



RED CLAY CONSOLIDATED SCHOOL DISTRICT  
**ADMINISTRATIVE MEMORANDUM**

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No NURSE AVAILABLE IN THE SCHOOL BUILDING | 3001.8

If the school nurse is out, the substitute nurse caller will attempt to get a substitute nurse for the building. Resources include District substitute nurses and agency nurses. If no nurse is available, the sub caller will convey this information to the administrative representative. The District administrator will make arrangements for a nurse from a building with more than one nurse to cover the school, or will provide partial coverage utilizing a nurse from a nearby school for administering medications and treatments.

If a nurse must cover another school as well as the nurse's own building, the nurse will go to the school to administer medications and treatments only, since the nurse is ultimately responsible for students in the nurse's own building. The building staff may need to be available to the nurse to expedite the nurse's care of students. The building administrator will notify parents/guardians of ill or injured children so that the parent/guardian can decide on appropriate care. Emergencies will be handled by calling for emergency medical services (911).

Questions about the information contained in this administrative memorandum should be directed to the Office of Federal Programs.