

School Nurse End of Year Check Out

1. Keys to medication cabinet are located in/at: _____
2. School Health Services Guide, DS Manual 2942.0, May 15, 1995 is located:

3. School Nurse file is located: _____
and includes the following:
 - Student Health Conditions list, HO report # 089 or Win School print out
 - Substitute Folder,
 - Community Resources and phone numbers,
 - Immunizations due next school year, HO report # 157
 - Student Medication Prescription Summary, HO Report # 061. Highlight names of students who will be returning and new forms were sent home for anticipated medication administration next school year.
 - Vision, hearing, scoliosis and dental referrals, list of
 - School Emergency Medical Response Procedure and phone numbers.
4. Faculty first aid kits ready for 1st day of school are located: _____.
5. Updated Student health files are located _____.
(List missing files) _____
6. Confidential student folders returned from Teachers and contents shredded.
7. Student health files for students transferring to the feeder school with a copy of forwarded health concerns or immunizations needed are located: _____
(Files should be purged for the receiving school of duplicate and/or no longer pertinent information.)
8. Health office supplies in a safe place for use next year and are located:

 - Copy of supplies ordered from past school year from a) local medical treatment facility and b) catalogue vendors.
 - List any new supplies needed/requested for next year use
 - List any equipment turned in for repair over the summer and POC is: _____
 - List digital equipment being calibrated over the summer (scales, audiometer, other). POC is: __________
 - Provide wish list of equipment/supplies/materials needed for health service office.
 - Return any sharps containers for clinic disposal.
 - Return medication not picked up before nurse leaves for summer break to local medical treatment facility for disposal.
9. District school nurse liaison and phone number: _____
10. School nurse contacts/school nurse mentors are (name and phone#'s): _____
11. Perform normal school check out duties.

Leave completed check out list and written information on the nurse's office desk and give copy to Principal.