

The Handbook on Handbooks

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Agenda

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Optimal School Health Consulting



Introduction- Handbook blueprint Drafted from Show me School Health Website, with Special acknowledgement to Marge Cole, Robin Waller and others . See sample Hand book.

In the complicated world of school nursing time is everything, and managing your time is even more essential. Wouldn't it be nice to have a handbook with the latest policies, procedures, and emergency protocols at your fingertips. Especially when new school nurses are starting and there is no specific person to call and ask "That" question to. Here we can make our jobs a little easier to navigate and provide uniform care to all students in our districts. Presenting The School Health Manual.

Description

A comprehensive school health manual is an essential tool for providing consistent, legally compliant, and high-quality health services in an educational setting. This workshop is designed to equip school nurses and administrators with practical steps and resources needed to create or update their districts health services manual. We will cover the entire process, from gathering essential resources and obtaining stakeholder input to drafting policies that align with local, state, and national guidelines including MASN and NASN school nursing practice framework and the CDC's Whole school, Whole community, Whole child (WSCC) model.



1. Identify the key components and content areas required for your comprehensive school health manual.
2. Gather relevant local, state, and national regulations and best practice guidelines to inform policy development.
3. Engage key stateholders (administrators, school physicians, parents, and staff)
4. Outline a plan for annual review, implementation, and evaluation of the school health services manual to ensure ongoing relevance and compliance.



The “what” and the “why”



Purpose: providing guidance, ensuring consistency, reducing liability, aligning with educational outcomes



Review of relevant frameworks

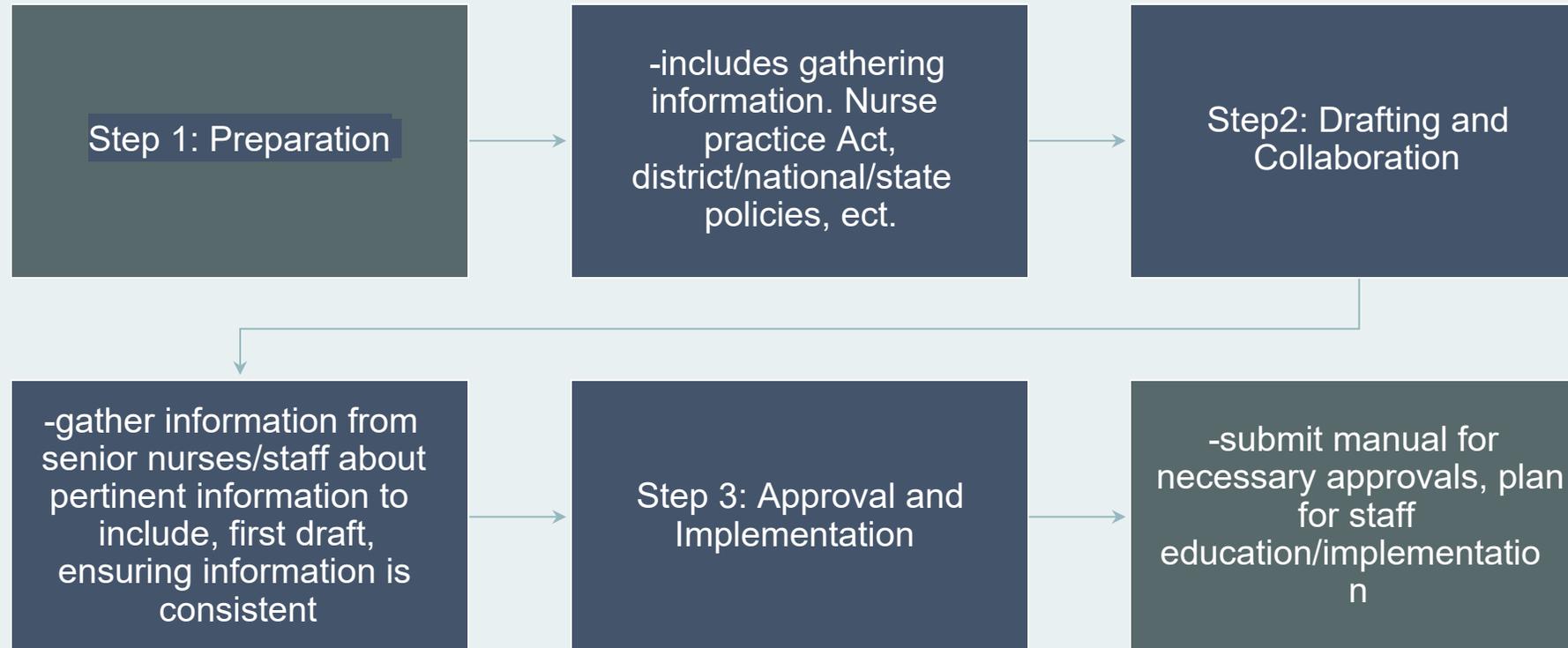


MASN toolkit



https://www.missourischoolnurses.org/content.aspx?page_id=22&club_id=397751&module_id=719341

Manual Creation Process



Core sections

This is where you determine what information will be presented under what topic.

Topics can include:

- Role and responsibilities of school nurse
- Documentation
- Daily clinic operations
- Immunizations

make it more impactful and memorable.

- Medication administration
- Policies and procedures
- Chronic condition management
- Emergency preparedness

Emergency and Safety Protocols

Medical Routines, Emergencies, and First Aid



Emergency Protocols and procedures
(EpiPen, inhalers, Narcan, etc.)



Communicable disease action plan/response



Disaster and lockdown procedures

Forms and documentation



Forms to include in your handbook could include:

- medication authorization forms
- Care plans/action plans
- Incident/injury reports
- HIPPA forms
- FERPA guidance

Final tips & takeaways

- Other considerations can include providing resources, especially if a large population has limited resources
 - Community resources and referrals
- Cultural resources/family engagement
 - Have resources that cater to non **-English** speaking communities
- Health education resources
 - Aim for seamless, professional delivery

Writing tips:

-Use clear language, try not to use abbreviations (Laymans terms)

-keep it organized, yet simple. Use simple headings. Provide checklist if applicable.

-have quick reference sheets when applicable for easy reference

-keep formatting consistent

Review and Implement



Take a final look at material to see if it makes sense .



Have another set of eyes look over it for errors and ease of flow.



Add color, graphics as applicable. You don't want it to look boring



Add your school seal to cover

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