

January 18, 2022

The Encore Jr./Sr. High School health office provides services to students that include administering first aid, caring for students with acute/chronic illnesses, and scheduling health screenings and assessments. The Health office also takes part in the Emergency Disaster team and ensures the school has adequate supplies in case of a disaster. This year the Health Office has a new location. It is now in the G building with counseling and discipline. The Health office has been providing support and working in conjunction with the counselors and administration by assisting with student needs and flow of student traffic.

Below you will find an outline of the services being provided so far for the 2021/2022 school year.

### **2021/2022 School Year**

September 2021 - January 2022

- Organizing and setting up the new Health office
- Entering emergency cards and immunization records into Aeries
- Sending letters and calling parents that are missing immunization records and emergency cards
- Preparing the annual state immunization report
- Updating and maintaining health records
- Organizing and ordering supplies
- Updating and distributing emergency disaster plan envelopes
- Replenishing first aid kits
- Coordinated State Vision/Hearing/Scoliosis testing
- AED machines checked
- Cleaning out old/expired supplies from first aid cabinets and backpacks
- Recording and reporting to administration students that are positive with covid
- Attending to students with first aid and medical needs
- Responding to emergencies and writing reports of 911 calls
- Notifying parents of and enforcing covid protocols
- Assisting counseling and discipline receptionist
- Assisting front office with overflow phone calls