

A Well-Stocked Health Office

Legal requirements for School Health Services Office space in New Hampshire.

Ed 321.12 Standards for Support Space

(c) The following standards shall apply in schools that have a school nurse:

(1) The nurse shall be provided with:

- a. Exclusive administrative space;
- b. A waiting area;
- c. Space for examining patients that includes a sink with hot and cold water;
- d. Secure dry and refrigerated storage for medications; and
- e. A patient isolation area which includes one cot for every 200 pupils in the design capacity;

(2) A separate restroom shall be provided which meets current accessibility requirements; and

(3) The minimum size of the nurse suite shall be 625 square feet for schools with a design capacity greater than 750 pupils. The minimum size of the nurse suite for schools with a design capacity of 750 pupils or less shall be 300 square feet.

Recommended Facilities for the School Health Services Office

- Adequate private rest areas with beds/cots (preferably with washable surfaces) and blankets, sheets, pillows, and pillowcases
- Clock with a second hand
- Computer
- File cabinet or drawer with lock for confidential medical information
- First-aid station with washable counter tops and storage areas
- Laundry receptacle
- Locked storage for medication
- Physical layout that allows for individual privacy, has adequate lighting and ventilation, and is reserved for health purposes only
- Refrigerator for storage of medication, cold packs, juice, etc.
- Soap dispenser adjacent to all sinks
- Paper towel holders adjacent to all sinks
- Sharps container for disposal of hazardous medical waste
- Space to safely store personal equipment such as a nebulizer or oxygen cylinder
- Telephone and writing surface that allows the nurse to view patient areas
- Trash receptacle

Suggested Equipment

- AED (preferably in a location that can be accessed by all)
- Bandage and trauma scissors
- Crutches
- Flashlight or pen light with extra bulbs and batteries
- Glucose monitoring device
- Magnifying glass
- Manual resuscitation bag
- Mouth-to-mask resuscitator with 1-way valve
- Oto/ophthalmoscope
- Oxygen tank
- Physician's scale with height rod
- Portable first-aid kit
- Pure tone audiometer
- Ring cutter
- Safety goggles
- Sphygmomanometer (calibrated annually) and appropriate cuff sizes
- Stethoscope
- Stretcher
- Thermometer
- Tweezers
- Vision testing machine
- Wheelchair

Suggested Supplies

- Ace wrap
- Acetaminophen
- Albuterol
- Bacitracin or other antimicrobial ointment
- Basins

- Bandages, self adhesive (various sizes)
- Benadryl
- Betadine or other antiseptic wash
- Cold packs
- Cotton-tip applicators
- Cotton balls
- Cough drops
- Dental wax
- Disinfectant for surfaces/spills
- Disposable diapers (may be used for compression);
- Disposable gowns
- Epi-pen
- Eye pads
- Gauze, various size pads and rolls
- Gloves, preferably latex-free
- Glucose
- Health office forms (logs, medical sheets, accident reports, state forms, etc.)
- Hot packs
- Ibuprofen
- Irrigation solution
- Juices
- Masks
- Neck immobilizers
- Paper cups
- Paper towels
- Plastic bags
- Red bag for hazardous waste
- Safety pins
- Salt-supplemented drinks (Gatorade)
- Sanitary pads (may be used for compression)
- Slings
- Splints, various lengths

- Surgi-pads/ABD pads
- Tape, hypoallergenic (different widths)
- Tissues
- Tongue depressors
- Triangular bandages
- Washcloths and towels

Suggested Items for a First Aid Kit

- Adhesive bandage tape
- Alcohol wipes or antiseptic
- Cold pack
- Disposable gloves, Box of non-porous
- Eye dressing
- Flexible roller gauze
- Safety pins
- Scissors
- Sealable plastic bags for soiled materials
- Small splints
- Sterile gauze squares
- Thermometer
- Triangular bandages