



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. Send your completed checklist to Mary Jue, Supervisor, SHP, fax 415-242-2618 or juem@sfusd.edu.

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"> • Staff <i>who need to know</i> (teacher, PE Coach, cafeteria worker, etc.) are aware of students with health conditions • New student health information is entered into Synergy • A Student Health Condition Report (Synergy report HLT401) is used to determine the need for staff training, need for care plans and medication forms. 				
	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"> • If not, send home care plan/medication forms and follow up to ensure they are returned • A School Health binder with copies of all medication forms and emergency care plans is kept in an accessible but confidential location • Staff <i>who need to know</i> (teacher, PE Coach, cafeteria worker, etc.) have copies of student emergency care plans • Student health conditions are part of the student's IEP or Section 504 Plan 				
	Students who have not met health requirements, particularly immunizations, are identified (Synergy report HLT403) <ul style="list-style-type: none"> • Inform families of the need to submit evidence of any missing immunizations 				



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"> • Medications are in original containers with student name and accompanied by the Medication Authorization form and student's Medication Log • Staff <i>who should know</i> (teacher, PE Coach, cafeteria worker, etc.) is aware of the medication location • 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) 				
	<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"> • Illness/Injury/First Aid Log should accompany the kits and be used for documenting 				
Reporting	<p>Student Injury or Incident Reports are completed in Synergy (Health Log)</p> <ul style="list-style-type: none"> • If student is referred to a health care provider, print out the report (Synergy report HLT203) and fax to Risk Management (415-241-6330) 				