

Clarksville-Montgomery County School System

HEALTH SERVICES

SUBSTITUTE NURSE RESPONSIBILITIES

School Main Office

- ❑ Check in upon arrival at the front desk and sign in with the office personnel.
- ❑ Ask to be shown to the School Nurse's office.
- ❑ BEFORE ASKING QUESTIONS, please locate the Substitute folder (this should be located on the top of each school nurse's desk).
- ❑ Locate the office / desk keys, MAR, medications, Medication Schedule (should be in sub folder), ice (along with baggies for ice), etc.
- ❑ Look at Daily Medication Schedule ([HEA-F098](#)). Make a copy for yourself to use throughout the day, to remain on schedule. Ask the office if you can make a copy on their copy machine. This should never be a problem.
- ❑ After you give each med, be sure to initial the MAR (and sign along the side) in the appropriate boxes.
- ❑ At the end of the day, turn in all keys to front desk personnel.

Health Services

- ❑ Always refer to your Policy and Procedure Manual for questions ([HEA-M001](#)).
- ❑ As you work throughout the day, use the Health Services Clinic Referral form ([HEA-F037](#)). Please remember to document properly on this form. Children must have a form to visit the School Nurse. When a child returns to their teacher, fill out the Nurse Report to Teacher form ([HEA-F037a](#)).

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- ❑ If a child does not come to the clinic for his scheduled medication, remember you have 30 minutes prior to or after the MD-ordered time to give the medication or it is considered a “medication error”. As close to the scheduled time, (before 30 minutes expire), contact the teacher and ask that the child be sent to the clinic.
- ❑ Student Accident Report Forms ([SAF-F001](#)) are to be used when injuries occur that are “more than minor”. Teachers / Staff in charge of the student at the time of the injury are to complete the top portion. The nurse completes the bottom portion of the form. Once completed, fax to one of the numbers on the bottom of the form.
- ❑ Notify the office when you are:
 - Going to be out of nurse’s office (i.e. going to a classroom)
 - Going to lunch
- ❑ Contact the CMCSS District RN and Principal if:
 - You have an urgent/emergent health condition of a student or staff member
 - You are calling “911” or sending someone to the hospital ER
 - You have a suspected case of abuse or neglect
 - You have a guardian who has a complaint or is upset/aggressive
- ❑ Contact the CMCSS Nurse District RN if:
 - You have a medication error
 - You have a clinical question/concern
 - You need clarification of a policy, state law, or nurse practice act