Procedure: NURSE Evaluation Guide
Purpose: To serve as a guide for Lead school nurses when monitoring

Steps To Complete:

PROFESSIONAL CHARACTERISTICS
- Check with principal/assistant principal re: any problems
- Check to make sure sign in/out sheet is located in office
- Punctuality

MEDICATION
- Physician Authorization form completed
- Parent Signature
- Medication form matches labels on meds and MAR’s
- MAR (top portion is completely filled out with no blanks)
- Blue or black ink used, no white out present
- Family members do not share medications
- All medications (including glucagon) has labels
- Medication schedule (not on top of cabinet)
- List of all students who self administer and documentation that nurse has watched them demonstrate or administer 1st dose of medication.
- MAR’s must be present for insulin
- Make sure insulin bottles have date written on them that they were opened. Cannot use after 28 days.
- Novalog pens must be in a box with the prescription on it.
- Check expiration dates of all meds
- Check age appropriate doses of medication
- Medication drawers are organized and in order
- Check refrigerator temperature charts.
- Medications only in refrigerator
- Medication Assistant Check off Sheets complete (initial, 2nd semester)

Care Plans
- List of those needing plans sent to RN (done on all students with medication and chronic health conditions)
- Signed by parents, physicians, teachers, bus drivers
- Copy given to all of the above
- Check to make sure that location of nurse during fire drill, chemical drill and other drills is on plan as well as plan for field trips.

Care Plans Continued:
- Check plans for diabetics who are involved in extracurricular activities
- Make sure they have documentation of plans for practice as well as games.
- Also make sure they have a plan in place for field trips, gifted etc.

ROOM
- Neat, clean, organized
- Supplies stocked
➢ Resource manual, Lice books etc. are in order and easily accessible.
➢ Sub folder is up to date
➢ Nebulizers are clean and put away after use

Reports
➢ Immunization Survey
➢ Monthly Reports (completed in timely manner)
➢ Payroll (completed in a timely manner)

Documentation
➢ Check documentation on invasive procedures in STI. Make sure documentation was done as well as content
➢ Blood sugar logs, cath logs
➢ Lice Checks done according to LEA

AED’s
➢ Drills have been done once per semester and documented
➢ AED check sheet is being done, battery and pads are not expired
➢ Has an up to date list of CPR certified staff
➢ Has copy of CPR cards

Outcome: Nurses will be in compliance

Review:  1st  2nd  3rd  4th  5th
By:      ___  ___  ___  ___  ___