



## **Nurse's Office Operational Guidelines**

### **Unity Concord International School**

### **effective 17<sup>th</sup> July 2018**

- **Refrigerator**

- The top shelves of the refrigerator in the nurse's office, is for the sole purpose of storing medication according to the manufactures instructions. It is highly important that any domestic food stuffs be stored in the bottom drawer of the refrigerator, to prevent any cross contamination.
- The refrigerator will be cleaned with disinfectant cleaning agents once a week by the school nursing staff. A cleaning log will be kept on file and signed by the school nursing staff upon completion.
- Any student prescription medication requiring refrigeration, will be stored in separate, lidded containers, ladled with the student's name, date of birth and class.
- An inventory will be taken by the school nursing staff of all medication stored in the refrigerator on a weekly basis. Checking amounts remaining, labels, expiry dates.
- Should any general stock, refrigerated medicine, need to be replaced a purchase order will be submitted by the school nursing staff.
- Should any student prescription refrigerated medicine need to be replenished, an email will be sent directly to the student's parents/guardians requesting that the prescription be provided at the earliest convince.

- **Medication/First Aid Supplies**

- An inventory of all medication/First Aid supplies in the nurse's office will be taken each week.
- Should any general stock medicine/ First Aid Supplies need to be replaced a purchase order will be submitted by the school nursing staff.
- Should any student prescription medicine need to be replenished, an email will be sent directly to the student's parents/guardians requesting that the prescription be provided at the earliest convince.
- Medication and First Aid Supplies will be stored in the glass cabinets in the nurse's office. These cabinet's will be locked by the school nurses at the end of each school day and on any occasion that the nurse's office is unattended.
- Any prescription student medication, will be stored in separate, lidded containers, ladled with the student's name, date of birth and class.
- Any out of date medication/First Aid supplies will be disposed of immediately and recorded in the medication inventory.

- **Documentation**

- A detailed record of all students requiring prescription medication/additional medical awareness, will be kept in confidential files on the nurse's office computer. This information will be gathered from the school intake forms and direct conversations with the student's parent's/guardians.

- Each student that visits the nurse's office, requiring attention/intervention, will be recorded on an incident report form on the nurse's office computer. This form will be reviewed at the end of each day and a hard copy will be printed, signed and stored in the documentation filing cabinet.
  - All information on the Incident Report Forms will be collated at the end of each week and filed by the Thai Nurse for the attention of the Thai Department of Health, as is required by law.
- **Equipment**
    - All equipment, included furniture, in the nurse's office will be cleaned with a disinfectant agent as required.
    - Any piece of equipment used with one student will be disinfected before use with another student, to reduce cross infection.
    - A deep clean of all equipment will be carried out once a week.
    - All furniture will be striped and washed down with a disinfectant cleaning agent.
    - All surfaces will be cleaned with a disinfectant agent.
    - As no sink facilities are available in the nurse's office, a "disinfectant bath" will be prepared each morning and stored in the nurses' office.
- **Waste Disposal**
    - Two bins will be utilised in the nurse's office. Both will be clearly marked stating their designated use. One, for general waste disposal, the other, for contaminated medical waste (e.g. any swabs, plasters etc. containing bodily fluids) that could cause cross infection.
    - These bins will be emptied by the Unity cleaning staff at the end of each school day.
    - The bins themselves will be cleaned by the nurse's office staff as part of the weekly deep clean.
    - Should any student require the use of medical sharps (e.g. epi pen, insulin pens) these used items will be collected in a clearly marked, lidded, plastic container. Once full this container will be sealed and disposed of in the medical waste bin.
- **Notifying Parents**
    - Should a student require intervention from the school nurse's staff, their teachers will be requested to write a note in the student's homework journal. Should further information be required the school nursing staff will contact the parent's/guardians directly via email.
    - A copy of all contact between the nurse's office and parent's/guardians will be recorded in the student's files on the nurse's office computer.
    - Requests for prescription medication renewal will be sent to parent's/guardians via email.
- **Hand washing**
    - Nurse's office staff will ensure that they wash their hands, each morning upon arrival at school, using water and soap.
    - Throughout the day they will use hand sanitizer gel before attending to each student requiring intervention. This should be followed by hand washing with soap and water where possible.

- Nurse's office staff will ensure that they wash their hands at the end of each day before exiting the school building.
- **Assessment/Intervention**
  - Each student requesting intervention will be assessed by the school nurse's office staff. Should they require first aid/minor intervention this will be administered, documented and the student will be returned to class.
  - If a student does not require any intervention they will be returned to class and a record kept by the nurse on the nurse's computer, stating the reason why no intervention was administered.
  - Should the student be too unwell to return to class the school nurse's office will inform the main school office. The parent/guardian will be notified by the school office.
  - Should a student require emergency hospital admission, the school nurse's office will inform the main school office. The school office will contact the student's parent/guardian and inform them of same. The parent/guardian will state which hospital is to be used.
- **Email**
  - Nurse's Office emails will be checked regularly throughout the day.
  - All communication with parent's/guardians, where possible will be carried out via email.
  - Email communication will be recorded in the appropriate confidential student file.
  - Relevant school administration staff will be cc'd on all emails.
- **Keys**
  - Keys to the cabinets will be labelled and kept in the school nurse's, locked, desk drawer overnight.
  - Each school nurse will have a set of keys to each cabinet.
  - Each school nurse is responsible for the keys to their office desk.
- **Uniform**
  - School nurses will wear the designated school nurse's uniform as agreed by school management.
  - It is the responsibility of each school nurse to maintain their uniform in a clean and appropriate manner.
  - A washed clean uniform must be worn each day to reduce cross infection.
  - A spare uniform must be kept in the nurse's office, in the event that bodily fluids come into contact with the nurse's uniform.