

**School Health Office Audit Tool<sup>5</sup>**

School	Principal		
Health Office Staff	Date		
<b>Administrative</b>	<b>Met</b>	<b>Not Met</b>	<b>N/A</b>
Health protocols and procedures for management of chronic health conditions and emergency procedures readily available			
School district policy and references readily available			
Medication error reporting policy and procedure readily available			
<b>Medication Administration</b>			
Medication administration policy readily available			
Unlicensed Assistive Personnel (UAP) are delegated tasks according to school district policy and procedures, state and federal laws, and in accordance with the rules and regulations of the Tennessee Board of Nursing			
Training of UAP documented			
Periodic monitoring of UAP, as determined by the supervising nurse documented			
Names of trained UAP are shared with school administrators			
Parent/guardian authorization on file for each medication			
Documentation of medication counts when received (initial and refills)			
Medications stored in original container with original pharmacy label, not expired			
Medications stored in locked medicine cabinet or locked refrigerator (or lock box)			
Over-the-counter/non-prescription medications labeled with student name, not expired			
Individualized medication administration student record in use			
<b>Emergencies</b>			
Student emergency health information readily available to health office staff			
Procedure to report accidents/incidents and injuries in use and readily available			

<sup>5</sup> Adapted from Kentucky Department of Education’s School Health Room Review

Names/phone numbers of staff certified/trained in first aid/CPR posted in health room and other school locations			
First aid supplies and emergency equipment available, not expired			
<b>Health Office Staff</b>			
Health office is staffed full-time			
Health office Staff RN <input type="checkbox"/> LPN <input type="checkbox"/> Health Aide <input type="checkbox"/>			
RN Supervision provided by:		Frequency Onsite:	
Comments/Improvement Plan:			