



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.

OBSERVANCES: <https://www.healthgrades.com/blog/2021-health-observances-calendar>

****Contact Colorado Department Education School Nurse Specialists with any questions****

August	Framework
<input type="checkbox"/> Apply for CDE School Nurse (SSP) Licensure	Standards of Practice
<input type="checkbox"/> Organize trainings for school staff (e.g. Health Condition, CPR/AED/First Aid, Medication Administration, Bus driver inservice, Standard Precautions, Confidentiality, etc.) <input type="checkbox"/> Delegation of Nursing Tasks to UAP (Unlicensed Assistant Personnel) <input type="checkbox"/> Prioritize/Review Student Health Registration Information <input type="checkbox"/> Develop IEP reports and attend staffings and 504 meetings as needed <input type="checkbox"/> Provide classroom/staff first aid supplies, as appropriate	Care Coordination
<input type="checkbox"/> Establish and/or review health & safety protocols (e.g. COVID, Emergency Guidelines for Schools , Infectious Disease Guidelines , etc.) <input type="checkbox"/> Identify existing health office procedures and health-related school board policies	Leadership
<input type="checkbox"/> Inventory and order health office supplies & set up health office (e.g. health office binder, etc.) <input type="checkbox"/> Create Health Conditions list and determine process to distribute to appropriate staff <input type="checkbox"/> 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.) <input type="checkbox"/> Set up/review your documentation/data collection system <input type="checkbox"/> Review medication orders/logs and make sure they are complete and current	Quality Improvement
<input type="checkbox"/> Collect & begin reviewing immunization records for compliance (check CIIS), then prepare notices for non-compliant students <input type="checkbox"/> Communicate with parents CDPHE’s “How Sick is Too Sick” form (or your school’s version) <input type="checkbox"/> Check for upcoming scheduled field trips , process for notifying nurse, and delegation needs	Community/Public Health

Additional Nursing Considerations:

Notes:

- Meet key school personnel and learn procedures for communication (SPED staff, Admin., secretaries, Psychologists, Counselors, coaches, etc.)
- Sign up for monthly SNO webinar & New Nurse Huddles (for new School Nurses only): email Murray_M@cde.state.co.us
- 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)

September	Framework
<input type="checkbox"/> Review evidence-based guidelines regarding screenings <input type="checkbox"/> Review incomplete checklist from previous month	Standards of Practice
<input type="checkbox"/> Continue Nursing follow-up for newly enrolled students and student health concerns referred by staff <input type="checkbox"/> Consider Nurse involvement in school teams (e.g. SPED, 504, wellness teams, concussion teams, etc) <input type="checkbox"/> Communicate health concerns with appropriate staff <input type="checkbox"/> Identify community resources (e.g. vision, hearing, medical, mental health, child protection, nutrition, etc) <input type="checkbox"/> Apply for VSP vouchers if NASN member (e.g. these cover vision exam and glasses for some students)	Care Coordination
<input type="checkbox"/> Consider need for a mentor https://www.cde.state.co.us/healthandwellness/snh_ofcmgmt <input type="checkbox"/> Does your school participate in Medicaid billing? If so, what is your role? <input type="checkbox"/> Consider NASN/CASN membership and registering for fall CASN conference	Leadership
<input type="checkbox"/> Complete monthly nursing report, if applicable <input type="checkbox"/> Review monthly data for trends and make adjustments as needed <input type="checkbox"/> Meet with evaluator to set professional goals and objectives	Quality Improvement
<input type="checkbox"/> Organize vision and hearing screenings <input type="checkbox"/> Communicate Immunization law with administrators and follow-up concerns	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
<input type="checkbox"/> Review incomplete checklist from previous months	Standards of Practice
<input type="checkbox"/> Monitor causes of absenteeism: coordinate with school administrator and truancy <input type="checkbox"/> Procedure for communicating with families (e.g. website, school newsletters, distribution through classroom folders, etc.)	Care Coordination
	Leadership
	Quality Improvement
<input type="checkbox"/> Work with community partners to send information about flu shot clinics and other vaccinations as appropriate <input type="checkbox"/> Continue screenings and/or send referral/results letters	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
- 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

November	Framework
<input type="checkbox"/> Review incomplete checklist from previous months	Standards of Practice
	Care Coordination
<input type="checkbox"/> Apply for CDE Special Service Provider License (if haven't already)	Leadership
<input type="checkbox"/> Begin collecting immunization data for compliance reporting for CDPHE	Quality Improvement
<input type="checkbox"/> Distribute immunization notices if not already completed <input type="checkbox"/> Share disease prevention information with parents (e.g. influenza, head lice, norovirus, COVID-19, etc.) <input type="checkbox"/> Provide health resources and consultation to your school community <input type="checkbox"/> Share safety tips for extreme cold weather <input type="checkbox"/> Continue screenings and/or send referral/results letters	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
- 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

December	Framework
<input type="checkbox"/> Review incomplete checklist from previous months	Standards of Practice
	Care Coordination
<input type="checkbox"/> Review health office procedures and health-related school board policies	Leadership
<input type="checkbox"/> Meet with evaluator for mid-year review <input type="checkbox"/> Immunization compliance rates completed and reported to CDPHE by due date January 15th	Quality Improvement
<input type="checkbox"/> Follow-up on Vision and Hearing referrals and provide parent support as needed <input type="checkbox"/> Provide individual and/or classroom health education for students (e.g. handwashing, hygiene, puberty, etc.) <input type="checkbox"/> Provide immunization record to students graduating in December	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
- 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
<input type="checkbox"/> Review incomplete checklist from previous months	Standards of Practice
<input type="checkbox"/> Prepare for standardized testing for students who need accommodations <input type="checkbox"/> High/Middle school semester class changes: Notify new teachers of any health needs	Care Coordination
	Leadership
<input type="checkbox"/> Monitor infections disease rates (e.g. influenza, COVID, GI illness, etc.) <input type="checkbox"/> Update documents for upcoming year registration <input type="checkbox"/> Immunization compliance rates completed and reported to CDPHE by due date January 15th <input type="checkbox"/> By February 15th, distribute the Annual Parent Letters for Immunizations (CDPHE)	Quality Improvement
<input type="checkbox"/> Provide staff with resources for infection control in the classroom	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

Review incomplete checklist from previous months

Standards of Practice

Care Coordination

Sign up for Spring CASN conference

Review budget with administration as needed

Leadership

Inventory health office supplies and restock as needed

Identify and review record retention policy/procedure and purge any unnecessary health documents

By February 15th, distribute the Annual Parent Letters for Immunizations ([CDPHE](#))

Quality Improvement

Arrange for optional screenings with school/community providers (e.g. Dental, BMI, etc.) and coordinate appropriate consents

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
<input type="checkbox"/> Review incomplete checklist from previous months	Standards of Practice
	Care Coordination
<input type="checkbox"/> Maintain continuing education in your portfolio (keep certificates and syllabus)	Leadership
<input type="checkbox"/> Consider performing an emergency response drill (e.g. for Epinephrine or Glucagon administration, AED, etc.)	Quality Improvement
<input type="checkbox"/> Check for upcoming scheduled field trips, process for notifying nurse, and delegation needs	Community/Public Health

Additional Nursing Considerations:

Notes:

- 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

April	Framework
<input type="checkbox"/> Review incomplete checklist from previous months	Standards of Practice
<input type="checkbox"/> Identify any students who will be attending ESY (Extended School Year for SPED) and arrange for any necessary health services	Care Coordination
<input type="checkbox"/> Identify any summer school programs and arrange for any necessary health services	
	Leadership
<input type="checkbox"/> Start list of health office supplies needed for Fall	Quality Improvement
<input type="checkbox"/> Review CDE Health Data Report cheat sheet and prepare to submit report	
<input type="checkbox"/> Share resources and safety tips for prom, graduation, field days, etc. (e.g. substance abuse, safe driving, guidelines for sun/heat safety, etc.)	Community/Public Health
<input type="checkbox"/> Provide immunization record to graduating students	
<input type="checkbox"/> Prepare for next year's incoming students (collect and review immunizations and health records)	

Additional Nursing Considerations:

Notes:

- 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

May	Framework
<input type="checkbox"/> Review incomplete checklist from previous months	Standards of Practice
<input type="checkbox"/> Arrange for medication pick up at end of school year <input type="checkbox"/> Discard any remaining medication per school district policy <input type="checkbox"/> Transfer student health record to receiving school as appropriate	Care Coordination
<input type="checkbox"/> Meet with supervisor to complete evaluation process <input type="checkbox"/> Celebrate School Nurses Day!!	Leadership
<input type="checkbox"/> Submit CDE Health Data Report <input type="checkbox"/> Send equipment for calibration (e.g. audiometers, thermometers, vision screeners, etc.) <input type="checkbox"/> Complete End of Year Nursing Report, if applicable	Quality Improvement
<input type="checkbox"/> Send mandatory annual CDPHE parent immunization notice <input type="checkbox"/> Send reminders for immunizations needed for next school year (Kindergarten, 6 th grade, etc.) <input type="checkbox"/> Obtain standing orders for next school year, if applicable	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:

June/July (if contracted to work)	Framework
<input type="checkbox"/> Review incomplete checklist from previous months	Standards of Practice
<input type="checkbox"/> 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.)	Care Coordination
<input type="checkbox"/> Attend School Nurse Updates as possible <input type="checkbox"/> Attend NASN annual conference, if able <input type="checkbox"/> Identify nurse's role in registration process and/or back to school nights	Leadership
<input type="checkbox"/> Review policies and procedures <input type="checkbox"/> Consider nurse involvement in AED program (e.g check pad and battery expiration dates, supplies, etc.)	Quality Improvement
	Community/Public Health

Additional Nursing Considerations:

Notes: