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 and Delegation
- Determine Health Tech Supervision Needs (monthly tasks)
- Review immunization records for compliance, send notices for non-compliant students
- 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)
- Follow-up action list-health care plans, procedure trainings and delegation, medications
- Check for scheduled field trips and process for notifying nurse
- CDE School Nurse Licensure - [https://www.cde.state.co.us/cdeprof](https://www.cde.state.co.us/cdeprof)

**Additional Nursing Considerations:**
- Qualistar-visit website and register to access Medication Administration Training tools [http://www.qualistar.org/home.html](http://www.qualistar.org/home.html)
- Process for ordering health office supplies for your district
- Meet key school personnel and learn procedures for communication
- Register with CIIS (Colorado Immunization Information Systems) [https://www.colorado.gov/pacific/cdphe/ciis-users](https://www.colorado.gov/pacific/cdphe/ciis-users)
- Maintain records for CPR training/certification for staff
- Obtain computer, login for school programs, passwords
- Meet key personnel: administrators, secretaries, Special Ed teachers, custodians, Psychologist
- Monitor calendar for future field trips
- Standard Precaution Training for staff

**NOTES:**

February 2017
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
- 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

**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

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

NOTES:

February 2017
JANUARY

School Nurse Ongoing Duties:
- Update list for current sports physical for grades 6-12
- Monitor influenza rates, provide staff with resources for infection control in the classroom
- Prepare for standardized testing for students who need accommodations
- Continue reviewing health care plans, revise as needed
- Complete unfinished tasks from previous months

Additional Nursing Considerations:
- Order additional health office supplies if needed.
- Provide immunization records for senior students preparing to go to college
- Update documents for upcoming year registration

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
  - Health Appraisals
  - Providing nursing care
  - Responding to medical emergencies
- 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

### 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

### NOTES:
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 for fall
☐ Professional Development Review:
  o Check continuing education in your portfolio
  o Measurable student outcome data
  o Complete self–evaluation of School Nurse Rubric
☐ Begin Planning Field Trip Procedures
  o Discuss procedures/key points at staff meetings
  o Email staff about field trip planning
  o Create or review Field Trip Permission forms

NOTES:

Things to Consider:
☐ How many field trips are scheduled for end of school year?

Resource links to guide you through March
NASN Continuing Education
NASN Position Statements - School-Sponsored Trips, Role of the School Nurse ( Adopted June 2013)
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
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
- Send notice home: medication pick up at end of school

Additional Nursing Considerations:
- 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 process
- Send equipment for calibration if needed
- Meet with supervisor to complete evaluation process
- Organize health records and files for following school year

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

NOTES:
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: Inservice/Staff Education: CPR/1st Aid, 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: