

Policy and Procedure Manual Table of Contents

The following topics may be considered as a framework for a health services policy and procedure manual. This list is not all inclusive, but helps to give ideas about what might be included.

1. Nursing Practice
 - a. [School Nursing Standards](#)
 - b. [Minnesota Nurse Practice Act](#)
 - c. [Licensure](#)
 - d. [Delegation](#) and [Assignment](#)
2. Communicable Disease
 - a. Immunizations
 - b. Infectious Disease and Infection Control
 - c. Resource: [Infectious Disease in the Child Care Setting and Schools](#)
 - d. Standard Precautions
 - e. Reportable Diseases
 - f. Sanitation and Disinfection
 - g. Prevention and Transmission
3. Care of Acute Illness & Injury
 - a. First Aid
 - b. CPR
 - c. AED
 - d. Incident and Injury Reports
 - e. [Head Lice](#)
 - f. *May consider stock epinephrine autoinjector
4. Chronic Illness Assessment and Management
 - a. Individual Health Plans (IHP)
 - b. Emergency Care Plans (ECP)
 - c. Special procedures or treatments
 - d. 504 Plans
5. Medication Administration
 - a. Policy
 - b. Procedure for administration
 - c. Training and Delegation
6. Records and Documentation
 - a. Annual health summary
 - b. FERPA
 - c. HIPAA
 - d. Minnesota Data Privacy

- e. Student Encounters
 - f. Electronic files
 - g. Record Retention
7. Special Education
- a. Individual Education Program (IEP) Plan
 - b. Third Party Reimbursement
 - c. PCA Supervision
8. Child Abuse and Neglect
- a. [Mandated Reporting](#)
9. Screening Programs
- a. Early Childhood Screening
 - b. Hearing and Vision Screening
 - c. BMI Screening
 - d. Scoliosis Screening