB 306 Act # 2009-754*	According to Local LEA Timeline
14. Complete the state Scoliosis Report and submit to ALSDE (Al. Public School Spinal Screening procedure manual pg.15)	As directed by school nurse consultant
15. Notify parents to pick up unused medication. (*ABN curriculum pg.45*)	At least 1 week before school is out
16. Dispose of all medications that are not picked up by parent according to Alabama State medication policy. (ABN curriculum pg. 45)	Last day of school
17. Dispose all sharps containers according to LEA policy for medical waste	Last day of school

Outcome: Mandated and daily tasks will be completed in a timely manner.

18. **References:** School nurse bill *Act # 2009-280-Bill # H-47, Section 504 of the rehabilitation act of 1973: SDE/ABN curriculum to teach Unlicensed School Personnel How to Assist with Medications, Alabama Nurse Practice Act (34-21-1), Immunization of school children code of Al 1975, section 16-30-4 chapter 420-6-1, Alabama School Health Services Recommended Guidelines , Standard Precautions & Blood borne Pathogens Bulletin1999, #31 ALSDE; AL. AED Law SB5 #99-370) SB 306 Act # 2009-754; SB 306 Act # 2009-754;* Alabama Public School Spinal Screening procedure manual.

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