



## Washoe County School District Student Health Services

### SCHOOL NURSE MENTOR SITE VISIT GUIDE

#### SITE VISIT # 1

**Place:** New Nurse School Site

**Topic:** "First Things First"

1. *Fast Facts:* School location, phone #, hours of operation, hours students on campus, ages/grades of students, number of students attending, school schedule and year calendar.
2. *VIP's on Campus:* Introduction to school personnel (if available), including clinical aide, administrator(s), secretarial/clerical staff, counselor(s), head custodian, school police, PE/coaching staff, resource staff, school psychologist, and other support personnel. Provide nurse pager number to secretarial staff and clinical aide.
3. *Equipment Essentials:* Determine location of nurse work area, nurse computer, student medication and health file drawers, keys to cabinets, etc, copier to be used by clinic/nurse (some have access codes and are for use by specific staff), phones (including long distance code), printer, fax, and mail system.
4. *Walkabout:* Quick tour of campus, including locations of special programs, athletics, faculty lounge, kitchen/cafeteria, staff restrooms, and fire exits, and disaster staging areas.
5. *Home Turf:* Clinic layout, location of supplies and student medications, first aid/emergency bag, nurse and clinic forms/paperwork, health files, health care plans for prior year, and incoming "high priority" diagnoses. Survey and prioritize these students, and briefly organize nurse work area. Locate and set up screening equipment and ensure passwords to computer (if appropriate) and printer link. Check with clinical aide regarding students she is aware of who have immediate need for nursing interventions.
6. *Move on Down the Road:* Unless there are students who require immediate nursing interventions, the orientee will proceed to her next assigned campus and repeat the above steps.



## Washoe County School District Student Health Services

### SITE VISIT # 2

**Date:**

**Time:**

**Place:** Mentor Nurse School Site

**Topic:** “Triage and Effective Management of Health Impaired Students”

1. *The Big Picture:* Overview of on-line and hard copy forms/ documents utilized by nurse and clinical aide to monitor and document student health information. These include: the on-line OLHR and school nurse documentation, student file (including blue card, medication forms and log, diabetes orders and log, health care plan templates, parent release of medical information, and specialized procedure forms.
2. *Targeting High Needs Students:* Review current “problem” OLHR’s, student health care plans from prior year, and current MD orders for medications, diabetes, and/or special procedures.
3. *Prioritizing:* Organize student health information based on potential severity of health problems identified, school wide health and safety considerations, and complexity of required nursing interventions. High priority students will include: students having a potentially serious or life-threatening medical condition and those requiring clinic-assisted medications, diabetes, seizures, specialized health care procedures, significant classroom accommodations, or specialized training of student, clinical aide or other staff.
4. *Developing a Strategy:* Focusing first on those students having an immediate need for nursing interventions, begin formulating individualized student health care plans. This may require the nurse to obtain more comprehensive student health information by contacting the student, the parent, the physician, or school personnel familiar with the student’s health status. Keep FERPA and HIPPA and special education regulations in mind when sharing information!
5. *Communicating:* Introduce new nurse to principal, clinical aide and secretary. Ensure that the clinical aide, teacher(s) and other appropriate school personnel are provided with written and, if necessary, verbal instructions regarding health management protocols and the implementation of student health plans.
6. *Documenting:* Using appropriate forms and documentation logs, ensure that nursing interventions, training/education of staff, and delegable procedures are noted.