

School-Based Health Centers Construction Requirements

per New York State:

- Space must be adequate to accommodate the multi-disciplinary staff, and to afford the client verbal/physical privacy, and to allow for ease in performing necessary clinical, clerical and laboratory activities.
- For a SBHC with an enrollment of 700, approximately 1,500 to 2,000 square feet is recommended. Space for the SBHC should include:
 - a minimum of one exam room and preferably 2 exam rooms per full- time provider;
 - a sink in the exam room;
 - a counseling room/private area;
 - a laboratory area;
 - an accessible toilet facility;
 - a designated waiting area;
 - secure storage space for sterile supplies, pharmaceutical supplies and other materials;
 - a clerical area;
 - a supervised infirmary area; and
 - designated clean and soiled space for clinic functions.
- The SBHC must be equipped with a private telephone and fax line to ensure confidentiality and adequate access to the community and back-up providers.
- The SBHC provider must ensure that:
 - solid wastes, including biological infectious wastes, are properly collected, stored and disposed of;
 - all exits and access to exits are marked with prominent signs;
 - sites which operate after sundown are provided with adequate lighting for all exits and access to exits;
 - adequate ventilation is provided;
 - passage ways, corridors, doorways and other means of exit are kept clear and unobstructed;
 - sites are kept clean and free of safety hazards;
 - medical, fire and emergency instructions and other procedures, including telephone numbers, are posted;
 - smoke detectors and general purpose and chemical fire extinguishers are in working order and within easy access of the SBHC;
 - SBHC staff have keys for all bathrooms with inside locks; all bolt locks have been removed; and
 - the patient's bill of rights is posted and available in other languages as necessary.

per NYCDOE:

- in general,
 - SBHC should be located on the ground floor or in a basement with easy access to an exterior exit—SBHC cannot be located outside the building without a covered walkway
 - 2 exam rooms minimum; one additional exam room for every 500 students over 1000.
 - every room must be wheelchair accessible
 - all rooms except bathrooms must have hallway access
 - at least one bathroom should have hallway access
 - all areas of SBHC must have audible school bells, PA, & fire alarms
 - all exam and counselling rooms must have floor-to-ceiling walls for confidentiality
 - sufficient overhead lighting in all rooms.
 - adequate source of temperature controlled running water.
 - SBHC must be air conditioned, and have adequate heat
 - faucets must be hands-free
 - floors in all rooms with sinks must be tiled (vinyl is fine)
 - all tiles, paint, trim, laminate, furniture, etc. colors and styles must be selected in consultation with the Health Care Services Provider.

- for a school with 1000 students, there should be
 - 2 exam rooms (≥ 100 square feet)
 - 2 counselling offices (≥ 80 square feet)
 - 1 group counselling room (≥ 120 square feet)
 - 1 lab/nurse's room (≥ 160 square feet)
 - waiting area with at least 5 chairs
 - receptionist area with enough space to maintain 2 files for each student (≥ 200 square feet)
 - 2 bathrooms
 - storage closet
 - closet for soiled materials (preferably close to an exit)
 - pantry area (refrigerator/counter/microwave)

- for a school with 2000 students, there should be
 - 4 exam rooms (≥ 100 square feet)
 - 2-3 counselling offices (≥ 80 square feet)
 - 1-2 group counselling rooms (≥ 120 square feet)
 - 1 lab/nurse's room (≥ 160 square feet)
 - waiting area with at least 15 chairs
 - receptionist area with enough space to maintain 2 files for each student (≥ 200 square feet)
 - 2 bathrooms
 - storage closet
 - closet for soiled materials (preferably close to an exit)
 - pantry area (refrigerator/counter/microwave)

- if dental services are provided, they will require
 - 1 dental room (≥ 400 square feet)

Furniture:

Exam room:

- minimum clear floor area of eighty (80) square feet, excluding such other spaces as vestibule, toilet, closet, and work counter (whether fixed or movable)
- vinyl tiled floor
- base cabinet/sink unit/2 doors (one)
- base cabinet/one drawer/one shelf (multiple)
- continuous countertop with plastic laminate
- locking upper case cabinet/wall/hung (multiple)
- sink for hand-washing
 - sink must allow for hands-free operation
 - minimum dimensions: 10" deep by 14" wide (inside bowl)
- oto/ophthalmoscope mounted on wall over exam table
- sphygmomanometer mounted on wall over exam table
- large tack boards on available wall space
- wall-mounted clock
- chair for patient
- GYN examination table with storage cabinet underneath
 - Arrangement shall permit at least thirty (30) inches of clear space at each side and at foot of examination table.
- rolling stool for provider
- double coat/purse hooks on the back of the door
- mounted soap & paper towel dispensers
- telephone
- trash can
- biological/sharps waste containers
- desk/workstation
- computer tower/monitor/internet hookup
- telephone & hookup
- wheeled desk chair
- desk lamp
- chart bin mounted on inside wall
- furniture arrangement must allow for heat and A/C circulation
- optional vision screen in door/wall (either opaque glass or with blinds)

Waiting room

- 5-10 chairs
- small tables
- television mount/stand
- wall-mounted clock
- TV/VCR/DVD
- magazine racks
- counter/table for completing forms
- counter over which to talk to receptionist
- large tack boards on all available wall space
- trash can
- garbage bin

Receptionist space

- desk/counter open to waiting room (room for 2-3 people to sit at this counter)
- half-wall separating reception from waiting room
- all of waiting room visible to seated receptionists
- rolling chairs
- two computers(1 hospital & 1 ATS) & two monitors (this room must have ATS access)
- two telephones (1 school & 1 hospital)
- locking filing cabinets sufficient for storage of 2 files per student (1 hospital/1 school)
- printer hooked up to both computers; able to print ATS reports

- fax
- photocopier
- shredder
- some storage (office supplies)
- trash can
- recycling bin
- locking drawers under appropriate portions of counter
- two desk lamps

Office

- desk/workstation with locking cabinet
- rolling desk chair
- desk lamp
- wall-mounted clock
- chair for student
- chair for parent/guardian
- bookshelves
- computer & monitor with internet hookup
- computer printer
- telephone and hookup
- large tack boards on all available wall space
- double coat/purse hooks on the back of the door
- trash can
- locking file cabinets
- optional vision screen in door/wall (either opaque glass or with blinds)

Group counselling space

- table & chairs for 6-8 students
- telephone
- wall-mounted clock
- large tack boards on all available wall space
- double coat/purse hooks on the back of the door
- optional vision screen in door/wall
- coat rack
- trash can
- bookshelves

Bathroom

- vinyl tiled floor
- toilet
- grab bars
- sink with hands-free capability
- mirror
- call button within reach of the toilet (this should flag both nurse and receptionist)
- double coat/purse hooks on the back of the door
- mounted soap & paper towel dispensers
- trash can
- chair (plastic/composite/metal—no absorbent materials)
- bathroom doors must have bypass locks in case of emergency
- vent fans in both

Lab/Nurse's room

- minimum floor area of one hundred-twenty (120) square feet each, excluding such spaces as vestibule, toilet, closet, and work counter (whether fixed or movable).
- vinyl tiled floor
- base cabinet/sink unit/2 doors (1-2)
- base cabinet/one drawer/one shelf (multiple)
- continuous countertop with plastic laminate
- locking upper case cabinet/wall/hung (multiple)

- sink with eyewash station
- 1 locking refrigerator with separate locking freezer compartment for storing medications
- 1 locking refrigerator for specimens
- ice machine
- scale
- large tack boards on available wall space
- wall-mounted clock
- desk/workstation
- wheeled desk chair
- desk lamp
- chairs for students (minimum 2)
- phlebotomy station
- folding cot
- rolling sphygmomanometer
- double coat/purse hooks on the back of the door
- mounted soap & paper towel dispensers
- computer & monitor & printer & internet
- telephone & hookup
- trash can
- biological/sharps waste containers
- folding cot
- closet
- optional vision screen in door/wall (either opaque glass or with blinds)

Kitchenette

- 4 linear feet
- counter with ½ refrigerator
- sink
- microwave
- coffee maker
- bulletin board on wall

Bio Storage Room

- slop sink
- shelves
- window in door to hallway

closet in hallway for hanging staff coats