Appendix B

RESPIRATORY ILLNESS SURVEILLANCE

				Symptoms					
Student Initials	Student ID	Today's Date	Date of Onset	Fever	Cough	Shortness of Breathe	Body Aches	Other (specify)	Pneumonia

1. Determine baseline absence rates (daily average).
2. Identify with your admistrator when absence rate has increased 20%.
    a. Report this increase to the RN.
3. Use the *Respiratory Illness Surveillance* spreadsheet to document students with respiratory illness.
    a. Request that parents report symptoms students are experiencing rather than just calling their students in sick.
    b. Identify symptoms students are experiencing with students are going home sick.
4. Document these accordingly. Do not use student names use intials and numbers, because this is a shared spreadsheet.