

SCHOOL NURSE TO DO LIST - AUGUST/SEPTEMBER

(* indicates a resource is available on our website at www.schoolhealthny.com)

HEALTH OFFICE ORGANIZATION:



<input type="checkbox"/>	Review your current contract and responsibilities.
<input type="checkbox"/>	Check current stock and any supplies delivered over the summer (including Epinephrine and Naloxone if applicable)
<input type="checkbox"/>	Check expiration dates on old supplies and medications
<input type="checkbox"/>	Ensure Material Safety Data Sheets are available on all deliveries
<input type="checkbox"/>	Retrieve audiometers, vision machines, scales, etc. from summer storage
<input type="checkbox"/>	Ensure all equipment and instruments were properly calibrated according to manufacturer's specifications

CREATE, REVIEW & UPDATE STUDENT RECORDS



<input type="checkbox"/>	Create CHR (Cumulative Health Records) paper or electronic for all new entrants *
<input type="checkbox"/>	Create Individual Student Visit Records paper or electronic *
<input type="checkbox"/>	Update and review student files with any new medical/physical information
<input type="checkbox"/>	<p>Health Examination</p> <ul style="list-style-type: none"> <input type="checkbox"/> Create list of students (new entrants and mandated grade levels) who need mandated physicals for school year <input type="checkbox"/> Enter any physical exams received over the summer into the CHR
<input type="checkbox"/>	<p>Immunizations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review new entrants' records for immunization deficiencies <input type="checkbox"/> Create list of students lacking in immunizations to go to principal after 14 days for in-state and 30 days for out-of-state or country <input type="checkbox"/> Continue your list of students who are out of compliance with immunizations. Allow 14 days for students in state and 30 for students coming from other states or countries. <ul style="list-style-type: none"> o Communicate with parent/guardians about missing immunizations o Provide this list to the principal (or person in charge of the school) who will exclude students who are not compliant with immunization law o School Nurses notify the administrator but do NOT exclude
<input type="checkbox"/>	<p>Medications</p> <ul style="list-style-type: none"> <input type="checkbox"/> Set up Secure Medication Administration System <input type="checkbox"/> Set up student medication records with pictures of students * <input type="checkbox"/> Check to see if Independent Students who have Asthma/Respiratory Conditions, Diabetes or Life Threatening Allergies have parent, provider written permission AND provider Attestation <input type="checkbox"/> Receive, count and record medications and orders * <input type="checkbox"/> Count all controlled substances and give parent/guardian a copy of the count * <input type="checkbox"/> Train willing staff members to administer EAI (Epinephrine Auto-Injectors) and Glucagon to students with orders for these medications <input type="checkbox"/> Provide and document training to principal/designees in medication delivery to assist students who are considered "Supervised" *

NOTIFY



- Parent/guardian by phone and/or letter for
- Immunization deficiencies *
 - Health examinations requirements
 - Emergency Care Plans and Asthma Action Plans
 - Medication orders/duplicate bottle from pharmacy

PREPARE/UPDATE



- Develop/update Emergency Care Plans (ECP) and Individual Health Plans (IHP) for all students with life-threatening or complicated medical conditions that require supervising adult oversight *
- Provide staff training to all supervisory staff who will oversee a child with a life threatening illness or condition
- Student Health Concern Communication**
Develop a confidential means of notifying staff of special attention students
 - Bus Driver
 - Teacher
 - Main Office
 - Lunch Aide
- School Newsletter article providing general health information
- Notices to go on School Website screening notifications, mandated health examinations, WSC "opt out"
 - Prepare documentation forms for mandated screenings *
 - Prepare form letters to be used for deficiencies found in screening *
- School Health/Nurse website with new information and contact information
- Provide Standard Precaution Presentation as required
 - Prepare and distribute Standard Precaution bags to staff

ELEMENTARY LEVEL



- Create Attendance cards for all students – if no attendance officer
- Create bulletin boards for welcome back to school
- Schedule screening with all classroom teachers, to be completed in first weeks
- Begin new entrant screening per state or district mandated mandates:
 - Vision – color – near – distance
 - Hearing

SECONDARY LEVEL



- Process sports clearance requests- by checking for current physical and re-certification form and communicating with the Athletic Director
- Review physicals submitted from private providers IF the medical director has designated this to you in writing along with what should be directed back to them
- Coordinate physical for new employees, bus drivers, cafeteria workers and Provide Hep B vaccine to eligible employees – if in job description
- Ensure coaching staff has Emergency Care Plans and training as indicated
- Complete Fall Sports physicals and clearance
- Review team rosters and advise AD of students with special needs
- Begin screening per state or district mandates:
 - Vision and hearing – grades 7 and 10
 - Scoliosis – grades 5-9

SCHOOL NURSE TO DO LIST - OCTOBER

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DATA REPORTING*



Weight Status Category Reporting

- Check Data Reporting Page to view districts selected to report
- Collect information to submit data via HPN (public schools) on last Friday in January

Step Up and Be Counted

Begin collecting data as outlined on the Data Reporting Page

SCHOOL PHYSICALS AND HEALTH APPRAISALS



Prepare for first round of school physicals as appropriate

Schedule medical director and reserve room for physicals and notify teachers

Begin phone calls for students without physical or permission for physical

Send out letter for noncompliant health appraisals

Continue to collect & tally WSC and health conditions data

ELEMENTARY LEVEL



Continue screenings – to be completed by early November

Send referrals for students with screening difficulties

Create bulletin boards

Emphasize importance of flu shots

SECONDARY LEVEL



Publicize winter sports physical dates and clearance process

May start accepting recertification forms 30 days prior to winter

Write newsletter articles

Encourage staff and students to get flu shots

SCHOOL NURSE TO DO LIST – NOVEMBER

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ELEMENTARY LEVEL - NOVEMBER



<input type="checkbox"/>	Complete screenings by early November
<input type="checkbox"/>	Complete sending referrals for students with screening difficulties
<input type="checkbox"/>	Use tally sheets to count information for WSC and Chronic Health Conditions
<input type="checkbox"/>	

SECONDARY LEVEL - NOVEMBER



<input type="checkbox"/>	Complete sports physicals and clearance for winter season
<input type="checkbox"/>	Review team rosters and notify Athletic Director of medically ineligible students
<input type="checkbox"/>	Tally WSC and Chronic Health Conditions data
<input type="checkbox"/>	Complete work permits as requested

SCHOOL NURSE TO DO LIST –DECEMBER

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ELEMENTARY LEVEL



<input type="checkbox"/>	Follow-up on screening referrals
<input type="checkbox"/>	Check next year's Kindergarten registration materials for correctness of immunization requirements *
<input type="checkbox"/>	Begin tallying information for Weight Status Category Survey *
<input type="checkbox"/>	Communicate "Opt Out" option to parents/guardians via School Website or Newsletter

SECONDARY LEVEL



<input type="checkbox"/>	Conduct winter coaches training as needed
<input type="checkbox"/>	Ensure coaching staff has Emergency Care Plans as indicated
<input type="checkbox"/>	Begin tallying information for Weight Status Category Survey
<input type="checkbox"/>	Communicate "Opt Out" option to parents/guardians via School Website or Newsletter

DATA REPORTING*



<input type="checkbox"/>	Immunizations Survey(OSAS-Online School Assessment Survey) <input type="checkbox"/> Submit data via HPN (all public and private schools) on 1-.31 or as directed by NYSDOH <input type="checkbox"/> Make preparations for immunization audits if applicable
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SCHOOL NURSE TO DO LIST – JANUARY/FEBRUARY

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JANUARY*



<input type="checkbox"/>	Submit WSE survey via the Health Commerce System *
<input type="checkbox"/>	Send list of non-compliant health appraisals to principal
<input type="checkbox"/>	Review bid list of supplies provided by appropriate staff from purchasing
<input type="checkbox"/>	Continue Screening on new entrants
<input type="checkbox"/>	Continue school physicals

ELEMENTARY LEVEL - JANUARY



<input type="checkbox"/>	Kindergarten registration involvement as necessary
<input type="checkbox"/>	Reinforce cold weather safety tips for outdoor activities
<input type="checkbox"/>	
<input type="checkbox"/>	

SECONDARY LEVEL - JANUARY



<input type="checkbox"/>	Set up state or district mandatory screening schedule for vision, hearing and scoliosis
<input type="checkbox"/>	Inform students recertification forms are due 30 days prior to tryouts for Spring sports
<input type="checkbox"/>	Publicize spring sports physicals and clearance process
<input type="checkbox"/>	Publicize the American Heart Association's Wear Red Day

FEBRUARY*



<input type="checkbox"/>	Keep in touch with principal regarding non-compliant health appraisals
<input type="checkbox"/>	Continue to prepare new student files and perform new student screenings
<input type="checkbox"/>	Plan for school physicals as scheduled for your building
<input type="checkbox"/>	Celebrate the American Heart Association with Wear Red Day <ul style="list-style-type: none"> • Write a Newsletter article or create bulletin boards • Start a walking program for students and staff • Check the CPR certification for yourself and staff members
<input type="checkbox"/>	Continue screenings, health examinations, and immunization review
<input type="checkbox"/>	Chart review and begin purging per record retention guidance *

SCHOOL NURSE TO DO LIST – MARCH/APRIL

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MARCH



<input type="checkbox"/>	Keep in touch with principal about non-compliant health appraisals
<input type="checkbox"/>	Send list to supervisor of non-compliant state or district health appraisals
<input type="checkbox"/>	Inventory supplies
<input type="checkbox"/>	Begin planning field trips
<input type="checkbox"/>	Webinars

SECONDARY LEVEL - MARCH



<input type="checkbox"/>	Complete all screenings
<input type="checkbox"/>	Complete Spring Sports physicals and clearance
<input type="checkbox"/>	Review team rosters and advise AD of medically ineligible students
<input type="checkbox"/>	Conduct coaches training as needed
<input type="checkbox"/>	Ensure coaching staff has Emergency Care Plans as indicated

APRIL



<input type="checkbox"/>	Keep in touch with principals about non-compliant health appraisals
<input type="checkbox"/>	Complete and submit orders from bid list
<input type="checkbox"/>	Continue student care, medication administration, treatments, documentation
<input type="checkbox"/>	Communicate with staff and parent/guardians about upcoming field trips
<input type="checkbox"/>	Update the Health Office section of the school website

ELEMENTARY LEVEL - APRIL



<input type="checkbox"/>	Participate in kindergarten registration as requested
<input type="checkbox"/>	Create bulletin boards for Spring break (swimming – sun exposure – bicycle safety, etc)
<input type="checkbox"/>	Prepare records for transfer to middle school
<input type="checkbox"/>	

SECONDARY LEVEL - APRIL



<input type="checkbox"/>	Follow-up on referrals for screenings
<input type="checkbox"/>	Publicize Fall sports physical schedule and clearance process
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

SCHOOL NURSE TO DO LIST – MAY/JUNE

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MAY



<input type="checkbox"/>	Keep in touch with principal for non-compliant health appraisals
<input type="checkbox"/>	Send letters to parents to remind them to pick up leftover medicine *
<input type="checkbox"/>	Send letter requesting updated information for students with ECP, medication, or adaptive PE *
<input type="checkbox"/>	Send District Letter for Physicals for next year
<input type="checkbox"/>	Update Health Practices and Procedures Manual

JUNE



<input type="checkbox"/>	Forward to principal/supervisor list of students noncompliant with the mandated physical for this year
<input type="checkbox"/>	Send letters to parents to remind them to pick up leftover medicine *
<input type="checkbox"/>	Send letter requesting updated information for students with ECP, medication, or adaptive PE *
<input type="checkbox"/>	Complete end of year report
<input type="checkbox"/>	Check and stock supplies as they arrive
<input type="checkbox"/>	Pack up the office for summer cleaning
<input type="checkbox"/>	Discard left over medicine after school is over

ELEMENTARY LEVEL - JUNE



<input type="checkbox"/>	Distribute physical forms to teachers to be included in report cards for state or district mandated grades
<input type="checkbox"/>	Prepare fifth grade files to go to middle school
<input type="checkbox"/>	Schedule with middle school nurse to transfer records and confer about students
<input type="checkbox"/>	

SECONDARY LEVEL - JUNE



<input type="checkbox"/>	Publicize summer dates for fall sports clearance
<input type="checkbox"/>	Prepare 8th grade files to go to next building
<input type="checkbox"/>	Schedule with RN in next building to transfer records and confer about students
<input type="checkbox"/>	Store student records per Record Retention guidance
<input type="checkbox"/>	Assist college bound students with immunization records for college

SCHOOL NURSE TO DO LIST – ONGOING

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HEALTH ROOM DUTIES

<input type="checkbox"/>	STUDENT CARE
<input type="checkbox"/>	Individual logs of health room visits
<input type="checkbox"/>	Medication <ul style="list-style-type: none"><input type="checkbox"/> Daily medication administration and logging<input type="checkbox"/> Set up for new meds<input type="checkbox"/> Med counting<input type="checkbox"/> Sending reminders for low med supply<input type="checkbox"/> Calling for more meds
<input type="checkbox"/>	Accident reports and insurance forms
<input type="checkbox"/>	Parent contact as needed
<input type="checkbox"/>	Teacher contact as needed
<input type="checkbox"/>	Head checks for lice as needed
<input type="checkbox"/>	Send out communicable disease notices

BUILDING TEAM DUTIES AS REQUESTED

<input type="checkbox"/>	Prepare weekly agendas
<input type="checkbox"/>	Type and distribute weekly minutes
<input type="checkbox"/>	Consult with teachers about possible referrals
<input type="checkbox"/>	Distribute and receive referrals from teachers
<input type="checkbox"/>	CSE and 504 plans: <ul style="list-style-type: none"><input type="checkbox"/> Send referral to CSE office<input type="checkbox"/> Request packet information from all necessary sources<input type="checkbox"/> Receive, type, and compile packet information<input type="checkbox"/> Distribute packets per building protocol<input type="checkbox"/> Distribute agendas for CSE

HOME INSTRUCTION/TUTORING REQUESTS

<input type="checkbox"/>	Coordinate collection of appropriate documentation of need
<input type="checkbox"/>	Consult School Medical Director as needed
<input type="checkbox"/>	Communicate with office of SS, counselor, administrator, teachers, and parents

OPEN AIRWAYS PROGRAM AND/OR ASTHMA SCHOOL PROGRAM

<input type="checkbox"/>	Gather list of appropriate students
<input type="checkbox"/>	Arrange class time, space, lessons
<input type="checkbox"/>	Arrange class time, space, lessons
<input type="checkbox"/>	Develop peak flow baselines for all students
<input type="checkbox"/>	Present lessons and evaluate
<input type="checkbox"/>	Communicate with parents
<input type="checkbox"/>	Work with asthma agency to coordinate program

PARTICIPATE IN CROSS-CURRICULAR ACTIVITIES

<input type="checkbox"/>	Nurses as Community helpers
<input type="checkbox"/>	“N” as in Nurses - in kindergarten
<input type="checkbox"/>	Career awareness about nursing
<input type="checkbox"/>	Nurses as regular people with families

HEALTH EDUCATION

<input type="checkbox"/>	Create new bulletin board presentations monthly tied to Health Education Learning Standards
<input type="checkbox"/>	Create newsletter entries prepared monthly or bimonthly

ATTENDANCE DUTIES

<input type="checkbox"/>	Daily attendance, accepting classroom cards, entering data, phone calls
<input type="checkbox"/>	Monthly reports
<input type="checkbox"/>	Quarterly reports for report cards
<input type="checkbox"/>	Confer with social worker regarding excessive absences
<input type="checkbox"/>	Sending letters regarding excessive absences

CPS REFERRALS

STUDENT FILE CREATION FOR NEW ENTRIES

<input type="checkbox"/>	Health folder
<input type="checkbox"/>	Attendance card
<input type="checkbox"/>	Nurse visit card
<input type="checkbox"/>	Screening card
<input type="checkbox"/>	Sending letters regarding mandated physicals or immunizations deficiencies

NON-MEDICAL DUTIES THAT FALL TO THE RN

<input type="checkbox"/>	Wet clothes changed for dry
<input type="checkbox"/>	Eyeglasses fixed
<input type="checkbox"/>	Stuck zippers
<input type="checkbox"/>	Gum in hair
<input type="checkbox"/>	Nails trimmed and cleaned
<input type="checkbox"/>	Buttons sewn
<input type="checkbox"/>	Muddy or soiled clothing and shoes changed

PROVIDE NURSING SUPERVISION AS NEEDED

<input type="checkbox"/>	After school activities such as end of year picnics, roller skating, etc.
<input type="checkbox"/>	Accompany field trips such as outdoor education or Washington DC trips

STAFF WELLNESS

<input type="checkbox"/>	Provide BP and weight monitoring as indicated and requested
<input type="checkbox"/>	Consult on personal concerns
<input type="checkbox"/>	Manage walk program
<input type="checkbox"/>	Assist with organization of flu shot administration
<input type="checkbox"/>	Access accurate and helpful resources

MAINTAIN UP-TO-DATE RESOURCE LIBRARY

<input type="checkbox"/>	PDR, Red Book, Tabers, Merck Manual and other medicine reference
<input type="checkbox"/>	School Health Texts
<input type="checkbox"/>	Child Health texts
<input type="checkbox"/>	Growth and development materials
<input type="checkbox"/>	Files of journal articles
<input type="checkbox"/>	Internet sites

ATTEND SCHOOL COMMUNITY MEETINGS

<input type="checkbox"/>	Building level meetings
<input type="checkbox"/>	Department meetings
<input type="checkbox"/>	District level meetings
<input type="checkbox"/>	Board of Education meetings
<input type="checkbox"/>	PTA meetings
<input type="checkbox"/>	Professional organization meetings
<input type="checkbox"/>	Personal education and training offered via district, county, state and nation.