

# Clarksville-Montgomery County School System

## HEALTH SERVICES

### Substitute Nurse Folder Checklist

*Each school nurse should ensure that the following items are in their substitute nurse folder. This folder should be on the top of your desk each afternoon, prior to leaving for the day, in case of emergency use.*

- ❑ A completed substitute nurse information sheet (HEA-F105).
- ❑ A phone listing for every teacher along with phone instructions- (i.e. “dial 8 to use the outside line.”)
- ❑ A map of your school.
- ❑ List of students with acute and/or chronic health problems that may require emergency action (allergies, seizures, unique situations). You may include your lists from EMR here.
- ❑ List WITH EXPLANATION of students who have specialized health care procedures and times
- ❑ Medication schedules- Printed from EMR
- ❑ List of students who may have restrictions to whom they can be released
- ❑ Current CMCSS School Nurse List along with the assigned members of your **team**.
- ❑ MERT Team list and their responsibilities.
- ❑ Emergency Plan (Flipchart)
- ❑ Refer to online policies and procedures for most current information.