

# School Nurse Calendar

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2019 - 2020

## August

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### School Nurse Ongoing Duties:

- ☐ Set up health office-check supplies. Notify District Nurse of any needed supplies.
- ☐ Medication trainings, delegation, and documentation
- ☐ Review/Prioritize Medical Alert Reports
- ☐ Obtain list of new students and check immunization records, need for screenings
- ☐ Enter immunization records obtained over summer into DASL
- ☐ Review IHP process with health clinic staff
- ☐ Set up meetings with parents of students with life-threatening health conditions to discuss care while at school
- ☐ Review medication orders: Are they complete? (Doctor signature, parent signature, etc)
- ☐ Review immunization records for compliance; communicate with parents about missing immunizations
- ☐ Determine which students need IHPs and send forms to parents for completion; send asthma and epinephrine self-carry forms to parents if applicable
- ☐ Obtain new Rx for stock epinephrine from MD (District Nurse)
- ☐ Check AED batteries and pads

### Additional Nursing Considerations:

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- ☐ Meet key school personnel and learn procedures for communication
- ☐ Obtain computer, login for school programs, passwords
- ☐ Maintain records for CPR/first aid and AED (if applicable) training/certification for staff
- ☐ Become familiar with immunization and outbreak reporting by visiting [www.odh.ohio.gov](http://www.odh.ohio.gov)

## September

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### School Nurse Ongoing Duties:

- ☐ Organize Vision and Hearing Screenings—schedule with teachers
- ☐ Continue reviewing immunization records for compliance.
- ☐ Continue processing new medications and paperwork
- ☐ Review field trip process with teachers
- ☐ Obtain EMAs and create binder for new school year
- ☐ Continue to update/organize Medical Alert Reports
- ☐ Make copies of EAPs and provide to teachers
- ☐ Continue to determine students who need IHPs and send forms to parents for completion
- ☐ Review incomplete checklist items from previous months
- ☐ Nursing follow-up: newly enrolled students, vision/hearing referrals
- ☐ Develop substitute nurse guide for when you are away
- ☐ Check AED batteries

### Additional Nursing Considerations:

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- ☐ Communicate health concerns with administration
- ☐ Communicate Immunization law with Administrators and follow-up concerns

## October

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### School Nurse Ongoing Duties:

- ☐ **October 15: Deadline for submitting ODH Immunization Reporting** (District Nurse)
- ☐ Complete ODH immunization report and return to District Nurse by October 1
- ☐ Continue Vision and Hearing Screenings
- ☐ Send referral letters for screenings
- ☐ Follow-up with parents for vision and hearing screening referrals
- ☐ Review incomplete checklist items from previous months
- ☐ Check AED batteries
- ☐ Coordinate employee flu vaccination clinic

### Additional Nursing Considerations:

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- ☐ Monitor causes of absenteeism – coordinate with school administrator
- ☐ Procedure for sending messages home

## November

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### School Nurse Ongoing Duties:

- ☐ **By November 1**, a student enrolled for the first time in either kindergarten or first grade must be given a vision screening in accordance with the requirements set forth by ODH
- ☐ **Replace Cardiac Science AED Batteries and Pediatric Pads – All Buildings**
- ☐ Illness note reminders for parents (influenza, enterovirus, common cold)
- ☐ Continue to follow-up with parents regarding vision and hearing screening referrals
- ☐ Complete unfinished tasks from previous months
- ☐ Review health related policies and procedures (prioritize)
- ☐ Check AED batteries

### Additional Nursing Considerations:

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- ☐ 6<sup>th</sup> grade trip to Camp Kern: Nov. 6 - 8
- ☐ 12<sup>th</sup> grade trip to Washington, DC: Nov. 22 - 26
- ☐ No School, Thanksgiving, Nov. 27 – 29
- ☐ Share safety tips for extreme cold weather

## December

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### School Nurse Ongoing Duties:

- ☐ Follow-up on outcomes of vision/hearing referrals, provide parent support if needed
- ☐ Continue reviewing health care plans, revise as needed
- ☐ Continue to follow-up with parents regarding vision and hearing referrals
- ☐ Complete unfinished tasks from previous months
- ☐ Review health related policies and procedures (prioritize)
- ☐ Check AED batteries

### Additional Nursing Considerations:

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- ☐ Teach handwashing to younger students
- ☐ Share safety tips for extreme cold weather
- ☐ Christmas Break December 23 – January 3

## January

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### School Nurse Ongoing Duties:

- ☐ Monitor influenza rates, provide staff with resources for infection control in the classroom
- ☐ Continue reviewing health care plans, revise as needed and send to appropriate staff
- ☐ Continue to follow-up with parents regarding vision and hearing referrals
- ☐ Complete unfinished tasks from previous months
- ☐ Check AED batteries

### Additional Nursing Considerations:

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- ☐ Order additional health office supplies if needed.
- ☐ High/Middle school semester class changes: Notify teachers with new classes of any student health needs
- ☐ No School MLK Jr Day, January 20
- ☐ Staff PD Day January 21

## February

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### School Nurse Ongoing Duties:

- ☐ Monitor influenza rates, provide staff with resources for infection control in the classroom
- ☐ Start list of clinic supplies needed for Fall
- ☐ Continue to follow-up with parents regarding vision and hearing referrals
- ☐ Complete unfinished tasks from previous months
- ☐ Check AED batteries

### Additional Nursing Considerations:

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- ☐ WHS Choir Trip Disney – Feb. 12 – 17
- ☐ WHS Orchestra Trip Disney – Feb 13 – 18
- ☐ No School, President's Day, Feb. 17
- ☐ Staff PD Day Feb. 18

## March

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### School Nurse Ongoing Duties:

- ☐ Monitor influenza rates, provide staff with resources for infection control in the classroom
- ☐ Start list of clinic supplies needed for Fall
- ☐ Continue to follow-up with parents regarding vision and hearing referrals
- ☐ Complete unfinished tasks from previous months
- ☐ Check AED batteries

### Additional Nursing Considerations:

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- ☐ Spring Break March 23 – 27



## April

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### School Nurse Ongoing Duties:

- ☐ Collaborate with groups planning prom/graduation safety programs
- ☐ Continue to follow-up with parents regarding vision and hearing referrals
- ☐ Check AED batteries

### Additional Nursing Considerations:

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- ☐ Prom
- ☐ No School Board Holiday April 10

## May

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### School Nurse Ongoing Duties:

- ☐ Inventory health office supplies
- ☐ Order supplies for next school year
- ☐ Check expiration dates on old supplies and medications
- ☐ Send notice home: medication pick up at end of school
- ☐ Send notices for immunizations needed for next school year
- ☐ Submit final report of vision and hearing screening results to District Nurse
- ☐ Follow school procedure for preparing office for summer cleaning, purge/advance files
- ☐ Send notice home: medication pick up at end of school
- ☐ Send equipment for calibration (audiometers, thermometers, vision screeners)
- ☐ Organize health records and files for following school year

### Additional Nursing Considerations:

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- ☐ Complete End of Year Nursing Report
- ☐ Celebrate School Nurses Day
- ☐ 8<sup>th</sup> Grade Trip May 17 -19
- ☐ No School, Memorial Day, May 25

## June/July

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### 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 2<sup>nd</sup> notice for immunizations or any remaining notices for next year
- ☐ Check school procedure for storage of 12<sup>th</sup> grade health files (with educational record)
- ☐ Complete any unfinished tasks from school year
- ☐ Restock Go Bags

### Additional Nursing Considerations:

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- ☐ Before School Starts: In-service/Staff Education: CPR/1<sup>st</sup> 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