

Directive to Administrators <b>School Site Administrators</b>		WAD (Wednesday) Publication Date <b>September 30, 2015</b>	WAD Notice ( Number)	No. of Pages
WAD Title ( Limit to 4-6 Words ) <b>HEALTHY SCHOOLS CHECKLIST</b>		Date Due (if applicable) <b>Now</b>	Not Applicable After this Date: <b>NA</b>	
From: <b>Kim Coates</b>	Title: <b>Executive Director, School Health Programs</b>	Signature:	Telephone: <b>(415) 242-2615</b>	
Inform: ( X ) Certificated Staff    ( X ) Classified Staff    ( ) Parents    ( ) Post on Bulletin Board    Other				
<b>Administrative Directive</b> <b>HEALTHY SCHOOLS CHECKLIST</b>				
<b>WHAT?</b>	The " <b>Healthy Schools Checklist</b> " is a tool to help school staff prepare to respond to illnesses, injuries and health emergencies. Schools that submit a completed copy of the "Healthy Schools Checklist" will receive a <b>Healthy School Certificate</b> from School Health Programs.			
<b>WHO?</b>	Site administrator and his/her designee.			
<b>WHY?</b>	The site administrator is responsible for ensuring the health and safety of all students which, at a minimum, involves appropriate response to emergencies, injuries and illnesses at school, completed medication forms for all students requiring medication at school, and completed emergency care plans for students with chronic health conditions.			
<b>HOW?</b>	Complete the " <b>Healthy Schools Checklist</b> " and return a copy to School Health Programs, 1515 Quintara, ATTN: Nurse of the Day, by October 30, 2015. It is suggested that the checklist be reviewed in January to ensure continuity of safe practices at school.			
<b>WHERE?</b>	The 2015/2016 School Health Manual is online at <a href="http://www.healthiersf.org">www.healthiersf.org</a> in the left hand column under "Top Resources for Schools" or under "Resources and Publications". The forms referred to in the checklist can be accessed by clicking the links below.			
	<ul style="list-style-type: none"> <li>• Section A: Resources For Emergencies/Injuries Occurring At Schools <a href="http://www.healthiersf.org/resources/SHM-SectionA.php">http://www.healthiersf.org/resources/SHM-SectionA.php</a></li> <li>• Section B: Emergency Card Procedure/ Emergency Care Plans <a href="http://www.healthiersf.org/resources/SHM-SectionB.php">http://www.healthiersf.org/resources/SHM-SectionB.php</a></li> <li>• Section C: Medication Administration <a href="http://www.healthiersf.org/resources/SHM-SectionC.php">http://www.healthiersf.org/resources/SHM-SectionC.php</a></li> <li>• Section E: Immunizations and Physical Examination <a href="http://www.healthiersf.org/resources/SHM-SectionE.php">http://www.healthiersf.org/resources/SHM-SectionE.php</a></li> </ul>			
<b>For further questions call Nurse of the Day at (415) 242-2615.</b>				

	Kevin Truitt	Title: <b>Associate Superintendent Student, Family and Community Support Department</b>	Signature
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***SAN FRANCISCO UNIFIED SCHOOL DISTRICT - WEEKLY ADMINISTRATIVE DIRECTIVE (WAD)***



# CHECKLIST for HEALTHY SCHOOLS



Why: To ensure that your school site is prepared to respond to illness, injury and health emergencies  
 How:
 

- Site Administrator should designate staff to complete various measures
- Forms and detailed procedures can be found in the School Health Manual ([www.healthiersf.org/Resources and Publications/School Health Manual](http://www.healthiersf.org/Resources%20and%20Publications/School%20Health%20Manual), Sections A, B & E)
- For assistance or consultation on accomplishing any of the steps below, call the Nurse of the Day @ 415-242-2615

 When: All measures should be completed early in the Fall and monitored throughout the school year

SCHOOL NAME: \_\_\_\_\_ School Year: \_\_\_\_\_

	Healthy School Measure	Strong Evidence	Some Evidence	No Evidence	Staff Responsible/Comments
Identification of Students with Health Needs	Students with health conditions are identified by a review of all emergency cards <ul style="list-style-type: none"> <li>• Staff <i>who need to know</i> (teacher, PE Coach, cafeteria worker, etc.) are aware of students with health conditions</li> <li>• New student health information is entered into Synergy</li> <li>• A Student Health Condition Report (Synergy report HLT401) is used to determine the need for staff training, need for care plans and medication forms.</li> </ul>				
	Students with health conditions or who need medication at school have current emergency care plans and/or medication forms (dated for the current school year) <ul style="list-style-type: none"> <li>• If not, send home care plan/medication forms and follow up to ensure they are returned</li> <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 <i>who need to know</i> (teacher, PE Coach, cafeteria worker, etc.) have copies of student emergency care plans</li> <li>• Student health conditions are part of the student's IEP or Section 504 Plan</li> </ul>				
	Students who have not met health requirements, particularly immunizations, are identified (Synergy report HLT403) <ul style="list-style-type: none"> <li>• Inform families of the need to submit evidence of any missing immunizations</li> </ul>				

# CHECKLIST for HEALTHY SCHOOLS

SCHOOL NAME: \_\_\_\_\_ School Year: \_\_\_\_\_

	Healthy School Measure	Strong Evidence	Some Evidence	No Evidence	Staff Responsible/Comments
Medications	<p>Medications are current (not expired) and kept in a secure but accessible location</p> <ul style="list-style-type: none"> <li>• Medications are in original containers with student name and accompanied by the Medication Authorization form and student's Medication Log</li> <li>• Staff <i>who should know</i> (teacher, PE Coach, cafeteria worker, etc.) is aware of the medication location</li> <li>• An inventory of all medication that is on-site is used to record when medication is returned or disposed (use the School Medication Log form)</li> </ul>				
	<p>School staff who administer medications (such as asthma inhalers or epinephrine) should complete a training every year to document competency to administer medication (call the Nurse of the Day @ 415-242-2615 to request a training)</p>				
	<p>There is a system to remind teachers that medications (including emergency medications) and staff trained to administer medications should be taken on field trips.</p>				
First Aid	<p>First aid kits for each classroom, the office, the school yard, and field trips are stocked and maintained (supply lists and warehouse ordering information can be found in the School Health Manual, Section A)</p> <ul style="list-style-type: none"> <li>• Illness/Injury/First Aid Log should accompany the kits and be used for documenting</li> </ul>				
Reporting	<p>Student Injury or Incident Reports are completed in Synergy (Health Log)</p> <ul style="list-style-type: none"> <li>• If student is referred to a health care provider, print out the report (Synergy report HLT203) and fax to Risk Management (415-241-6330)</li> </ul>				