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School Health Record Keeping Desk Audit³

District:
School:
Reviewer:
Date:
Purpose of desk audit: To ensure student health documentation is in place, accessible, and accurate.

District Compliance Item	Evidence	Compliance			Comments
		Yes	No	N/A	
Health Record form for each student. Select (x) number of records to review from (x) number of schools	(Ex: current electronic health record)				
Accurate nursing documentation of care provided during selected day for each selected school	Documentation should include: <ul style="list-style-type: none"> • School Name • Date (month/day/year) • Name of student (first/last) • Time (arrival/departure) • Presenting complain • Nursing assessment, intervention, and outcome • Disposition • Parent/guardian contact 				

³ Adapted from Delaware Department of Education Desk Audit Compliance Audit Checklist



- Signature/initials
- Accident/injury form, if indicated

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