



So you want to be a School Nurse?

Here's What YOU Need to Know:

- **Medications:**
 - Do you understand the policies and procedures for giving medications at school?
 - Do you understand how to chart on the MAR?
 - Do you understand that we chart in BLACK ink only?
 - Do you understand how to do a narcotic count and where to chart it?
 - Do you understand that non-narcotic medications do not have to be counted?
 - Do you understand that a medication dosage change requires a new MAR? Never draw a line through a dosage amount and write the new amount next to it
 - Do you understand that a parent or responsible adult must bring medications to school?
 - Do you know what to do if a student brings meds to school?
 - Do you understand that we can never accept medications in anything except the original bottle/packaging?
 - Do you understand that if a parent brings a prescription bottle with more than one kind of pill in it, you must send the bottle and all pills back home with the parent? **Do not give** any medication from that bottle even if you “*think*” you recognize it.
 - Are the keys to the medication cabinet kept in a secure location when the health room is closed?
- **Students with Diabetes:**
 - How many diabetics do you have?
 - Do you have a separate binder for each diabetic?
 - Do you understand the orders?
 - Do you understand how to calculate carbohydrates? Insulin? Carbohydrate/insulin ratio?
 - Do you understand when/how to give Glucagon?
- **Students with Severe Seizure Disorder:**
 - How many seizure students do you have?
 - How many orders for Diastat do you have?
 - Do you understand the policies and procedures for treating a student who is having tonic-clonic/grand mal seizures?
 - Do you understand how to administer the correct dose of Diastat/emergency seizure med?
 - Do you understand the policies and procedures regarding calling EMS (911) for a seizure?
- **General Health Room Management:**
 - Do you provide health room passes to teachers and do your teachers understand that passes are required for health room visits? (dependent on the school)
 - Do you know how to demonstrate great assessment skills in determining who needs to go home and who does not?
 - Do you know how to use assessment and triage skills to avoid an overcrowded health room?
 - Are you able to deal calmly and effectively with crises and emergencies?
 - Are you able to communicate clearly and effectively with parents, teachers, administrators, and coworkers?
- **Emergency Preparedness:**
 - Do you know where to go and what to do if there is a fire? Tornado? Intruder?

- If you have to evacuate, do you have an **emergency bag** prepared?
- If you have to evacuate, do you know what **medications** to take with you and how to transport them?
- **General Office/Computer Knowledge?**
 - Do you know how to keep a paper Daily Log? An electronic Daily Log (INow)?
 - Do you know where to find parent contact information on health forms? In INow?
 - Do you know how to enter health concerns in INow?
 - Do you know how to contact a school administrator if you need him/her?
 - Do you know how to contact the front office personnel (ex. If you need to find/call a student for medication administration?)?
 - Do you know how to find a student's schedule on INow?
 - Do you know who your Zone Leader and Lead Nurse are, and how to contact them?
 - Do you know how to check your email? Reply/send email?
 - Do you understand the importance of checking your email **at least twice** a day?
- **Forms/Reports (Paper) – Do you know how to complete the following?**
 - Daily Log
 - Medication Administration Record (MAR)
 - Prescriber/Parent Authorization (PPA)
 - Emergency Action Plan (EAP)
 - Diet Prescription for Meals at Schools – **required** for food allergies
 - Diabetes Management Log
 - School Health Assessment
 - Health Room Supply Order form
 - AED Checklist/Monthly Audit
 - Monthly Medication Audit
 - Unusual Occurrence Report
- **Forms/Reports (Electronic) – Do you know how to complete the following?**
 - Monthly Student Health Services Report
 - Individual Health Care Plan (IHP) – electronic and paper
 - Do you know how to run an immunization report? (electronic – ImmPRINT)
- **School Nurses must demonstrate proficiency in the following:**
 - Ability to write and maintain up-to-date IHPs and EAPs
 - Ability to maintain order and organization in the health room
 - Ability to develop and maintain up-to-date Sub Nurse Binder
 - Ability to communicate effectively with students, parents, teachers, administrators, and coworkers
- **School Nurses MUST assist in Faculty/Staff education:**
 - Tier I and Tier II Diabetic Training
 - OSHA/Universal Precautions
 - Medication Assistant Training and Recertification, as well as quarterly evaluations

Zone Leaders can assist in teaching these topics but school-assigned nurses are expected to help schedule, promote, and organize these sessions

Health Associate Name (Print): _____

Health Associate Signature: _____

Date: _____