



**COLORADO**  
Department of Education

# SCHOOL NURSE MONTHLY PRIORITIES CALENDAR



The Colorado Department of Education School Nurse Specialist Team created this monthly calendar to help school nurses in Colorado organize their time efficiently throughout the school year. This calendar is designed to give the Colorado school nurse resources and guidance to assist with important nursing tasks throughout the school year. Resources mentioned throughout this calendar can be found on

[https://www.cde.state.co.us/healthandwellness/snh\\_home](https://www.cde.state.co.us/healthandwellness/snh_home).

**OBSERVANCES:** <https://b2b.healthgrades.com/insights/blog/2023-health-observances-calendar/>

**\*\*Contact Colorado Department Education School Nurse Specialists with any questions\*\***  
[SchoolNurseSpecialists@cde.state.co.us](mailto:SchoolNurseSpecialists@cde.state.co.us)

August	Framework
<ul style="list-style-type: none"> <li>● Apply for <a href="#">CDE School Nurse (SSP) Licensure</a></li> </ul>	<b>Standards of Practice</b>
<ul style="list-style-type: none"> <li>● Organize trainings for school staff (e.g. Health Condition, CPR/AED/First Aid, Medication Administration, Bus driver inservice, Standard Precautions, Confidentiality, etc.)</li> <li>● Delegation of Nursing Tasks to UAP (Unlicensed Assistant Personnel)</li> <li>● Prioritize/Review Student Health Registration Information</li> <li>● Develop IEP reports and attend staffings and 504 meetings as needed</li> <li>● Provide classroom/staff first aid supplies, as appropriate</li> </ul>	<b>Care Coordination</b>
<ul style="list-style-type: none"> <li>● Establish and/or review health &amp; safety protocols (e.g. COVID, <a href="#">Emergency Guidelines for Schools</a>, <a href="#">Infectious Disease Guidelines</a>, etc.)</li> <li>● Identify existing health office procedures and health-related school board policies</li> </ul>	<b>Leadership</b>
<ul style="list-style-type: none"> <li>● Inventory and order health office supplies &amp; set up health office (e.g. health office binder, etc.)</li> <li>● Create Health Conditions list and determine process to distribute to appropriate staff</li> <li>● Review orders and/or develop Healthcare Plans, (HCPs) including Individualized Healthcare Plans. (IHPs) and Emergency Action Plans, (EAPs) as appropriate, (e.g. Doctor/parent signatures, current date, etc.)</li> <li>● Set up/review your documentation/data collection system</li> <li>● Review medication orders/logs and make sure they are complete and current</li> </ul>	<b>Quality Improvement</b>
<ul style="list-style-type: none"> <li>● Collect &amp; begin reviewing immunization records for compliance (check CIIS), then prepare notices for non-compliant students</li> <li>● Communicate with parents CDPHE's <a href="#">"How Sick is Too Sick"</a> form (or your school's version)</li> <li>● Check for upcoming scheduled <a href="#">field trips</a>, process for notifying nurse, and delegation needs</li> </ul>	<b>Community/Public Health</b>

### **Additional Nursing Considerations:**

- Meet key school personnel and learn procedures for communication (SPED staff, Admin., secretaries, Psychologists, Counselors, coaches, etc.)
- Sign up for monthly CDE Professional Development webinars/trainings: [https://www.cde.state.co.us/healthandwellness/snh\\_profdev](https://www.cde.state.co.us/healthandwellness/snh_profdev)
- Register with CIIS (Colorado Immunization Information Systems): <https://www.colorado.gov/pacific/cdphe/ciis-users>
- Access Health Hub; visit CDE website for instructions on Medication Administration Trainings: [School Nursing and Health - Training Tools | CDE](#)
- Obtain computer, login for school programs, passwords, etc.
- Maintain records for CPR/first aid and AED (if applicable) training/certification for staff
- Sign up and complete Child Care and Preschool Immunization course after July 1st annually (if you have a preschool): <https://ecpd.costartstrong.org/ets/home>
- Standard Precaution Training for staff (Required only for Preschool)

### **Notes:**

September	Framework
<ul style="list-style-type: none"> <li>● Review evidence-based guidelines regarding screenings</li> <li>● Review incomplete checklist from previous month</li> </ul>	Standards of Practice
<ul style="list-style-type: none"> <li>● Continue Nursing follow-up for newly enrolled students and student health concerns referred by staff</li> <li>● Consider Nurse involvement in school teams (e.g. SPED, 504, wellness teams, concussion teams, etc)</li> <li>● Communicate health concerns with appropriate staff</li> <li>● Identify community resources (e.g. vision, hearing, medical, mental health, child protection, nutrition, etc)</li> <li>● Apply for VSP vouchers if NASN member (e.g. these cover vision exam and glasses for some students)</li> </ul>	Care Coordination
<ul style="list-style-type: none"> <li>● Consider need for a mentor <a href="https://www.cde.state.co.us/healthandwellness/snh_ofcmgmt">https://www.cde.state.co.us/healthandwellness/snh_ofcmgmt</a></li> <li>● Does your school participate in Medicaid billing? If so, what is your role?</li> <li>● Consider NASN/CASN membership and registering for fall CASN conference</li> </ul>	Leadership
<ul style="list-style-type: none"> <li>● Complete monthly nursing report, if applicable</li> <li>● Review monthly data for trends and make adjustments as needed</li> <li>● Meet with evaluator to set professional goals and objectives</li> </ul>	Quality Improvement
<ul style="list-style-type: none"> <li>● Organize vision and hearing screenings</li> <li>● Communicate Immunization law with administrators and follow-up concerns</li> <li>● Review CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines</li> </ul>	Community/Public Health

**Additional Nursing Considerations:**

**Notes:**

- Nursing follow-up for newly enrolled students, student health concerns referred by staff
- Continue using CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines
- Review immunization records for compliance
- Continue to develop HCPs/review orders
- Continue to develop IEP reports and 504s
- Continue training and supervision of UAPs
- Consider nurse involvement in AED program
- Remember to register for ongoing School Nurse Professional Development
- Review Medication order/logs and make sure they are complete and current

October	Framework
<ul style="list-style-type: none"> <li>● Review incomplete checklist from previous months</li> </ul>	<b>Standards of Practice</b>
<ul style="list-style-type: none"> <li>● Monitor causes of absenteeism: coordinate with school administrator and truancy</li> <li>● Procedure for communicating with families (e.g. website, school newsletters, distribution through classroom folders, etc.)</li> </ul>	<b>Care Coordination</b>
	<b>Leadership</b>
	<b>Quality Improvement</b>
<ul style="list-style-type: none"> <li>● Work with community partners to send information about flu shot clinics and other vaccinations as appropriate</li> <li>● Continue screenings and/or send referral/results letters</li> </ul>	<b>Community/Public Health</b>

**Additional Nursing Considerations:**

- Nursing follow-up for newly enrolled students, student health concerns referred by staff
- Continue using CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines
- Review immunization records for compliance
- Continue to develop HCPs/review orders
- Continue to develop IEP reports and 504s
- Continue training and supervision of UAPs
- Remember to register for ongoing School Nurse Professional Development
- Review Medication order/logs and make sure they are complete and current
- Review monthly data for trends and complete monthly nursing report, if applicable

**Notes:**

November	Framework
<ul style="list-style-type: none"> <li>● Review incomplete checklist from previous months</li> </ul>	Standards of Practice
<ul style="list-style-type: none"> <li>● See below Additional Nursing Considerations</li> </ul>	Care Coordination
<ul style="list-style-type: none"> <li>● Apply for CDE Special Service Provider License (if haven't already)</li> </ul>	Leadership
<ul style="list-style-type: none"> <li>● Begin collecting immunization data for compliance reporting for CDPHE</li> </ul>	Quality Improvement
<ul style="list-style-type: none"> <li>● Distribute immunization notices if not already completed</li> <li>● Share disease prevention information with parents (e.g. influenza, head lice, norovirus, COVID-19, etc.)</li> <li>● Provide health resources and consultation to your school community</li> <li>● Share safety tips for extreme cold weather</li> <li>● Continue screenings and/or send referral/results letters</li> </ul>	Community/Public Health

**Additional Nursing Considerations:**

- Nursing follow-up for newly enrolled students, student health concerns referred by staff
- Continue using CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines
- Review immunization records for compliance
- Continue to develop HCPs/review orders
- Continue to develop IEP reports and 504s
- Continue training and supervision of UAPs
- Remember to register for ongoing School Nurse Professional Development
- Review Medication order/logs and make sure they are complete and current
- Review monthly data for trends and complete monthly nursing report, if applicable

**Notes:**

<b>December</b>	<b>Framework</b>
<ul style="list-style-type: none"> <li>● Review incomplete checklist from previous months</li> </ul>	<b>Standards of Practice</b>
<ul style="list-style-type: none"> <li>● See below Additional Nursing Considerations</li> </ul>	<b>Care Coordination</b>
<ul style="list-style-type: none"> <li>● Review health office procedures and health-related school board policies</li> </ul>	<b>Leadership</b>
<ul style="list-style-type: none"> <li>● Meet with evaluator for mid-year review</li> <li>● Immunization compliance rates completed and reported to CDPHE by due date: <a href="https://cdphe.colorado.gov/School-child-care-data-reporting">https://cdphe.colorado.gov/School-child-care-data-reporting</a></li> </ul>	<b>Quality Improvement</b>
<ul style="list-style-type: none"> <li>● Follow-up on Vision and Hearing referrals and provide parent support as needed</li> <li>● Provide individual and/or classroom health education for students (e.g. handwashing, hygiene, puberty, etc.)</li> <li>● Provide immunization record to students graduating in December</li> </ul>	<b>Community/Public Health</b>

**Additional Nursing Considerations:**

- Nursing follow-up for newly enrolled students, student health concerns referred by staff
- Continue using CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines
- Continue to develop HCPs/review orders
- Continue to develop IEP reports and 504s
- Continue training and supervision of UAPs
- Remember to register for ongoing School Nurse Professional Development
- Review Medication order/logs and make sure they are complete and current
- Review monthly data for trends and complete monthly nursing report, if applicable

**Notes:**

January	Framework
<ul style="list-style-type: none"> <li>● Review incomplete checklist from previous months</li> </ul>	Standards of Practice
<ul style="list-style-type: none"> <li>● Prepare for standardized testing for students who need accommodations</li> <li>● High/Middle school semester class changes: Notify new teachers of any health needs</li> </ul>	Care Coordination
	Leadership
<ul style="list-style-type: none"> <li>● Monitor infections disease rates (e.g. influenza, COVID, GI illness, etc.)</li> <li>● Update documents for upcoming year registration</li> <li>● Immunization compliance rates completed and reported to CDPHE by due date: <a href="https://cdphe.colorado.gov/School-child-care-data-reporting">https://cdphe.colorado.gov/School-child-care-data-reporting</a></li> <li>● Prepare to distribute the Annual Parent Letters for Immunizations, by February 15th (<a href="#">CDPHE</a>)</li> </ul>	Quality Improvement
<ul style="list-style-type: none"> <li>● Provide staff with resources for infection control in the classroom</li> </ul>	Community/Public Health

**Additional Nursing Considerations:**

- Provide individual and/or classroom health education for students (e.g. handwashing, hygiene, puberty, etc.)
- Review newly enrolled student’s health intake forms, follow up on health concerns, and complete appropriate screenings
- Follow up on student health concerns referred by staff
- Continue using CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines
- Continue to develop HCPs/review orders
- Continue to develop IEP reports and 504s
- Continue training and supervision of UAPs
- Remember to register for ongoing School Nurse Professional Development
- Review Medication order/logs and make sure they are complete and current
- Review monthly data for trends and complete monthly nursing report, if applicable

**Notes:**

February	Framework
<ul style="list-style-type: none"> <li>● Review incomplete checklist from previous months</li> </ul>	Standards of Practice
<ul style="list-style-type: none"> <li>● See below Additional Nursing Considerations</li> </ul>	Care Coordination
<ul style="list-style-type: none"> <li>● Sign up for Spring CASN conference</li> <li>● Review budget with administration as needed</li> </ul>	Leadership
<ul style="list-style-type: none"> <li>● Inventory health office supplies and restock as needed</li> <li>● Identify and review record retention policy/procedure and purge any unnecessary health documents</li> </ul>	Quality Improvement
<ul style="list-style-type: none"> <li>● Arrange for optional screenings with school/community providers (e.g. Dental, BMI, etc.) and coordinate appropriate consents</li> <li>● Distribute, by <b>Feb 15<sup>th</sup></b>, annual immunization parent letter to also include exemption rate for each required vaccine (<a href="#">CDPHE</a>)</li> </ul>	Community/Public Health

**Additional Nursing Considerations:**

**Notes:**

- Provide individual and/or classroom health education for students (e.g. handwashing, hygiene, puberty, etc.)
- Review newly enrolled student’s health intake forms, follow up on health concerns, and complete appropriate screenings
- Follow up on student health concerns referred by staff
- Continue using CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines
- Continue to develop HCPs/review orders
- Continue to develop IEP reports and 504s
- Continue training and supervision of UAPs
- Remember to register for ongoing School Nurse Professional Development
- Review Medication order/logs and make sure they are complete and current
- Review monthly data for trends and complete monthly nursing report, if applicable
- Continue update documents for upcoming year registration



March	Framework
<ul style="list-style-type: none"> <li>● Review incomplete checklist from previous months</li> </ul>	Standards of Practice
<ul style="list-style-type: none"> <li>● See below Additional Nursing Considerations</li> </ul>	Care Coordination
<ul style="list-style-type: none"> <li>● Maintain continuing education in your portfolio (keep certificates and syllabus)</li> </ul>	Leadership
<ul style="list-style-type: none"> <li>● Consider performing an emergency response drill (e.g. for Epinephrine or Glucagon administration, AED, etc.)</li> </ul>	Quality Improvement
<ul style="list-style-type: none"> <li>● Check for upcoming scheduled field trips, process for notifying nurse, and delegation needs</li> </ul>	Community/Public Health

**Additional Nursing Considerations:**

- Review newly enrolled student’s health intake forms, follow up on health concerns, and complete appropriate screenings
- Follow up on student health concerns referred by staff
- Continue using CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines
- Continue to develop HCPs/review orders
- Continue to develop IEP reports and 504s
- Continue training and supervision of UAPs
- Remember to register for ongoing School Nurse Professional Development
- Review Medication order/logs and make sure they are complete and current
- Review monthly data for trends and complete monthly nursing report, if applicable
- Inventory health office supplies and restock as needed
- Continue update documents for upcoming year registration

**Notes:**

April	Framework
<ul style="list-style-type: none"> <li>● Review incomplete checklist from previous months</li> </ul>	<b>Standards of Practice</b>
<ul style="list-style-type: none"> <li>● Identify any students who will be attending ESY (Extended School Year for SPED) and arrange for any necessary health services</li> <li>● Identify any summer school programs and arrange for any necessary health services</li> </ul>	<b>Care Coordination</b>
	<b>Leadership</b>
<ul style="list-style-type: none"> <li>● Start list of health office supplies needed for Fall</li> <li>● Review CDE Health Data Report cheat sheet and prepare to submit report</li> </ul>	<b>Quality Improvement</b>
<ul style="list-style-type: none"> <li>● Share resources and safety tips for prom, graduation, field days, etc. (e.g. substance abuse, safe driving, guidelines for sun/heat safety, etc.)</li> <li>● Provide immunization record to graduating students</li> <li>● Prepare for next year's incoming students (collect and review immunizations and health records)</li> </ul>	<b>Community/Public Health</b>

**Additional Nursing Considerations:**

- Review newly enrolled student's health intake forms, follow up on health concerns, and complete appropriate screenings
- Follow up on student health concerns referred by staff
- Continue using CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines
- Continue to develop HCPs/review orders
- Continue to develop IEP reports and 504s
- Continue training and supervision of UAPs
- Remember to register for ongoing School Nurse Professional Development
- Review Medication order/logs and make sure they are complete and current
- Review monthly data for trends and complete monthly nursing report, if applicable
- Inventory health office supplies and restock as needed
- Continue update documents for upcoming year registration

**Notes:**

May	Framework
<ul style="list-style-type: none"> <li>● Review incomplete checklist from previous months</li> </ul>	<b>Standards of Practice</b>
<ul style="list-style-type: none"> <li>● Arrange for medication pick up at end of school year</li> <li>● Discard any remaining medication per school district policy</li> <li>● Transfer student health record to receiving school as appropriate</li> <li>● Prep for next year: Set up date/time with staff and administration for beginning of year; medication delegation, trainings, priorities, goals, support needs, etc.</li> </ul>	<b>Care Coordination</b>
<ul style="list-style-type: none"> <li>● Meet with supervisor to complete evaluation process</li> <li>● Celebrate School Nurses Day!!</li> </ul>	<b>Leadership</b>
<ul style="list-style-type: none"> <li>● Submit CDE Health Data Report</li> <li>● Send equipment for calibration (e.g. audiometers, thermometers, vision screeners, etc.)</li> <li>● Complete End of Year Nursing Report, if applicable</li> </ul>	<b>Quality Improvement</b>
<ul style="list-style-type: none"> <li>● Send reminders for immunizations needed for next school year (Kindergarten, 6<sup>th</sup> grade, etc.)</li> <li>● Obtain standing orders for next school year, if applicable</li> </ul>	<b>Community/Public Health</b>

**Additional Nursing Considerations:**

- Review newly enrolled student's health intake forms, follow up on health concerns, and complete appropriate screenings
- Follow up on student health concerns referred by staff
- Continue using CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines
- Continue to develop HCPs/review orders
- Continue to develop IEP reports and 504s
- Continue training and supervision of UAPs
- Remember to register for ongoing School Nurse Professional Development
- Review Medication order/logs and make sure they are complete and current
- Review monthly data for trends and complete monthly nursing report, if applicable
- Inventory health office supplies and restock as needed
- Continue update documents for upcoming year registration

**Notes:**

<b>June/July (if contracted to work)</b>	<b>Framework</b>
<ul style="list-style-type: none"> <li>● Review incomplete checklist from previous months</li> </ul>	<b>Standards of Practice</b>
<ul style="list-style-type: none"> <li>● Before school starts, plan for inservices/staff education (e.g. Health Condition, CPR/AED/First Aid, Medication Administration, Bus driver inservice, Standard Precautions, Confidentiality, etc.)</li> </ul>	<b>Care Coordination</b>
<ul style="list-style-type: none"> <li>● Attend School Nurse Updates as possible</li> <li>● Attend NASN annual conference, if able</li> <li>● Identify nurse's role in registration process and/or back to school nights</li> </ul>	<b>Leadership</b>
<ul style="list-style-type: none"> <li>● Review policies and procedures</li> <li>● Consider nurse involvement in AED program (e.g check pad and battery expiration dates, supplies, etc.)</li> </ul>	<b>Quality Improvement</b>
	<b>Community/Public Health</b>

**Additional Nursing Considerations:**

**Notes:**