



Health Office Design Guidance

Pre-Design

A representative from Health Related Services (Elizabeth Zeno) should be on the stakeholder group if the project includes a design or changes to the school health office. The school based nurse may be consulted but the Director of Nursing shall have input into the design of the health office in the school. The Director of Nursing shall be consulted at the DD level of drawings. This should be a one on one meeting to explain the current DD documents and designs and gather input on design changes to be implemented before CD. Furniture selection and location will require input from the Director of Nursing.

General Design Guidance:

- Separate office space should be provided within the health office for private conversations and confidential assessments conducted by the school nurse. The space shall be furnished, with a desk, phone, internet connection, and 2 chairs. School nurse should be able to see the waiting area, medication area, cots and health assistant desk from their desk in the private space. If the space plan cannot accommodate a private area, provide options (other than conference rooms) that meet the needs for private conversations with individuals or on the phone.
- Within the health office, there must be two work stations and the space sized for student use and flow. The design team should determine the appropriate flow of students for each health office design. Many schools can have a daily flow of 30 to 50 students accessing the health office.
 - One of the work stations should be positioned as first point of contact for students. The design team shall consider the high traffic flow from first point of contact to medication cabinets, refrigerator, sink and cots. Obstacles or complex flow routes shall be avoided in the design.
- Health office work flow considerations
 - High traffic areas are from health office door to medication cabinet, sink, work stations, waiting area chairs, bathroom, cots, refrigerator.
 - Since many medications and treatments happen during busy lunch periods, the room must have capacity for a minimum of six students at a time with two staff.

- There must be room for an adult size wheelchair to maneuver around the health office after all of the furniture is in place.
- Because of HIPAA privacy laws, staff desks should not face the wall (potential for students and staff to see private health information on the computer screen). The desks should face into the room. The health staff person's back cannot be towards the door because they need to be able to see people entering the health office.
- Bathroom within the health office suite with a toilet and a sink.
 - The health office bathroom does not have to be handicap accessible if there is another handicap accessible bathroom nearby.
 - Showers are NOT NEEDED in health office bathrooms
 - Upper cabinet in the bathroom for menstrual supplies is extremely helpful, or tall cabinet with multiple shelves.
- Counters and cabinets
 - Clean sink in the health office (separate from the dirty sink in the bathroom). Sink built into counter is much more efficient use of space than a stand alone sink. No more than 2 sinks are needed within a health office suite.
 - Eyewash function on the sink would be extremely helpful.
 - Ample counter space for notebooks, equipment, medication boxes, etc. with cabinets underneath for storage
 - Upper cabinets above the sink must be hung high enough to leave space for a paper towel dispenser and soap dispenser close to the sink. Cabinets above the sink can be higher than surrounding cabinets.
 - Upper shelf of upper cabinets must be low enough to be reached by someone 5'5" tall.
 - Space under counter for small refrigerator with freezer compartment.
- Space in a well-lit area where vision screening can be done. This can be incorporated into the rest of the space. Typically 10 feet clear space.
- Space shall utilize dimmable LED lighting. Consider color changing bulbs above cots.
- Space for a wall-mounted stadiometer (to measure height) and scale (to measure weight)
- Cot area
 - Room for a minimum of two cots. Depending on the use of the area, three cots may be requested.
 - Designer to consider sight lines from the staff desks to the cot area.
 - Dimmable lights above each cot.
 - Privacy curtains for each cot area should be installed when the area has been reviewed by the nurse (preferably after furniture placement). Adjustments may be needed for a functional office.
- Designer shall consider a designated treatment away from sick students. Treatment area should have a privacy curtain, chair, small desk, coat hook on the wall (for hanging feeding bags), and electrical outlet.
- Designer shall consider health office placement near or adjacent to the main office if possible and with close access to copy machine and fax.
- Designer shall consider options for natural light in the health office area.

- Vinyl composition tile floor or similar is required. No carpet is permitted in the Health office.

Equipment/furniture:

- Designer shall provide locking medication cabinets/drawers (preferably all upper cabinets). The medicine cabinet in the health office must have a unique key.
- Refrigerator with freezer compartment. Under counter refrigerator is acceptable. Refrigerator must be lockable or have locked compartment in it. Tall refrigerator if provided must not extend beyond the countertop depth. Ice maker integral to refrigerator is optimal. Ice is used frequently in the Health office.
- 2 portable work stations/desks (preferably on lockable wheels) with built-in locking file cabinets for confidential health files. Health files can also be stored in built in cabinets but must be lockable
- 2 desk chairs on wheels
- 3 or more student chairs (no wheels)
- 1-2 small table(s) between cots
- Tall storage cabinet that locks
- Paper towel dispenser and soap dispenser next to the clean sink.
- Scale and stadia for height and weight measurements
- Optional items that should be considered depending on location
 - Changing table in the Health Office bathroom
 - Small storage silo in the Health Office bathroom
 - Ice maker (counter top model)
 - Small Microwave (for hot packs)

Outlets and computer /phone jacks:

- 2 computer/phone jacks on wall closest to wherever each desk is (2 different walls) with 2 different phones (each with an outside line). Designer shall consider wireless hub in health office in lieu of computer jacks.
- At least 1 electric outlet next to each of the phone jacks.
- Preferred wall outlets
 - 1 for refrigerator (lower outlet)
 - 1 ice maker (upper outlet) if not integral to refrigerator
 - 1 for microwave (upper outlet)
 - 1 for general use on each wall in health office
 - 1 outlet by sink
 - 1 outlet between cots
- Dimmer switches for above each cot
- Dimmer switch for office