

SCHOOL NURSE CALENDAR

Diary Of A School Nurse



What really happens in the nurse's office!

Colorado Department of Education, Regional School Nurse Specialist Team, has worked to create a 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 him/her with important nursing tasks throughout the school year.

Resources utilized to assist in creating this calendar include the following: NASN School Nurse Back to School Checklist, State of New York Monthly School Nurse Calendar, Cherry Creek Monthly Checklist, and multiple checklists utilized from Colorado School Nurse Orientation. These guidelines are recognized as best practices and can be used to help enhance your school's health and wellness program.

AUGUST



Observances:

National Immunization Awareness

School Nurse Ongoing Duties:

- Set up health office-check supplies
- Organize In-service for school staff
- Medication Trainings, Delegation and Documentation
- Determine Health Tech Supervision Needs (monthly tasks)
- Prioritize/Review Health intake forms
- Create Comprehensive Health Concern List and process for sharing information with staff
- Review confidentiality policy with staff and common health concerns, ex. asthma, allergy
- Review medication orders: Are they complete? (Doctor signature, parent signature, etc)
- Review immunization records for compliance, send notices for non-compliant students
- Complete monthly IEP's and attend staffing's and 504 meetings as needed
- Follow-up action list-health care plans, procedure trainings and delegation, medications
- Check for scheduled field trips and process for notifying nurse
- Send Asthma Intake Forms to Parents
- CDE School Nurse (SSP) Licensure - <https://www.cde.state.co.us/cdeprof>

Additional Nursing Considerations:

- Meet key school personnel and learn procedures for communication (SPED staff, admin., secretaries, Psychologists, counselors, coaches, etc.)
- Sign up for monthly SNO webinar (for new School Nurses)
- Register with CIIS (Colorado Immunization Information Systems): <https://www.colorado.gov/pacific/cdphe/ciis-users>
- Co-Train-visit website and register to access Medication Administration Training tools: <https://www.cde.state.co.us/healthandwellness-1>
- Register for MOODLE (Asthma training) & sign up for listserv (if not already done): Email Pam Hitt at hitt_p@cde.state.co.us
- Obtain computer, login for school programs, passwords
- Maintain records for CPR/first aid and AED (if applicable) training/certification for staff
- Sign up and complete Child Care and Preschool Immunization course (if you have a preschool): <https://ecpd.costartstrong.org/ets/home>
- Standard Precaution Training for staff (not a requirement)

NOTES:

SEPTEMBER

Observances:

Fruit and Veggies-More Matters Month
America on the Move-Month of Action



School Nurse Ongoing Duties:

- Organize Vision and Hearing Screenings
- Complete monthly IEP evaluations and reports
- Continue reviewing immunization records for compliance
- Continue processing new medications and paperwork
- Continue training and monitoring of health techs
- Review health concerns/intake forms, write/review health care plans if not completed
- Review new student enrollment for special health care needs
- Review incomplete checklist items from previous months
- Monthly nursing report, if applicable
- Nursing follow-up: newly enrolled students, vision/hearing referrals, medical referrals



Additional Nursing Considerations:

- Medicaid Billing-does your school participate?
- Review CDPHE Communicable Disease Guidelines/Emergency Guidelines
- Involvement in school teams, SPED, 504, wellness
- Communicate health concerns with administration
- Nurse involvement in AED program
- Communicate Immunization law with Administrators and follow-up concerns
- Look into Concussion team and process
- Sign up for CASN Fall conference

****Contact your Regional Nurse Specialist with any questions/concerns****

NOTES:

OCTOBER

Observances:

Halloween Safety Month

Children's Health Month

School Nurse Ongoing Duties:

- Continue Vision and Hearing Screenings
- Send referral letters for screenings
- Complete follow-up report for vision and hearing screenings
- Continue with IEP evaluations and reports
- Continue reviewing immunization records for compliance
- Review new student enrollment for special health care needs
- Monitor students with 504 Plans
- Develop emergency contact plan for school personnel when you are not available
- Review incomplete checklist items from previous months

Additional Nursing Considerations:

- Monitor causes of absenteeism – coordinate with school administrator
- NASN/CASN Membership and Fall School Nurse Conference Registration
- Procedure for sending messages home
- Newsletter articles and Bulletin Boards

NOTES:



NOVEMBER

Observances:

American Diabetes Month

National Influenza Vaccination Week (Nov 27 – Dec 3)



School Nurse Ongoing Duties:

- Prepare immunization compliance notices to be mailed, if not completed
- Illness note reminders for parents (influenza, head lice)
- Coordinate employee flu vaccination clinic (if applicable)
- Complete unfinished tasks from previous months
- Review health related policies and procedures (prioritize)
- Collect immunization data for compliance reporting for CDPHE – **DUE DECEMBER 1**

Additional Nursing Considerations:

- Process for applying for CDE Special Provider License
- Meet with evaluator to finalize goals and objectives
- Provide resources and leadership to school teams
- Collaborate with administration about nursing priorities
- Share safety tips for extreme cold weather
- Attend CASN Fall conference

NOTES:

DECEMBER

Observances

National Hand Washing Week (Dec 4-10)

School Nurse Ongoing Duties:

- Immunization compliance rates completed and reported to CDPHE by Dec. 1
- Continue Vision and Hearing Screenings and referrals
- Follow-up on outcomes of vision/hearing referrals, provide parent support if needed
- Continue reviewing health care plans, revise as needed
- Complete unfinished tasks from previous months
- Review health related policies and procedures (prioritize)



Additional Nursing Considerations:

- Continue working on CDE Licensure
- Meet with evaluator to finalize goals and objectives
- Teach handwashing to younger students

NOTES:

JANUARY

School Nurse Ongoing Duties:

- Monitor influenza rates, provide staff with resources for infection control in the classroom
- Prepare for standardized testing for students who need accommodations
- Complete monthly IEP's and attend 504 meetings as needed
- Continue reviewing health care plans, revise as needed and send to appropriate staff
- Complete unfinished tasks from previous months

Additional Nursing Considerations:

- Order additional health office supplies if needed.
- High/Middle school semester class changes: Notify new teachers of any health needs via IHP
- Update documents for upcoming year registration
- Sign up for Spring CASN

NOTES:



FEBRUARY



Observances:

- National Children's Dental Health Month
- American Heart Month
- National Cancer Prevention Month
- National Wear **RED** Day

School Nurse Ongoing Duties:

- Begin completing ESY summary forms for eligible students
- Start list of clinic supplies needed for Fall
- Screenings
 - Dental (set up with local providers)
 - Vision & Hearing (if not done already)
 - BMI's
- Begin a full record review and check:
 - Health Appraisals
 - Immunizations
 - Screening results documented
 - Screening referrals sent/returned
 - Medication order/logs current
- Check list of student immunization exemptions with CIIS and CDPHE records
- Begin purging records

NOTES:

Additional Nursing Considerations:

- Which students are eligible for ESY and who maintains the list
- How much money is left in your budget
- Dates of next conferences, nurse expectation
- District/school policy on record retention
- Consider performing an emergency response drill for Epinephrine or Glucagon administration

Encourage Heart Healthy Habits

- Write Newsletter article/blog
- Start a walking program for students and staff
- Put Posters up for Portion Sizes

MARCH



Observances:

National Nutrition Month
National School Breakfast
National Poison Prevention
National Sleep Awareness

School Nurse Ongoing Duties:

- Order clinic supplies for fall
- Make First Aid packets/backpacks for fieldtrips
- Professional Development Review:
 - Check continuing education in your portfolio
 - Measurable student outcome data
 - Complete self –evaluation of School Nurse Rubric
- Begin Planning Field Trip Procedures
 - Discuss procedures/key points at staff meetings
 - Email staff about field trip planning
 - Create or review Field Trip Permission forms

NOTES:

Things to Consider:

- How many field trips are scheduled for the end of the school year? Who needs to be trained/delegated to?
- Attend CASN Spring conference

Resource links to guide you through March

[NASN Position Statement](#)

[Guidelines for Provision of Health Services on Field Trips or Extracurricular Activities for Colorado School Nurses and School Districts](#)

[Rubric for school nurses](#)

[User's Guide for Colorado State Model Evaluation System](#)

APRIL



School Nurse Ongoing Duties:

- Collaborate with groups planning prom/graduation safety programs
- Begin collecting data for CDE end of year report
- Prepare training staff for medication administration for field trips
- Send sun safety letters to parents for end of school activities
- Send Senior letter with copy of immunization record or place with diploma
- Send notice home: medication pick up at end of school

Additional Nursing Considerations:

- Provide immunization records for senior students preparing to go to college
- Prepare for Kindergarten Round-up, meet with parents, review health concerns and Immunization Records
- Review/Update health related policies
- Continue file review and purging

NOTES:

MAY

School Nurse Ongoing Duties:

- Submit data to CDE for end of year report
- Inventory health office supplies
- Order supplies for next school year
- Send notices for immunizations needed for next school year
- Follow school procedure for preparing office for summer cleaning, purge/advance files
- Send notice home: medication pick up at end of school
- Continue with ESY and/or summer school process
- Send equipment for calibration (audiometers, thermometers, vision screeners)
- Meet with supervisor to complete evaluation process
- Organize health records and files for following school year
- Make sure 504's are updated for graduating seniors

Additional Nursing Considerations:

- Complete End of Year Nursing Report (some districts may do it monthly)
- Celebrate School Nurses Day

NOTES:



JUNE/JULY

School Nurse Ongoing Duties:

- Review policies and procedures for revision/write new policies
- Discard any remaining medication per school policy
- Inventory and order supplies if not already done
- Send 2nd notice for immunizations or any remaining notices for next year
- Check school procedure for storage of 12th grade health files (with educational record)
- Complete any unfinished tasks from school year



Additional Nursing Considerations:

- Before School Starts: In-service/Staff Education: CPR/1st Aid & AED, Bus Driver In-service, Standard Precautions, Medication Administration, Diabetes Training
- Nurse's role in registration process
- AEDs-check pads/supplies, procedures, consider arranging emergency drills

NOTES: