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
Identification of Students with Health Needs	• Students with health conditions are identified by a review of all emergency cards (flowchart) • 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) • New student health information is entered into Synergy's Health Module • 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	Section B of the SHM	
	• Ensure all students who need health services at school, including medications, have current emergency care plans and/or medication forms) • If not, send home care plan/medication forms and follow up to ensure they are returned • Note: Any medical orders (medication authorizations, medical procedures, care plans) received by the school must be	Section C of the SHM	

	reviewed by a School District Nurse before implementation. Reach out to the school SDN or Central Nurse Coordinator for assistance • A School Health Binder with copies of all medication forms and emergency care plans is kept in an accessible but confidential location • Staff who need to know (teacher, PE Coach, cafeteria worker, etc.) have copies of student emergency care plans		
Health Requirements for School	• Identify students who have not met all health requirements for school entry, particularly immunizations and TB clearance (Synergy report HLT403) • Inform families of the need to submit evidence of any missing immunizations • Student may not be able to attend until all health requirements for school entry are met (see exceptions in supporting documents)	Section E of the SHM	
Medication Management	• Medications are current (not expired) and kept in a secure and accessible location (avoid lock/key) • Medications are in original containers with student's name • All medications are accompanied by a Medication Authorization form and student Medication Log • Staff who should know (teacher, PE Coach, cafeteria worker, etc.) is aware of the medication location • A School Medication Log of all medication that is on-site is used to record when medication is returned or disposed	Section C of the SHM	
	• School staff who administer medications should complete a training every year to document competency to administer medication	Section C of the SHM	
	• There is a system to remind teachers to ensure that any		

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	students with medical/medication needs will have those needs met while on field trips.		
First Aid	• First aid kits for each classroom, the main office, the school yard, and field trips are stocked and maintained (supply lists) • Illness/Injury/First Aid Log should accompany the kits and be used for documentation • Staff responsible for First Aid should be trained by a SDN • If student is referred to a health care provider or 911 is called, complete an Incident Report and notify Risk Management, riskmanagement@susd.edu	Section A of the SHM First Aid Flip Chart	
Stock Medication Management (Narcan, EpiPens)	• Check that medication is not expired and stored in a safe and accessible location • Identify staff member(s) who will be trained to administer medication • Coordinate with SDN/CNC to arrange annual staff training on medication administration	Section A of the SHM	
AED Management	***Only for K8/MS/HS schools with interscholastic athletic programs*** • Identify staff member to monitor status of AED (typically SDN or athletic trainer) • AED and supplies are checked monthly and status is documented • Contact NOD for any issues regarding your AED	Section A of the SHM	

_____ _____ _____

Person Completing This Form *Role* *Date*

_____ , Principal

Principal Signature