



# CHECKLIST for HEALTHY SCHOOLS

SCHOOL NAME: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

- Why: To ensure that your school site is prepared to respond to illness, injury and health emergencies
- How:
- Site Administrators designate staff to complete.
  - Designated staff use the Checklist to ensure all systems are in place.
  - In the Comments, note which school staff would be responsible for specific steps being completed.
  - Forms and detailed procedures can be found in the School Health Manual. Specific sections are noted in the Key Resources column.
  - For assistance or consultation on accomplishing any of the steps, contact your School District Nurse, Central Nurse Coordinator or the Nurse of the Day at (415) 242-2615. Leave a voicemail message if no live person answers.
- When: All measures should be completed early in the Fall and monitored throughout the school year.

Key: School District Nurse (SDN) Central Nurse Coordinator (CNC) Nurse of the Day (NOD)

	Healthy School Measure	Key Resources	Comments
<b>Identification of Students with Health Needs</b>	<ul style="list-style-type: none"> <li>• Students with health conditions are identified by a <a href="#">review of all emergency cards (flowchart)</a></li> <li>• Staff who need to know (teacher, PE Coach, cafeteria worker, etc.) should be informed of their students with health conditions (use Synergy Report HLT404: Class health condition list)</li> <li>• New student health information is entered into Synergy's Health Module</li> <li>• A Student Health Condition Report (Synergy Report HLT401) is used to identify kind of staff training needed and need for care plans and medication forms</li> </ul>	<a href="#">Section B of the SHM</a>	
	<ul style="list-style-type: none"> <li>• Ensure all students who need health services at school, including medications, have current emergency care plans and/or medication forms)</li> <li>• If not, send home <a href="#">care plan/medication forms</a> and follow up to ensure they are returned</li> <li>• Note: Any medical orders (medication authorizations, medical procedures, care plans) received by the school must be</li> </ul>	<a href="#">Section C of the SHM</a>	



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	<p>reviewed by a School District Nurse before implementation. Reach out to the school SDN or <a href="#">Central Nurse Coordinator</a> for assistance</p> <ul style="list-style-type: none"> <li>• A School Health Binder with copies of all medication forms and emergency care plans is kept in an accessible but confidential location</li> <li>• Staff who need to know (teacher, PE Coach, cafeteria worker, etc.) have copies of student emergency care plans</li> </ul>		
<p><b>Health Requirements for School</b></p>	<ul style="list-style-type: none"> <li>• Identify students who have not met all <a href="#">health requirements for school entry</a>, particularly immunizations and TB clearance (Synergy report HLT403)</li> <li>• Inform families of the need to submit evidence of any missing immunizations</li> <li>• Student may not be able to attend until all health requirements for school entry are met (see exceptions in supporting documents)</li> </ul>	<p><a href="#">Section E of the SHM</a></p>	
<p><b>Medication Management</b></p>	<ul style="list-style-type: none"> <li>• Medications are current (not expired) and kept in a secure and accessible location (avoid lock/key)</li> <li>• Medications are in original containers with student's name</li> <li>• All medications are accompanied by a Medication Authorization form and student <a href="#">Medication Log</a></li> <li>• Staff who should know (teacher, PE Coach, cafeteria worker, etc.) is aware of the medication location</li> <li>• A <a href="#">School Medication Log</a> of all medication that is on-site is used to record when medication is returned or disposed</li> </ul>	<p><a href="#">Section C of the SHM</a></p>	
	<ul style="list-style-type: none"> <li>• School staff who administer medications should complete a training every year to document competency to <a href="#">administer medication</a></li> </ul>	<p><a href="#">Section C of the SHM</a></p>	
	<ul style="list-style-type: none"> <li>• There is a system to remind teachers to ensure that any</li> </ul>		



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	students with medical/medication needs will have those needs met while on field trips.		
<b>First Aid</b>	<ul style="list-style-type: none"> <li>• First aid kits for each classroom, the main office, the school yard, and field trips are stocked and maintained (<a href="#">supply lists</a>)</li> <li>• <a href="#">Illness/Injury/First Aid Log</a> should accompany the kits and be used for documentation</li> <li>• Staff responsible for First Aid should be trained by a SDN</li> <li>• If student is referred to a health care provider or 911 is called, complete an <a href="#">Incident Report</a> and notify Risk Management, <a href="mailto:riskmanagement@susd.edu">riskmanagement@susd.edu</a></li> </ul>	<a href="#">Section A of the SHM</a>  <a href="#">First Aid Flip Chart</a>	
<b>Stock Medication Management</b>  (Narcan, EpiPens)	<ul style="list-style-type: none"> <li>• Check that medication is not expired and stored in a safe and accessible location</li> <li>• Identify staff member(s) who will be trained to administer medication</li> <li>• Coordinate with SDN/CNC to arrange annual staff training on medication administration</li> </ul>	<a href="#">Section A of the SHM</a>	
<b>AED Management</b>	<p><b><i>Only for K8/MS/HS schools with interscholastic athletic programs</i></b></p> <ul style="list-style-type: none"> <li>• Identify staff member to monitor status of AED (typically SDN or athletic trainer)</li> <li>• AED and supplies are checked monthly and status is <a href="#">documented</a></li> <li>• Contact NOD for any issues regarding your AED</li> </ul>	<a href="#">Section A of the SHM</a>	

\_\_\_\_\_  
Person Completing This Form

\_\_\_\_\_  
Role

\_\_\_\_\_  
Date

\_\_\_\_\_, Principal  
Principal Signature