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