

Internal Audit Department
Summary of Nurse Reviews
School Year 2018-2019



Savannah-Chatham County Public School System

Table of Contents

Page Number

Executive Summary pg. 1

Objectives, Scope, Methodology, and Background..... pg. 2-3

Appendices

- Coastal Georgia Comprehensive Academy pg. 4-5
- Coastal Middle School..... pg. 6-7
- East Broad Street School..... pg. 8-9
- Charles Ellis Montessori Academy..... pg. 10-11
- Garden City Elementary School..... pg. 12-13
- Esther F. Garrison School for the Arts..... pg. 14-15
- Georgetown K8 School..... pg. 16-17
- Hodge Elementary School..... pg. 18-19
- Isle of Hope K8 School..... pg. 20-21
- Jenkins High School..... pg. 22-23
- Mercer Middle School..... pg. 24-25
- Port Wentworth Elementary School..... pg. 26-27
- Pulaski Elementary School..... pg. 28-29
- Rice Creek School..... pg. 30-31
- Shuman Elementary School..... pg. 32-33
- West Chatham Elementary School..... pg. 34-35
- White Bluff Elementary School..... pg. 36-37
- Williams Elementary School..... pg. 38-39
- Windsor Forest Elementary School..... pg. 40-41

Executive Summary

The Internal Audit Department has completed Nurse Reviews at 19 schools. The scope for the Nurse Reviews were from August 2018 – October 2018.

School Name	Findings
Coastal Georgia Comprehensive Academy	None
Coastal Middle School	Health Plans Not on File
East Broad Street School	List of Certified Staff Not on File
Charles Ellis Montessori Academy	None
Garden City Elementary School	None
Garrison School for the Arts	Controlled Medications Not Locked
Georgetown K8 School	Controlled Medications Not Locked
Hodge Elementary School	None
Isle of Hope K8 School	Controlled Medications Not Locked Personal Food Contained in Refrigerator
Jenkins High School	None
Mercer Middle School	Controlled Medications Not Locked
Port Wentworth Elementary School	Authorization to Give Medication at School Form Not Completed
Pulaski Elementary School	Controlled Medications Not Locked List of Certified Staff Not on File Authorization to Give Medication at School Form Not Completed
Rice Creek School	Personal Food Contained in Refrigerator; Authorization to Give Medication at School Form Not Completed
Shuman Elementary School	None
West Chatham Elementary School	List of Certified Staff Not on File
White Bluff Elementary School	None
Williams Elementary School	None
Windsor Forest Elementary School	Authorization to Give Medication at School Form Not Completed

Objectives, Scope and Methodology

- The objectives of the reviews were to test internal controls performed by the School Nurse at designated schools, and to provide the principal with feedback on how to strengthen controls based on findings.
- In addition, this report will serve as a resource to the District’s Lead Nurse for developing uniform procedures within the District.
- The procedures for the reviews included a review of written policies and procedures, school clinic observations, and sampling documentation for compliance by reviewing supporting documentation and electronic records.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Background

Nurse Reviews are conducted each time a principal is assigned to a different school. Internal Audit may schedule the reviews at schools when the leadership has not changed. The goal is to review each school at least once every three years. This assures principals and Central Office administrators that internal controls continue to work as designed for new and established principals.

Internal Control Questionnaire

Internal controls help establish accountability and provide feedback to managers on whether operations are working as expected. Controls are not meant to identify individuals not following procedures, but rather a check to ensure that policies and procedures are being complied with. Because internal controls involve specific procedures for tasks, a system of internal controls should be a part of making the work smoother for all parties. Although some employees may feel that internal controls are restrictive, controls are actually tools to help ensure that organizational objectives are met. When internal controls are not functioning as intended, there is an increase in the risk of not meeting organizational objectives. Resources may be wasted as a result.

Internal control failures often result in employees having to spend unnecessary time in order to correct a problem; they may also result in violations of law or regulations that jeopardize State, Federal, or other funds. They may also undermine the District’s ability to serve its students.

Everyone in an organization has some responsibility for internal controls, but an organization’s leaders are ultimately responsible and must assume “ownership” of the internal controls for their area of responsibility.

Internal Audit has developed a list of questions to assess the internal control environment in a school. When there is a change in principal at a school, it is particularly important to assess whether the internal controls for key business processes function as they should, and whether the internal control environment – the attitude about internal controls – at the school site is as strong as it should be. This assessment will help the leadership at the school site determine whether changes are needed in order to effectively

manage the business processes. The Internal Auditor and the principal at the beginning of each initial Business Process Review complete the Internal Control Questionnaire (ICQ) jointly.

School Nurses

“School nursing, a specialized practice of public health nursing, protects and promotes student health, facilitates normal development, and advances academic success. School nurses, grounded in ethical and evidence-based practice, are the leaders that bridge health care and education, provide care coordination, advocate for quality student-centered care, and collaborate to design systems that allow individuals and communities to develop their full potentials.” As approved by the NASN Board of Directors June 2016.



SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION
Internal Audit Department
208 Bull Street, Room 310
Savannah, GA 31401

Steven Derr, Principal
Coastal Georgia Comprehensive Academy
2001 Cynthia Street
Savannah, GA 31415

Dear Mr. Derr,

Internal Audit has completed a Business Process Review for Coastal Georgia Comprehensive Academy. The purpose of this letter is to document the results of the review of the procedures performed by your School Nurse.

Review Objectives

The objectives of the review were to test internal controls over processes performed by the School Nurse at Coastal Georgia Comprehensive Academy, and to provide the principal with feedback of our findings.

Scope of Review

This review was completed with a site visit to the school on September 12, 2018. We conducted observations of your school health clinic and documentation located on site for the administration of medication to your students.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Results of Review and Opinion

Internal Audit has provided the results of the review. Internal Audit appreciates the assistance and support provided by the principal and the staff at Coastal Georgia Comprehensive Academy in completing this review.

Sincerely,
Senior Director, Internal Audit

Coastal Georgia Comprehensive Academy
Business Process Review
September 2018

RESULTS OF REVIEW

The results of the School Nurse Review at Coastal Georgia Comprehensive Academy are described below for each area reviewed.

School Nurse

Internal Audit conducted walkthrough observations and reviewed documentation for compliance with Board Policy and Regulations. Internal Audit found all the observations and documentation followed District guidelines.

Internal controls in this area appear to be functioning appropriately; therefore, we have no recommendations.



SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION
Internal Audit Department
208 Bull Street, Room 310
Savannah, GA 31401

Allison Schuster-Jones, Principal
Coastal Middle School
4595 US Highway 80 East
Savannah, GA 31410

Dear Ms. Schuster-Jones,

Internal Audit has completed a Business Process Review for Coastal Middle School. The purpose of this letter is to document the results of the review of your School Nurse.

Review Objectives

The objectives of the review were to test internal controls over processes performed by the School Nurse at Coastal Middle School, and to provide the principal with feedback of our findings.

Scope of Review

This review was completed with a site visit to the school on August 13, 2018. We conducted observations of your school health clinic and documentation located on site for the administration of medication to your students.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Results of Review and Opinion

Internal Audit has provided the results of the review and included information that the administration provided regarding the actions take or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit appreciates the assistance and support provided by the principal and the staff at Coastal Middle School in completing this review.

Sincerely,
Senior Director, Internal Audit

Coastal Middle School
Business Process Review
August 2018

RESULTS OF REVIEW

The results of the School Nurse Review at Coastal Middle School are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

School Nurse

Internal Audit conducted walkthrough observations and reviewed documentation for compliance with Board Policy and Regulations. Internal Audit found the following:

- One student did not have a signed Diabetic plan on file as required by Georgia State Law, O.C.G.A § 20-2-779.

Georgia State Law, O.C.G.A § 20-2-779, requires schools to have a written Diabetes Medical Management Plan (DMMP). It must be completed by the student's physician or legally authorized designee. The parent must sign the plan and physician before treatment can be administered by the school nurse or by the trained diabetes personnel.

Recommendation(s):

- Diabetic plans need to be on file and signed by the appropriate approvals before administration of medication and/or disbursement of foods are given.

Actions Taken or To Be Taken

- *The parent has been provided with the DMMP and has scheduled an appointment with the doctor to have it completed. If the paperwork is not returned this month, our school social worker will assist.*



SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION
Internal Audit Department
208 Bull Street, Room 310
Savannah, GA 31401

Erica Swindell-Foster, Principal
East Broad Street School
400 East Broad Street
Savannah, GA 31401

Dear Ms. Swindell-Foster,

Internal Audit has completed a Business Process Review for East Broad Street School. The purpose of this letter is to document the results of the review the procedures performed by of your School Nurse.

Review Objectives

The objectives of the review were to test internal controls over processes performed by the School Nurse at East Broad Street School, and to provide the principal with feedback of our findings.

Scope of Review

This review was completed with a site visit to the school on August 6, 2018. We conducted observations of your school health clinic and documentation located on site for the administration of medication to your students.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Results of Review and Opinion

Internal Audit has provided the results of the review and also included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit appreciates the assistance and support provided by the principal and the staff at East Broad Street School in completing this review.

Sincerely,
Senior Director, Internal Audit

East Broad Street School
Business Process Review
August 2018

RESULTS OF REVIEW

The results of the School Nurse Review at East Broad Street School are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

School Nurse

Internal Audit conducted walkthrough observations and reviewed documentation for compliance with Board Policy and Regulations. Internal Audit found the following:

- The school did not have a current list of staff members certified in First Aid and CPR for the SY18/19.

Board Regulation, JGC-R, Student Health Services states, “Students who are injured or suddenly become ill while at school will receive First Aid treatment if such treatment is deemed appropriate by the medical caregiver. If a school nurse is not available, any staff member certified in First Aid procedures can provide such medical care. A list of all staff members certified in First Aid and CPR shall be attached to the Emergency Preparedness Notebook. This document will be available in the Administrative Office of each school.”

Recommendation(s):

- The school should develop a list of all staff members who are certified in First Aid and CPR prior to the start of school to not only adhere to District Regulation but also to be prepared for any emergency at the school site.

Actions Taken or To Be Taken

- *The school did not have a current list of staff members certified in First Aid and CPR for SY18/19. The action to be taken is to acquire a list of staff members certified in First Aid and CPR for SY 18/19. This information can also be found in the Emergency Operation Plan.*



SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION
Internal Audit Department
208 Bull Street, Room 310
Savannah, GA 31401

Tanya Melville, Principal
Charles Ellis Montessori Academy
220 East 49th Street
Savannah, GA 31405

Dear Ms. Melville,

Internal Audit has completed a Business Process Review for Charles Ellis Montessori Academy. The purpose of this letter is to document the results of the review of the procedures performed by your School Nurse.

Review Objectives

The objectives of the review were to test internal controls over processes performed by the School Nurse at Charles Ellis Montessori Academy, and to provide the principal with feedback of our findings.

Scope of Review

This review was completed with a site visit to the school on August 17, 2018. We conducted observations of your school health clinic and documentation located on site for the administration of medication to your students.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Results of Review and Opinion

Internal Audit has provided the results of the review. Internal Audit appreciates the assistance and support provided by the principal and the staff at Charles Ellis Montessori Academy in completing this review.

Sincerely,
Senior Director, Internal Audit

Charles Ellis Montessori Academy
Business Process Review
August 2018

RESULTS OF REVIEW

The results of the School Nurse Review at Charles Ellis Montessori Academy are described below for each area reviewed.

School Nurse

Internal Audit conducted walkthrough observations and reviewed documentation for compliance with Board Policy and Regulations. Internal Audit found all observations and documentation followed District guidelines.

Internal controls in this area appear to be functioning appropriately; therefore, we have no recommendations.



SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION
Internal Audit Department
208 Bull Street, Room 310
Savannah, GA 31401

Rena Miller-McCullough, Principal
Garden City Elementary School
4037 Kessler Avenue
Garden City, GA 31408

Dear Ms. Miller-McCullough,

Internal Audit has completed a Business Process Review for Garden City Elementary School. The purpose of this letter is to document the results of the review of the procedures performed by your School Nurse.

Review Objectives

The objectives of the review were to test internal controls over processes performed by the School Nurse at Garden City Elementary School, and to provide the principal with feedback of our findings.

Scope of Review

This review was completed with a site visit to the school on September 18, 2018. We conducted observations of your school health clinic and documentation located on site for the administration of medication to your students.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Results of Review and Opinion

Internal Audit has provided the results of the review. Internal Audit appreciates the assistance and support provided by the principal and the staff at Garden City Elementary School in completing this review.

Sincerely,
Senior Director, Internal Audit

Garden City Elementary School
School Nurse Review
September 2018

RESULTS OF REVIEW

The results of the School Nurse Review at Garden City Elementary School are described below for each area reviewed.

School Nurse

Internal Audit conducted walkthrough observations and reviewed documentation for compliance with Board Policy and Regulations. Internal Audit found all the observations and documentation followed District guidelines.

Internal controls in this area appear to be functioning appropriately; therefore, we have no recommendations.



SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION
Internal Audit Department
208 Bull Street, Room 310
Savannah, GA 31401

James Heater, Principal
Ester F. Garrison School for the Arts
649 West Jones Street
Savannah, GA 31401

Dear Mr. Heater,

Internal Audit has completed a Business Process Review for Ester F. Garrison School for the Arts. The purpose of this letter is to document the results of the review of the procedures performed by your School Nurse.

Review Objectives

The objectives of the review were to test internal controls over processes performed by the School Nurse at Ester F. Garrison School for the Arts, and to provide the principal with feedback of our findings.

Scope of Review

This review was completed with a site visit to the school on September 4, 2018. We conducted observations of your school health clinic and documentation located on site for the administration of medication to your students.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Results of Review and Opinion

Internal Audit has provided the results of the review and included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit appreciates the assistance and support provided by the principal and the staff at Ester F. Garrison School for the Arts in completing this review.

Sincerely,
Senior Director, Internal Audit

Ester F. Garrison School for the Arts
Business Process Review
September 2018

RESULTS OF REVIEW

The results of the School Nurse Review at Ester F. Garrison School for the Arts are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

School Nurse

Internal Audit conducted walkthrough observations and reviewed documentation for compliance with Board Policy and Regulations. Internal Audit found the following:

- The controlled medications were not locked at the time of our visit.

In order to maintain compliance with FDA regulations for securing controlled medications, the District requires all medications to be in a locked cabinet when not in use by the person authorized to disburse the medication.

Recommendation(s):

- Keep all controlled medications locked in a secure location to ensure compliance with District guidance and Federal regulations.

Actions Taken or To Be Taken

- *The audit took place when our regular nurse was absent and a substitute nurse filled in for her. A meeting was conducted the following week with our nurse to reiterate the policy and ensure the controlled medications location will be secured except when medications are being dispersed. Administration has been making spot checks to ensure the controlled medications are locked except when they are being dispensed to students.*
- *The clinic has two access doors and a work request was submitted and completed ensuring access is controlled to the clinic.*



SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION
Internal Audit Department
208 Bull Street, Room 310
Savannah, GA 31401

Kelli Hamilton, Principal
Georgetown K8 School
1516 King George Blvd.
Savannah, GA 31419

Dear Ms. Hamilton,

Internal Audit has completed a Business Process Review for Georgetown K8 School. The purpose of this letter is to document the results of the review of your School Nurse.

Review Objectives

The objectives of the review were to test internal controls over processes performed by the School Nurse at Georgetown K8 School, and to provide the principal with feedback of our findings.

Scope of Review

This review was completed with a site visit to the school on August 13, 2018. We conducted observations of your school health clinic and documentation located on site for the administration of medication to your students.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Results of Review and Opinion

Internal Audit has provided the results of the review and included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit appreciates the assistance and support provided by the principal and the staff at Georgetown K8 School in completing this review.

Sincerely,
Senior Director, Internal Audit

Georgetown K8 School
Business Process Review
August 2018

RESULTS OF REVIEW

The results of the School Nurse Review at Georgetown K8 School are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

School Nurse

Internal Audit conducted walkthrough observations and reviewed documentation for compliance with Board Policy and Regulations. Internal Audit found the following:

- The controlled medications were not locked at the time of our visit.

In order to maintain compliance with FDA regulations for securing controlled medications, the District requires all medications to be in a locked cabinet when not in use by the person authorized to disburse the medication.

Recommendation(s):

- Keep all controlled medication locked in a secure location to ensure compliance with District guidance and Federal regulations.

Actions Taken or To Be Taken

- *The principal held a conference with the nurse who stated that she was not trained to keep the closet locked. She now understands the proper procedure and made necessary correction on the day of the audit.*
- *Additionally, the nurse has transferred to a different school. The substitute nurse indicated that she knew and understood all medications will be locked at all times.*



SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION
Internal Audit Department
208 Bull Street, Room 310
Savannah, GA 31401

Yvette Wells, Principal
Hodge Elementary School
975 Clinch Street
Savannah, GA 31405

Dear Dr. Wells,

Internal Audit has completed a Business Process Review for Hodge Elementary School. The purpose of this letter is to document the results of the review of the procedures performed by your School Nurse.

Review Objectives

The objectives of the review were to test internal controls over processes performed by the School Nurse at Hodge Elementary School, and to provide the principal with feedback of our findings.

Scope of Review

This review was completed with a site visit to the school on September 19, 2018. We conducted observations of your school health clinic and documentation located on site for the administration of medication to your students.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Results of Review and Opinion

Internal Audit has provided the results of the review. Internal Audit appreciates the assistance and support provided by the principal and the staff at Hodge Elementary School in completing this review.

Sincerely,
Senior Director, Internal Audit

Hodge Elementary School
Business Process Review
September 2018

RESULTS OF REVIEW

The results of the School Nurse Review at Hodge Elementary School are described below for each area reviewed.

School Nurse

Internal Audit conducted walkthrough observations and reviewed documentation for compliance with Board Policy and Regulations. Internal Audit found all observations and documentation followed District guidelines.

Internal controls in this area appear to be functioning appropriately; therefore, we have no recommendations.



SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION
Internal Audit Department
208 Bull Street, Room 310
Savannah, GA 31401

Lawrence Butler, Principal
Isle of Hope School
100 Parkersburg Road
Savannah, GA 31406

Dear Mr. Butler,

Internal Audit has completed a Business Process Review for Isle of Hope School. The purpose of this letter is to document the results of the review of the procedures performed by your School Nurse.

Review Objectives

The objectives of the review were to test internal controls over processes performed by the School Nurse at Isle of Hope School, and to provide the principal with feedback of our findings.

Scope of Review

This review was completed with a site visit to the school on August 13, 2018. We conducted observations of your school health clinic and documentation located on site for the administration of medication to your students.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Results of Review and Opinion

Internal Audit has provided the results of the review and included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit appreciates the assistance and support provided by the principal and the staff at Isle of Hope School in completing this review.

Sincerely,
Senior Director, Internal Audit

Isle of Hope School
Business Process Review
August 2018

RESULTS OF REVIEW

The results of the School Nurse Review at Isle of Hope School are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

School Nurse

Internal Audit conducted walkthrough observations and reviewed documentation for compliance with Board Policy and Regulations. Internal Audit found the following:

- The refrigerator contained personal food that was not related to the medication of students.
- The medication cabinet that contained the controlled medication was not locked.

As per the guidance from the District, refrigerators in the school clinic should be used only for storing medication of students or other food needs as required by a doctor's orders.

In order to maintain compliance with FDA regulations for securing controlled medications, the District requires all medications to be in a locked cabinet when not in use by the person authorized to disburse the medication.

Recommendation(s):

- Remove all food from the school clinic refrigerator unless needed for student's dietary order from a doctor.
- Ensure cabinets storing controlled medication are locked at all times unless retrieving medication for a student.

Actions Taken or To Be Taken

- *We purchased an additional refrigerator for the sole purpose of storing medication, so this concern was resolved immediately.*
- *The Medicine Cabinet will remain closed and locked at all times unless items are being retrieved for the purpose of administering medication to students.*



SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION
Internal Audit Department
208 Bull Street, Room 310
Savannah, GA 31401

Heather Handy, Principal
Jenkins High School
1800 East DeRenne Avenue
Savannah, GA 31406

Dear Ms. Handy,

Internal Audit has completed a Business Process Review for Jenkins High School. The purpose of this letter is to document the results of the review of the procedures performed by your School Nurse.

Review Objectives

The objectives of the review were to test internal controls over processes performed by the School Nurse at Jenkins High School, and to provide the principal with feedback of our findings.

Scope of Review

This review was completed with a site visit to the school on September 25, 2018. We conducted observations of your school health clinic and documentation located on site for the administration of medication to your students.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Results of Review and Opinion

Internal Audit has provided the results of the review. Internal Audit appreciates the assistance and support provided by the principal and the staff at Jenkins High School in completing this review.

Sincerely,
Senior Director, Internal Audit

Jenkins High School
Business Process Review
September 2018

RESULTS OF REVIEW

The results of the School Nurse Review at Jenkins High School are described below for each area reviewed.

School Nurse

Internal Audit conducted walkthrough observations and reviewed documentation for compliance with Board Policy and Regulations. Internal Audit found all observations and documentation followed District guidelines.

Internal controls in this area appear to be functioning appropriately; therefore, we have no recommendations.



SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION
Internal Audit Department
208 Bull Street, Room 310
Savannah, GA 31401

Christian Pantin, Principal
Mercer Middle School
2001 Rommel Avenue
Savannah, GA 31408

Dear Dr. Pantin,

Internal Audit has completed a Business Process Review for Mercer Middle School. The purpose of this letter is to document the results of the review of your School Nurse.

Review Objectives

The objectives of the review were to test internal controls over processes performed by the School Nurse at Mercer Middle School, and to provide the principal with feedback of our findings.

Scope of Review

This review was completed with a site visit to the school on September 17, 2018. We conducted observations of your school health clinic and documentation located on site for the administration of medication to your students.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Results of Review and Opinion

Internal Audit has provided the results of the review and included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit appreciates the assistance and support provided by the principal and the staff at Mercer Middle School in completing this review.

Sincerely,
Senior Director, Internal Audit

Mercer Middle School
Business Process Review
September 2018

RESULTS OF REVIEW

The results of the School Nurse Review at Mercer Middle School are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

School Nurse

Internal Audit conducted walkthrough observations and reviewed documentation for compliance with Board Policy and Regulations. Internal Audit found the following:

- The controlled medications were not locked at the time of our visit.

In order to maintain compliance with FDA regulations for securing controlled medications, the District requires all medications to be in a locked cabinet when not in use by the person authorized to disburse the medication.

Recommendation(s):

- Keep all controlled medications locked in a secure location to ensure compliance with District guidance and Federal regulations.

Actions Taken or To Be Taken

- *On the afternoon of September 17, 2018, I conducted a debrief meeting with the School Nurse to discuss the importance of ensuring that all controlled medications are consistently locked and secured in the storage area.*
- *Frequent unannounced checks are being conducted to ensure that we are in compliance with securing the controlled medications in the nurse's office.*
- *All back-up school nurses received communication pertaining to the importance of ensuring that all controlled medications are locked and secured in the storage area.*



SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION
Internal Audit Department
208 Bull Street, Room 310
Savannah, GA 31401

Tamika Wright, Principal
Port Wentworth Elementary School
507 South Coastal Highway
Port Wentworth, GA 31407

Dear Ms. Wright,

Internal Audit has completed a Business Process Review for Port Wentworth Elementary School. The purpose of this letter is to document the results of the review of the procedures performed by your School Nurse.

Review Objectives

The objectives of the review were to test internal controls over processes performed by the School Nurse at Port Wentworth Elementary School, and to provide the principal with feedback of our findings.

Scope of Review

This review was completed with a site visit to the school on September 11, 2018. We conducted observations of your school health clinic and documentation located on site for the administration of medication to your students.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Results of Review and Opinion

Internal Audit has provided the results of the review and included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit appreciates the assistance and support provided by the principal and the staff at Port Wentworth Elementary School in completing this review.

Sincerely,
Senior Director, Internal Audit

Port Wentworth Elementary School
Business Process Review
September 2018

RESULTS OF REVIEW

The results of the School Nurse Review at Port Wentworth Elementary School are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

School Nurse

Internal Audit conducted walkthrough observations and reviewed documentation for compliance with Board Policy and Regulations. Internal Audit found the following:

- Two students had an Authorization to Give Medication at School Form that was not signed by the person giving the medicine to the student as required by the form.
- One student had an incomplete Authorization to Give Medication at School Form. The form did not have the time(s) when the medication was to be given to the student.

The Authorization to Give Medication at School Form is designed to give permission to the school principal or designee to administer/supervise medication administration. Within this form are instructions to the process of the administration of the drug which includes the time of day and the number of times the student is to take the medication. Any changes to the process has to be communicated to the school via the parent. If any of those instructions are not followed, the form provides a legend key to make anecdotal notes as to the reason the instructions were not followed.

Recommendation(s):

- All forms should be completed and signed to ensure compliance with Board Policy and departmental procedures.

Actions Taken or To Be Taken

- *All forms will be reviewed for completion at the time of receipt from the parent and by the School Nurse. In addition, a review of the Authorization to Give Medication at School Form will be conducted monthly.*



SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION
Internal Audit Department
208 Bull Street, Room 310
Savannah, GA 31401

Antonio Byrd, Principal
Pulaski Elementary School
1001 Tibet Avenue
Savannah, Ga 31419

Dear Mr. Byrd,

Internal Audit has completed a Business Process Review for Pulaski Elementary School. The purpose of this letter is to document the results of the review the procedures performed by your School Nurse.

Review Objectives

The objectives of the review were to test internal controls over processes performed by the School Nurse at Pulaski Elementary School, and to provide the principal with feedback of our findings.

Scope of Review

This review was completed with a site visit to the school on August 13, 2018. We conducted observations of your school health clinic and documentation located on site for the administration of medication to your students.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Results of Review and Opinion

Internal Audit has provided the results of the review and included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit appreciates the assistance and support provided by the principal and the staff at Pulaski Elementary School in completing this review.

Sincerely,
Senior Director, Internal Audit

Pulaski Elementary School
Business Process Review
August 2018

RESULTS OF REVIEW

The results of the School Nurse Review at Pulaski Elementary School are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

School Nurse

Internal Audit conducted walkthrough observations and reviewed documentation for compliance with Board Policy and Regulations. We found the following:

- In our observations, we found boxes of previous year medical documentation on one of the clinic beds and the medication cabinet was not locked as instructed by District guidance.
- The list of staff members within the school that is certified in First Aid and CPR was not documented for the school year as required by Board Policy, JGC and Regulation JGC-R.
- One student had a Medication Administration Form that was not signed by the person giving the medicine to the student as required by the form.
- The nurse as required by the form did not sign two students' Authorization to Give Medication Forms.

School clinics are to be free and clear of items in order to ensure students are in a safe and hazard free environment when visiting the school nurse. All medications are to be locked in a cabinet and clearly labeled to reduce the risk of theft. Forms should be secured, completed, and signed as required by State and local laws and procedures.

Recommendations

- Remove all items of prior year medical documentation to a secure location to ensure personal information is protected from public view and follow all state guidelines as it pertains to record retention.
- Medicine cabinets should be locked at all times when not in use.
- All forms should be completed and signed to ensure compliance with Board Policy and departmental procedures.

Actions Taken or To Be Taken

- *All records from prior years will be sealed and placed in a secure location. The School Nurse has been informed that the medicine cabinet is to remain locked at all times even during the distribution of medication to students.*
- *This list is typically submitted/updated with our Emergency Operations Plan (EOP). We surveyed the staff and now have the information on file in the front office and the clinic. The EOP is also posted on our school's shared drive (G:) so that the staff is aware of team members who have the certifications.*
- *The nurse will keep both forms in a binder on her desk. She reviewed all forms in the binder on August 31, 2018. The principal reviewed them as well to ensure that all forms have the required signatures.*



SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION
Internal Audit Department
208 Bull Street, Room 310
Savannah, GA 31401

John Sutlive, Principal
Rice Creek School
100 Mulberry Avenue
Port Wentworth, GA 31407

Dear Mr. Sutlive,

Internal Audit has completed a Business Process Review for Rice Creek School. The purpose of this letter is to document the results of the review of the procedures performed by your School Nurse.

Review Objectives

The objectives of the review were to test internal controls over processes performed by the School Nurse at Rice Creek School, and to provide the principal with feedback of our findings.

Scope of Review

This review was completed with a site visit to the school on October 2, 2018. We conducted observations of your school health clinic and documentation located on site for the administration of medication to your students.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Results of Review and Opinion

Internal Audit has provided the results of the review and included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit appreciates the assistance and support provided by the principal and the staff at Rice Creek School in completing this review.

Sincerely,
Senior Director, Internal Audit

Rice Creek School
Business Process Review
October 2018

RESULTS OF REVIEW

The results of the School Nurse Review at Rice Creek School are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

School Nurse

Internal Audit conducted walkthrough observations and reviewed documentation for compliance with Board Policy and Regulations. Internal Audit found the following:

- The refrigerator contained personal food that was not related to the medication of students.
- One student's Authorization to Give Medication at School Form was not documented to identify if medication was administered as required.

As per the guidance from the District, refrigerators in the school clinic should be used only for storing medication of students or other food needs as required by a doctor's orders. All cabinets containing controlled medication should be locked at all times when not in use by the School Nurse.

The Authorization to Give Medication at School Form is designed to give permission to the school principal or designee to administer/supervise medication administration. Within this form are instructions to the process of the administration of the drug which includes the time of day and the number of times the student is to take the medication. Any changes to the process has to be communicated to the school via the parent. If any of those instructions are not followed, the form provides a legend key to make anecdotal notes as to the reason the instructions were not followed.

Recommendation(s):

- Remove all food from the school clinic refrigerator unless needed for student's dietary order from a doctor.
- All Authorization to Give Medication at School Forms should be properly documented to ensure compliance with District policies and procedures.

Actions Taken or To Be Taken

- *All personal food items were removed from the school clinic refrigerator and transferred to a second fridge that was purchased for lunch items.*
- *Student picture IDs will be kept on file. Medications given to students will be properly documented. Checks will be made on a monthly basis as an internal check procedure.*



SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION
Internal Audit Department
208 Bull Street, Room 310
Savannah, GA 31401

Evanita Wallace-Lewis, Principal
Shuman Elementary School
415 Goebel Avenue
Savannah, GA 31404

Dear Ms. Wallace-Lewis,

Internal Audit has completed a Business Process Review for Shuman Elementary School. The purpose of this letter is to document the results of the review of the procedures performed by your School Nurse.

Review Objectives

The objectives of the review were to test internal controls over processes performed by the School Nurse at Shuman Elementary School, and to provide the principal with feedback of our findings.

Scope of Review

This review was completed with a site visit to the school on September 6, 2018. We conducted observations of your school health clinic and documentation located on site for the administration of medication to your students.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Results of Review and Opinion

Internal Audit has provided the results of the review. Internal Audit appreciates the assistance and support provided by the principal and the staff at Shuman Elementary School in completing this review.

Sincerely,
Senior Director, Internal Audit

Shuman Elementary School
Business Process Review
September 2018

RESULTS OF REVIEW

The results of the School Nurse Review at Shuman Elementary School are described below for each area reviewed.

School Nurse

Internal Audit conducted walkthrough observations and reviewed documentation for compliance with Board Policy and Regulations. Internal Audit found all observations and documentation followed District guidelines.

Internal controls in this area appear to be functioning appropriately; therefore, we have no recommendations.



SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION
Internal Audit Department
208 Bull Street, Room 310
Savannah, GA 31401

Sharon Draeger, Principal
West Chatham Elementary School
820 Pine Barren Road
Pooler, GA 31322

Dear Ms. Draeger,

Internal Audit has completed a Business Process Review for West Chatham Elementary School. The purpose of this letter is to document the results of the review of the procedures performed by your School Nurse.

Review Objectives

The objectives of the review were to test internal controls over processes performed by the School Nurse at West Chatham Elementary School, and to provide the principal with feedback of our findings.

Scope of Review

This review was completed with a site visit to the school on August 21, 2018. We conducted observations of your school health clinic and documentation located on site for the administration of medication to your students.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Results of Review and Opinion

Internal Audit has provided the results of the review and included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit appreciates the assistance and support provided by the principal and the staff at West Chatham Elementary School in completing this review.

Sincerely,
Senior Director, Internal Audit

West Chatham Elementary School
Business Process Review
August 2018

RESULTS OF REVIEW

The results of the School Nurse Review at West Chatham Elementary School are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

School Nurse

Internal Audit conducted walkthrough observations and reviewed documentation for compliance with Board Policy and Regulations. Internal Audit found the following:

- The school did not have a current list of staff members certified in First Aid and CPR for the SY18/19.

Board Regulation, JGC-R, Student Health Services states, “Students who are injured or suddenly become ill while at school will receive First Aid treatment if such treatment is deemed appropriate by the medical caregiver. If a school nurse is not available, any staff member certified in First Aid procedures can provide such medical care. A list of all staff members certified in First Aid and CPR shall be attached to the Emergency Preparedness Notebook. This document will be available in the Administrative Office of each school.”

Recommendation(s):

- The school should develop a list of all staff members who are certified in First Aid and CPR prior to the start of school to not only adhere to District Regulation but also to be prepared for any emergency at the school site.

Actions Taken or To Be Taken

- *A current list of CPR and First Aid certified staff is updated each school year and submitted with our school safety plan. We will continue this practice and compromise an initial list during preplanning each school year.*



SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION
Internal Audit Department
208 Bull Street, Room 310
Savannah, GA 31401

John King, Acting Principal
White Bluff Elementary School
5330 Montgomery Street
Savannah, GA 31405

Dear Mr. King,

Internal Audit has completed a Business Process Review for White Bluff Elementary School. The purpose of this letter is to document the results of the review of the procedures performed by your School Nurse.

Review Objectives

The objectives of the review were to test internal controls over processes performed by the School Nurse at White Bluff Elementary School, and to provide the principal with feedback of our findings.

Scope of Review

This review was completed with a site visit to the school on August 9, 2018. We conducted observations of your school health clinic and documentation located on site for the administration of medication to your students.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Results of Review and Opinion

Internal Audit has provided the results of the review. Internal Audit appreciates the assistance and support provided by the principal and the staff at White Bluff Elementary School in completing this review.

Sincerely,
Senior Director, Internal Audit

White Bluff Elementary School
Business Process Review
August 2018

RESULTS OF REVIEW

The results of the School Nurse Review at White Bluff Elementary School are described below for each area reviewed.

School Nurse

Internal Audit conducted walkthrough observations and reviewed documentation for compliance with Board Policy and Regulations. Internal Audit found all observations and documentation followed District guidelines.

Internal controls in this area appear to be functioning appropriately; therefore, we have no recommendations.



SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION
Internal Audit Department
208 Bull Street, Room 310
Savannah, GA 31401

Susan Ambrose, Principal
Andrea B. Williams Elementary School
1150 Wheaton Street
Savannah, GA 31322

Dear Ms. Ambrose,

Internal Audit has completed a Business Process Review for Andrea B. Williams Elementary School. The purpose of this letter is to document the results of the review the procedures performed by your School Nurse.

Review Objectives

The objectives of the review were to test internal controls over processes performed by the School Nurse at Andrea B. Williams Elementary School, and to provide the principal with feedback of our findings.

Scope of Review

This review was completed with a site visit to the school on August 13, 2018. We conducted observations of your school health clinic and documentation located on site for the administration of medication to your students.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Results of Review and Opinion

Internal Audit has provided the results of the review. Internal Audit appreciates the assistance and support provided by the principal and the staff at Andrea B. Williams Elementary in completing this review.

Sincerely,
Senior Director, Internal Audit

Andrea B. Williams Elementary School
Business Process Review
August 2018

RESULTS OF REVIEW

The results of the School Nurse Review at Andrea B. Williams Elementary School are described below for each area reviewed.

School Nurse

Internal Audit conducted walkthrough observations and reviewed documentation for compliance with Board Policy and Regulations. Internal Audit found all items reviewed were in compliance with District Policies and procedures.

Internal controls in this area appear to be functioning appropriately; therefore, we have no recommendations.



SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION
Internal Audit Department
208 Bull Street, Room 310
Savannah, GA 31401

Kimsherion Reid, Principal
Windsor Forest Elementary School
414 Briarcliff Circle
Savannah, GA 31419

Dear Ms. Reid,

Internal Audit has completed a Business Process Review for Windsor Forest Elementary School. The purpose of this letter is to document the results of the review of the procedures performed by your School Nurse.

Review Objectives

The objectives of the review were to test internal controls over processes performed by the School Nurse at Windsor Forest Elementary School, and to provide the principal with feedback of our findings.

Scope of Review

This review was completed with a site visit to the school on September 5, 2018. We conducted observations of your school health clinic and documentation located on site for the administration of medication to your students.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

Results of Review and Opinion

Internal Audit has provided the results of the review and included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit appreciates the assistance and support provided by the principal and the staff at Windsor Forest Elementary School in completing this review.

Sincerely,
Senior Director, Internal Audit

Windsor Forest Elementary School
Business Process Review
September 2018

RESULTS OF REVIEW

The results of the School Nurse Review at Windsor Forest Elementary School are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

School Nurse

Internal Audit conducted walkthrough observations and reviewed documentation for compliance with Board Policy and Regulations. Internal Audit found the following:

- One student had no documented notes of receiving medication after the end of the month. The corresponding Authorization to Give Medication at School Form did not support ending the issuance of the medication.

The Authorization to Give Medication at School Form is designed to give permission to the school principal or designee to administer/supervise in medication administration. Within this form are instructions to the process of the administration of the drug which includes the time of day and the number of times the student is to take the medication. Any changes to the process has to be communicated to the school via the parent. If any of those instructions are not followed, the form provides a legend key to make anecdotal notes as to the reason the instructions were not followed.

Recommendation(s):

- All Authorization to Give Medication at School Forms should be properly documented to ensure compliance to District policies and procedures.

Actions Taken or To Be Taken

- *The Principal presented the findings to the substitute nurse (who was just recently approved for the permanent position). She understands the procedures and will follow the procedures as outlined. She received additional guidance and support from the District Nurse. In addition, administration will review records on a bi-monthly basis for compliance.*