

Clarksville-Montgomery County School System
HEALTH SERVICES
Substitute Nurse Information Sheet

Welcome to _____

The school phone number is _____

The school fax number is _____

The principal and assistant principal(s) are: _____

The administrative assistants and their extensions are _____

The PE teachers are _____

The list for telephone extensions is in this book. (*Ck when complete*) ☐

The nursing keys are with: (list name, title, and location)

The key to the clinic door is (describe) _____

The key to the refrigerator is (describe) _____

The key to the desk is (describe) _____

Extra keys (describe each): _____

You should take your lunch break at _____

To place an "in house" phone call: _____

To place outside calls _____

The thermometer is located _____

The B/P cuff is located _____

The Laptop is located _____

The AED is located _____

Ice packs are located _____

The stethoscope is located _____

The gloves are located _____

Extra clothes for students are located _____

Substitute Nurse Information Sheet

Medications

The medications are kept _____

If a student does not report for medication, please ask _____ to locate the student for you.

Med Trained Office Staff are:

Medication Authorizations (HEA-F062) are located _____

The Daily Medication Schedule is in this book (Check box when complete).

The PRN Medication Schedule is in this book (Check box when complete).

The School Map is in this book (Check box when complete).

Special Instructions:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

My emergency contact information is: _____