

School Health
Programs Department



San Francisco
Unified School District

School Health Manual
2008/2009

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This manual can be found on-line at
<http://www.healthiersf.org/Resources/index.html>

SCHOOL HEALTH MANUAL - TABLE OF CONTENTS

A. RESOURCES FOR EMERGENCIES/ INJURIES (located at school site)

- Frequently Requested Numbers and Crisis Response/Community Resources
- Crisis Response Manual -Table of Contents (manual can be found at each school site and at the following SFUSD – School Health Programs Department website <http://www.healthiersf.org/Resources/index.html>)
- First Aid Flip Chart – can be found in every classroom
- Additions to SFUSD First Aid Flip Chart including: bites, nosebleed and CPR
- Liability for Emergency Care of Students
- Health Care/First Aid Log Procedure
- Health Care/First Aid Log
- Injury and Incident Reporting Forms
- School First Aid Supplies WAD
- Universal Precautions WAD
- Action Steps with Exposure to Blood or other Body Fluids WAD
- Action Steps For Injury of Staff or Student with a Potentially Contaminated Needle

B. EMERGENCY CARD PROCEDURE/ EMERGENCY CARE PLANS

- Student Emergency/Medical Information Card – Processing Procedure
- Student Emergency/Medical Information Card: *English/Spanish/Chinese*
- Flow Chart – Student Emergency/ Medical Information Card and Student with a Medical Condition
- Letter to Parents regarding medical condition: *English/Spanish/Chinese*
- School Site List of Students Receiving Care for Medical Conditions
- Food Allergy Classroom Notification Letters WAD
- Allergy, Asthma, Diabetic, Seizure and Generic Emergency Care Plan: *English/Spanish/Chinese*
- Medication Form (one medication per form) (for Spanish and Chinese see Medication Administration section)

C. MEDICATION ADMINISTRATION

- Medication Administration WAD
- Medication Form (one medication per form): *English/Spanish/Chinese*
- Medication Administration Protocol
- Medication Instruction – How To's
- Medication Administration Student Log
- Medication Administration Student Log for PRN (As Needed) Medications
- Laws Related to Medication Administration in California
- Fact Sheet on Asthma Medication Law
- Medication Retrieval from Schools WAD
- Request for Retrieval of Medication – Parent Cover Letter: *English/Spanish/Chinese*

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D. SERVICES OF THE SCHOOL HEALTH PROGRAMS DEPARTMENT

- School Health Programs Department
 - Department Description
 - School District Nurse Brochure
 - SHPD Programs and Services and Brochure
- Nurse of the Day Program (on call consultation during school hours)
- School District Nursing Referral Form
- Cum File Content
- Health Insert
- School Health Center Fact Sheet
- School Health Center Brochure
- School Health Center- Parent Notification: *English/Spanish*

E. IMMUNIZATION/ PHYSICAL EXAMINATION REQUIREMENTS

- Immunization Materials Request Form
- California School Immunization Law for
 - *Child Care*
 - *Grades K-12*
- California School Immunization Record: *English/Spanish*
- SFUSD Policy-Health Exam/Immunization/Tuberculosis
- Immunization Requirements: Children/Youth in Transition and Foster Youth WAD
- Health Form/Physical Exam Form Instruction
- San Francisco School Health Form
- Preparticipation Physical Exam Form
- Exemptions Information Sheet: *English/Spanish*
- Recommended Childhood Immunization Schedule
- 6th Grade Requirements: Letters to Parents: *English/ Spanish*
- Protect Your Baby From Whooping Cough Flyer: *English/Spanish*
- Notice of Incomplete Health Requirements:
English/Spanish/Chinese/Russian/Vietnamese/Tagalog
- Notice of Exclusion from School:
English/Spanish/Chinese/Russian/Vietnamese/Tagalog

F. MANDATED SCREENINGS

- Dental
- Hearing
- Vision
- Scoliosis

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G. COMMUNICABLE DISEASES/SCHOOL AGE ILLNESS

- Reportable Diseases and Conditions
- Cold and Flu Prevention Measures WAD
- School Signs: *Keep Our School Healthy*
- School Nursing Referral Form
- Referral to Health Care Provider: *English/Spanish/Chinese*
- School Site Nurse Referral Form
- Authorization for Release of Confidential Information: *English/Spanish/Chinese*
- Consent for Counseling Services: *English/Spanish/Chinese*
- Oath of Confidentiality: *English*
- Communicable Diseases/Childhood Illness Letter & Information Sheets:
English/Spanish/Chinese
 - Chicken Pox
 - Conjunctivitis
 - Fifth's Disease
 - Hand-Foot-and Mouth Disease
(English only)
 - Head Lice
 - Head Injury
 - Ringworm
 - Strep Throat
- What is Tuberculosis? – brochures
- Methicillin-Resistant *Staphylococcus aureus (MRSA) Information*

H. SENSITIVE ISSUES/CONFIDENTIALITY/CHILD ABUSE REPORTING

- Child Abuse Reporting WAD
- Suspected Child Abuse Report Form
- The SF Child Abuse Prevention Center
- SFUSD Complaint Procedures Regarding Sexual Harassment
- Minor Consent, Confidentiality, and Child Abuse reporting in California

I. HEALTH RELATED W.A.D.S. (Weekly Administrative Directive)

- List of WADS from School Health Programs Department