

Information for Substitute Nurse

Folder containing:

1. Name of Principal _____
2. Name of Secretary _____
3. Name of Custodian _____
4. Lead School Nurse Name & Contact Number _____
5. Floor plan of school
6. Staff names with room numbers or locations
7. Specialists who come into building, their schedule and locations (phone number, if applicable)
8. Resource manuals/School Health Services Website/School District Website
9. Medications (for individual students)
 - a. Location of current list of recipients and location of signed permission slips

 - b. Location of P.R.N. meds (if different from above)

 - c. Location of emergency medications and physician orders

10. Emergency Medication Standing Orders for all students
11. Protocol for contacting 911
12. List of students with Health Alerts, e.g., medical conditions, precautions
13. Schedule of nurse's assignments (time & location, or N/A)
 - a. Planning period _____
 - b. Breakfast duty _____
 - c. Lunch duty _____
 - d. Hall duty _____
 - e. Attendance (in some schools – see secretary)
 - f. Lunch time _____ Where? _____
14. Student aides – names and schedule, if applicable

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15. Fire drill/evacuation instructions

16. Bell schedule – (if applicable)

17. Location of emergency equipment & supplies

- a. Emergency cards _____
- b. Emergency Medications _____
- c. Oxygen/mask _____
- d. Emergency Go Bag _____
- e. Ebola Kit _____
- f. AED _____
- g. Latex gloves _____
- h. Wheelchair _____
- i. Splints _____
- j. Crutches _____
- k. First Aid kit/box _____
- l. School Nurse guidelines _____
- m. Extra supplies _____
- n. Forms for recording (include sample of all forms)
 - Student Accident
 - Medication Permission
 - Workman's Comp
 - Medical Referral Form
 - Child Abuse
 - Office Visit Log (if unable to record electronically)

18. Additional comments and/or information

Information for Substitute Nurse

“Sample copy” of a letter you may wish to include in the substitute folder

School 911 Address and Phone Number

Welcome to a delightful day at ABC Elementary School. Homeroom starts at 7:45 a.m. and last period ends 2:20 p.m. Bell schedule is taped to front of the folder.

LOCK YOUR PERSONAL ARTICLE AND COAT IN THE SUPPLY CLOSET. It is wise to keep the closet locked at all times.

I usually go to lunch in the cafeteria at 11:55. You may eat in the faculty dining room. Please lock door and put note on door “Nurse is at lunch.” Please tell secretaries that you are going to lunch. Vanessa and Sue are real nice and will do everything they can to help you.

I am also responsible for the pre-school students, who attend a special program at our school. They do not require a lot of help. At this point only one student needs medication.

We have 5-7 students in our school who need special assistance. They will need your help putting and taking off of their coats. They need to get elevator keys from you. They are located on the door knob of the back room. If any of our regular students need an elevator key, they are hanging in the supply closet on the shelf by the door.

Emergency cards for the students are located in a box on the bookcase. They are alphabetical for the entire school.

Health records are located in the four drawer file cabinet. They are filed alphabetically by grade. If a file is removed or sent to another school, please make a list for me so that I can record it and keep track of all records.

NO MEDICATIONS ARE TO BE GIVEN TO STUDENTS EXCEPT BY PHYSICIAN’S ORDER AND PARENT PERMSSION. The prescription drugs for the students are located in the back closet on shelf behind the door. A clipboard with the students receiving medication is located on white cabinet. Medications for teachers are located in the cabinet above the sink.

Temperatures are taken using the FIRST TEMP. Directions for this are located on second page. This is a fast – 2 seconds and accurate way to take a temperature.

If something happens and you can’t access the electronic health records, please call Technology. (The secretary will have their number.) If that doesn’t help, use an individual student Office Visit Log to record all interactions with the students. Extra forms are in second drawer of file cabinet. Student accident and employee accident forms are in the same drawer.

Some of the forms that I use are enclosed in the folder for your information.

Have fun!!!