School Nurses’ 504 Flowsheet

- **Non-Emergent Health Need Identified**
  - Parent
  - Student
  - School Staff

- **Parent Provides**
  - Medical Management Plan (MMP)
  - Medication Administration Authorization (MAA)

- Building administrator Identifies and designates school personnel to be trained

- DSP arranges school-based training

- School-based health care team participates in skill-based training

- Ensure that all forms are appropriately signed

- DSP establishes student specific health and medication records

- DSP distributes MMP and/or MAA to school-based Health Care Team members

- DSP provides care to student as outlined in MMP and/or MAA

- Maintain regular communication among School Based Health Care Team

- Inform parent in the event of
  - Non-urgent unexpected response to care
  - Error in care

- If unexpected response or error, follow
  - MMP
  - Emergency Care Plan (ECP)
  - School Policy
  - *Call 911 when necessary*

- Update MMP MAA and training annually or as necessary

- Identify concern regarding student academic achievement

- Refer the student using Student Support Team/Child Study Team Referral Form

- Decide whether to evaluate the student

- Inform parents/guardians and gain consent using Notice of Action/Consent and Notice of Rights Form

- Evaluate the student

- Determine Student Eligibility
  - Complete Eligibility Determination Form

- Develop Section 504 Plan for student if deemed necessary
  - Provide parents/guardians Notice of Action/Consent and Notice of Rights Form and copy of 504 Plan
  - Obtain consent for initial placement

- Annually review the student’s 504 Plan and periodically re-evaluate the student