

Protocol Regarding the Office of the School Nurse

1. The hiring process for substitute nurses will include an interview with an administrator and nurse as well as participation by the substitute in a required two day paid orientation program.
2. The nurse shall not allow another employee or substitute to enter information into the NexGen Student Information System under the nurse's identification and password.
3. Aides and/or substitutes will be issued their own identification status for the use of NexGen and must log in all student information under their own identification.
4. At the start of the school year the building principal will assign an aide to work in the nurse's office for a designated time period each day. The aide must complete training with the nurse, NexGen representative and Technology Coordinator. No other staff members are permitted to work in the nurse's office other than the designated and trained aide.
5. The nurse's office door is to be locked at all times when she and the aide are not present.
6. The keys to the nurse's office are not to be left in the mailboxes in the main office. After-school clubs, activities, and childcare programs may not have access to nurse's office.
7. Medication cabinet keys are to be on the nurse's body (wrist, neck, pocket) at all times. They are not to be left on the desk or in drawers. The aide is not permitted access to the medication cabinet keys. At the end of the workday, both the door key and medication cabinet key are to be left in the safe and/or with the principal.
8. The bathroom in the nurse's office is reserved for use by persons designated to be in the nurse's office. This is not a staff bathroom.
9. Parents may **not** leave medication with anyone other than the school nurse. Proper protocol must be followed when medication is received (form and NexGen documentation).
10. The inventory of medications will include:
 - a. Written documentation in NexGen – date of receipt, total number of pills received, name of person who delivered the medication and name of person who accepted the medication.
 - b. A running count of pills is to be entered on the NexGen medication log. Once per week, the nurse counts the remaining pills and records the amount in NexGen. This number should correlate with the running log.
11. The nurse assigned to the summer program will receive a list of student participants. The nurse will be given NexGen access for those students only.