

*Balboa Park Program OCILE
School Nurse
Timeline & Checklist*



**All paperwork to be returned to
Balboa Park Program by:**

Contact Info:

Administrator: Tina Chin
Secretary: Rosemary Orduño
Nurse: Diane Burye

Participation Date: _____

Phone: 619-293-4459
Fax: 619-686-6780
Website: www.sandi.net/balboapark

8 weeks before:

- OCILE packet** is sent to sites. Make sure school secretary reviews packet and follows instructions.
- Meet with Secretary/Coordinator, and All Teachers attending** to review packet, timelines and paperwork.
- Log on to website at www.sandi.net/balboapark

6 weeks before:

Permission Slips/ Medical Authorization, Health Concerns/ Special Needs

- Review school's **Health Concerns List** either from previous year, current year or from computer health alert statements.
- Review list of **students in Special Education** from your OCILE Coordinator.

5 weeks before:

Update Health Concerns, Review Permission Slips/ Medical Authorization

- Update existing **OCILE Health Concerns List**. Include students with special diets, allergies to food, milk, bees; diabetics; walking limitations (students walk 3-4 miles, must wear shoes not sandals); Special Education students, behavior issues, running away, etc. Water bottles: Include on the list students who need water for **medical reasons only**. Frequent stops are made during the day for drinks at water fountains. Water bottles are not allowed in the museums.
- Review **Special Needs** forms received from teachers, resource teachers, and counselors. Return to OCILE Coordinator.
- Contact parents** as needed to update **Health Concerns List**.
- Send out **Asthma Letters**. Medication should be sent for students, even if they do not routinely use it at school.
- Bee venom allergy: Students **must** bring their bee sting medication recommended for them by doctor, e.g., Benadryl or Epi-pen. There is always the possibility that a student might be stung. Contact parent if bee/insect allergy. Include a copy of the **Physician's Recommendation for Medication** form.
- If **liquid medication** is needed, e.g. Benadryl, ask parents to obtain and send a small bottle or chewable tablets since the medication is carried all day by the Balboa Park leader.
- All **Permission Slip/Medical Authorization Forms** must be reviewed and **signed or initialed by nurse**. Return them to the OCILE coordinator when finished.

3 weeks before

Submit all forms to the OCILE Coordinator who will forward them to the Balboa Park Program

- Turn in **Health Concerns List** to OCILE Coordinator. Write “none” if no students are listed.
- Fax any updates, changes, last minute emergency information to Balboa Park Program as soon as you receive it. Before sending, please notate and date any changes. (619)686-6780.
- Existing list may be attached to the **Health Concerns List**. Avoid duplicating information.
- For students with limited walking capacity, arrange for an adult from the site (aide, parent) to push the wheelchair for students who cannot walk 3-4 miles – call Balboa Park Program to reserve a wheelchair if needed. Students may not push wheelchairs.
- Phone or fax changes/updated information to the Balboa Park Program nurse.**
- Special diets for students, while at Balboa Park, must be arranged through your school cafeteria. Students with food allergies (who are not on a special cafeteria diet) or vegetarian students should bring a lunch from home. Students with dairy intolerance will receive juice if notated on the **Health Concerns List**.
- Fax Physician Recommendation for Medication order** for daily medications, as needed medications and emergency medications such as Benedryl, Epi-pen, and Glucagon.
- Diabetic Students:** Copy and send **physician order** and **algorithm** for diabetic students. Due to increased physical activity, students should bring extra snacks. A fanny pack may be used. Send enough supplies for the week.

1 week before

Please remember

- Phone or fax changes/updated information to the Balboa Park Program nurse.** Notate and date any changes.
- Prepare **Medication Form** to attach to envelope with medications. Assign a teacher to carry envelope to and from Balboa Park Program.
- Label **inhalers** with name, dose, and school. Make sure inhaler has enough medication for the week.
- Label **daily medications** with student name, medication name, dose, time medication is to be taken, and school name. Send only enough daily medication for the week. Divide doses into individual envelopes, one dose per envelope. Include a copy of the **Physician’s Recommendation for Medication** form.
- Copy and send **Asthma Letters** from parents in medication envelope. This is optional if Health Concerns List has current information.

First Day of Participation

- Give **medication envelope** to a participating teacher to bring to the program.
- Phone: 619-293-4459** or Fax: **619-686-6780** with any additional information.