

RENO COUNTY HEALTH DEPARTMENT

ENVIRONMENTAL HEALTH

SCHOOL INSPECTION PROCEDURE

GENERAL INFORMATION:

Schools generally are in nearly continuous use by people of various ages and degrees of health. A school provides services to students and staff that include food, water, sanitation, shelter and even skill training. School buildings and ground should be periodically evaluated as directed by Kansas Statute #65-202, which states in part "The local Health Officer shall upon the opening of the fall term of school, make or have made a sanitary inspection of each school building and grounds, and shall make or have made such additional inspections thereof as are necessary to protect the public health of the students of the school. "

OBJECTIVES:

- A. To inspect each school building and grounds, public or private, on an annual basis,
- B. Establish a uniform method of inspection and follow up.
- C. Identify, upon inspection, items or conditions that may be unsanitary or at variance with public health standards and provide reports of findings to school officials.
- D. Provide information and act as an advisory resource to schools.

ANNUAL INSPECTION PROCEDURE:

- A. Inspections will be carried out by the Health Officer/ designee,
 1. Each school building and its ground will be inspected between August and December.
 2. Staff will use the provided school inspection forms. (See Attached Inspection Form) The inspector may note any observation made which in the inspector's opinion may constitute a safety hazard to the occupants of the school building or grounds.
 3. The inspector should be accompanied by a member of the school or district staff while on the premises.
 4. The inspector may ask for copies of water tests, and to see the current fire, food, boiler and asbestos certificates.
 5. All public health violations shall be reviewed with the school staff and school staff will sign the inspection report.
 6. EH Staff will note on the report of the schools intentions to fix issues.
 7. EH staff will collect an email to direct the reports to.
- B. Schools may request an appointment for the annual sanitation inspection.
- C. If any gross and unsanitary conditions are found that is affecting a large amount to the schools population. EH staff will notify the Health Officer immediately.

INTERNAL PROCEDURE OF ROUTING INSPECTION REPORTS-The inspector will review the inspection report with their immediate Supervisor of the Environmental Health Staff,

- a. The inspection form shall be reviewed and signed by Health Officer/ Designee.
- b. Copies shall be disbursed to the following: Health Department file, Unified School District Office, and Principal of the school.

FOLLOW UP INSPECTION- As decided by Health Officer/Designee

The inspector shall complete the provided inspection form on a follow-up inspection. The Environmental Health Staff shall provide for a follow up inspection under circumstances wherein sanitation and public health violations were cited in the inspection report. The Environmental Staff will correspond with the proper school official for all follow up-inspections that is appropriate for the correction of the issue.

Follow -up procedures following completion of inspection may include:

- a. A return visit by the Health Department staff or a letter wrote to the Principal and Superintendent.
- b. Referral to local or state fire safety, health or education officials, as needed.
- c. Referral to other agencies whose interests may be determined at time of inspection, as needed.

Prepared by: *Rosy Boye* 10-27-15
ENVIRONMENTAL HEALTH COORDINATOR DATE

Approved by: *Mary Hammes* 10-27-15
ASSISTANT DIRECTOR DATE

Approved by: *[Signature]* 10/27/15
HEALTH OFFICER/DIRECTOR DATE

Revised from "Reno County Health Department School Inspection Protocol, Jan. 13th, 1989"

References: Article 2 – Local Boards of Health Clinics KSA#65-202- Same; oath and bond of local health officers, duties and compensations; employment of additional personnel; removal from office; criminal penalties.