

DAILY LOG PROCEDURES

Enter all students that are seen in the health office in Q. In the elementary schools, the school secretary or the teacher of the ill or injured student may be responsible for completing the log when the nurse or the health services assistant are unavailable. A paper log should be available for their use.

The following procedure may be utilized:

Student, except in an emergency, may not come to the health office without a pass or a referral to nurse.

Make certain each student is entered into Q for each visit to the health office, even though they may have been there earlier in the day. Include students receiving “walk-in” vision or hearing tests.

Student should be specific about complaint. “Sick” or “ill” are not clear complaints. “Stomachache”, “headache”, or “hurt right arm” are clear and specific.

If temperature is taken, note what it was on Q.

Clearly note disposition of visit and the time student left for class or home on Q under “Health Office Visit”.

Notify parents by telephone or in writing with any head injury or any injury requiring an incident report.

Keep a copy of memos sent home and put it in their health folder.

Make sure documentation is made on Q when notifying parent or sending home memo.