

Calendar Preparation

In organizing nursing tasks for the year, I pulled my local school board calendar from [http://www.bbhcsc.org/Downloads/2019-2020%20\(B\)%20Final%20Bd%20Approved%2004-23-2018%20Revision%203-13-2019.pdf](http://www.bbhcsc.org/Downloads/2019-2020%20(B)%20Final%20Bd%20Approved%2004-23-2018%20Revision%203-13-2019.pdf) and to reflect the middle school, I used https://calendar.google.com/calendar/embed?src=bbhcsc.org_9p8c51h06jvc576b8nfmh4qc2o@group.calendar.google.com&ctz=America/New_York. Included on the calendar are days off, field trips, parent-teacher conferences, deadlines for the school nurse to address, and staff days. I was unable to find standardized testing dates, but know they are held in April and May. I choose to organize my tasks on a weekly and monthly basis because as a nurse and a mom, we all know that things come up that are out of our control and if I had certain tasks assigned to a certain day, it may not be realistic to accomplish. I also thought it best to do the tasks this way because they would easily convert to future academic years, and it is easy to change/tweak when necessary. The academic calendar is based off of the middle school. I did this because there is one school nurse assigned to the high school and another to the middle school. Since I am not a current employee, but a parent, I am more familiar with the schedule of the middle school and therefore, able to address more topics and issues in this assignment.

My letter to parents addresses 3 major components: the ODH requirements, resources to obtain vaccinations for those needing assistance, and current and relevant information about vaccines. I did not use a template in writing this letter but I did read the letter from our district nurse, prior to starting. I decided to go off the guidelines in the rubric. Since the ODH requirements are so detailed and specific, I found it best just to include this as an attachment. Parents with multiple students in the district would find this helpful. But I did highlight to middle school parents, the need for 7th graders to receive the meningococcal vaccine. I included the article from the U.S. Department of Health and Human Services because it does an excellent job in summarizing the importance of vaccines in lay terminology. I wanted to include resources that parents knew well and had an already strong respect for, thus I referenced the CDC and American Academy of Pediatrics. I also provided quick web links for the parents if they care to further investigate information. The BBHCSD communication is done via weekly emails to parents. I would include this letter as part of the end of the year communication, especially since I have to many quick links.

In developing weekly/monthly tasks for the school nurse to accomplish, I used the text (Selekman, 2019), the slides from Dr. Praeger, and various other online sites. The website I personally liked the best, is from the state of Colorado. SN coordination is broken down into monthly duties, additional considerations, and national health observances. The drawback is that Colorado law, and health required deadlines (ie. screening and immunizations) do not correlate with Ohio. Therefore, I went to the ODH

school nurse resource website, and found the new nurse resource document most helpful. Other states, like Minnesota, have a calendar for the school nurse to follow, also. But neither of these resources offered much in incorporating national observances into practice. I also found that there are ongoing duties that need to be addressed on a monthly basis.

When incorporating national health observances, my primary focus was to provide health promotion and teaching. I wanted to incorporate the staff as much as possible in these activities. Some projects and initiatives can be discussed in English class or Science/Health. Other topics I chose to have discussed in either assemblies or during EI (enrichment intervention). This is the time in the middle schoolers schedule where they can make up tests, projects, be tutored, or use as a study hall. This period is about 20 minutes long in conjunction with their lunch period. After about half way through the calendar month, I ran out of ideas. Selekman (2019) was helpful in finding more information regarding further resource toolkits available on page 84. Kids Health in the Classroom was my favorite resource because not only did it have so many topics covered, the information (usually articles) was easy to implement into the classroom or as a homework assignment. To keep all my information straight, the text for national health observances and coordinating interventions are in the blue.

Once I have completed my first year, then I can review what resources were or were not helpful for health promotion. My plans may change for a variety of reasons: not pertinent to the students, not enough time, not well liked, learning style preferences, etc. This may be true of my other monthly nursing tasks. I will need to spend time at the end of the year evaluating myself and my plan.

Prior to the Start of School (1-2 weeks out, ideally) **Most School Nurses start the year when teachers start and compensation is reflective of this. This does not allow for a lot of time to do the initial assessment of the school. Therefore, the SN needs to prioritize what is a necessity and continuously assess the changing needs of the school.**

- Meet principal.
- Review policies and procedures.
- Inspect health office - order/check supplies if needed, speak to administration if changes need to be made or special equipment obtained.
- Find health records.
- Identify community resources and specialists.
- Establish a mentor.
- Collect information on what is to be taught to educate staff during staff days.

- Send out another email to parents, reminding them of immunization records, medication policy, and introducing oneself. Also may want to include “when to keep your child home from school” criteria.
- Make sure you are signed up to receive updates from the ODH.
- Join the OASN.
- Attend new school nurse conference.

August (National Immunization Awareness Month - incorporated into September b/c of all the other tasks needing to be addressed - I know I will not have time in the 2 weeks to cover topic. Also more appropriate for September to encourage Flu Vaccine.)

Week 1 (Most of the tasks aim to be completed on the two staff days prior to the arrival of the students - time permitting).

- Meet faculty and staff.
- Provide staff with Blood Borne Pathogen In-service (Ohio Administrative Code 4167-3-05 Ohio specific safety standards and OSHA Title 29 Code 1910.1030) - During Staff Days.
- Provide Food services workers - Choking in-service (ORC 3313.815) - During Staff Day.
- Review basic first aid, Ohio Emergency Guidelines (as necessary), or other information as asked by superintendent - During Staff Days.
- Meet with new or complex students with care needs and their parents - During Staff Days.
- Prepare/Assess current emergency/shelter in place and first aid kits - on Staff day.
- Review protocols and emergency plans - Staff day.
- Obtain a new student list - to assess immunizations, necessary medications, IEP or 504 accommodations. - Staff day.
- Review EAPs with teachers - Staff Day.
- Review emergency authorization forms to see who still needs information.
- Make list of staff that have current CPR training and encourage others to partake.
- Make sure medication orders are complete and meds available in their acceptable form.

Week 2

- Follow up with those students still missing immunization records - via email or notes home.
- Follow up with missing emergency authorization forms - via email and notes home.
- Review all IHPs, 504 and IEP deadlines and place into calendar - monthly basis.
- Visit classrooms to introduce yourself to students - talk about what I do and screenings.
- Continue to teach EAPs to those necessary staff members.
- Sit down with UAPs and address questions and concerns. Review compliance dates for medication authorization, provide training, supervision of delegated tasks, and documentation.
- Make sure all students in need of evacuation assistance have an Emergency Evacuation Plan in place and it is reviewed/practiced.

September (National Childhood Obesity Month)

- Review all IHPs, 504s and IEP deadlines and place into calendar - monthly basis.
- Follow up with those students still missing immunization records - phone calls.
- Start vision and hearing screening on those students in K and 1st grade and collaborate with others who will be assisting, like audiologist, volunteers, etc. Develop a plan for organizing the screening.
- Make sure all medication forms are in.
- Follow up with those students still missing immunization records - phone calls.
- Start vision screenings on new students to the district and those with special needs.
- Develop a binder for a substitute SN in the event of my absence with quick reference materials, important phone numbers, daily tasks, and where pertinent information is kept (Selekman, 2019).
- Check renewal dates on Train the Trainer courses (ie, medication administration), CPR, etc. (Ohio New nurse resource document, 2019).
- Check the calibration dates on equipment and place on calendar.
- **Back to School means back to healthy lifestyle patterns.** From August through the end of September, I will incorporate statistics and suggestions for healthy growth and development during daily announcements.
- I will push nutrition, serving portions, healthy sleep patterns, appropriate exercise and vaccinations on bulletin boards.

- I will include these key ideas in newsletters home to parents and address when to keep a child at home.
- I will have students partake in the “Blue Zone Project” from healthy teacher during their enrichment intervention time.
<http://thehealthteacher.com/2016/09/12/the-blue-zones-project-teaching-kids-about-wellness-goals/>. Students can visualize for themselves how healthy lifestyles promote long, happy lives.
- As for Immunization Awareness, I would promote the flu vaccine by posting reminders to staff and encouraging students to obtain via announcements.

October (Breast Cancer Awareness Month, Red ribbon week, National Bullying Prevention Awareness Month and Halloween Safety)

- Review all IHPs, 504s and IEP deadlines and place into calendar - monthly basis.
- 8th grade field trip - make sure all teachers and staff are up to date on EAP education, medications and designated staff available for trip.
- By October 15 - Ohio Revised Code section 3313.67 requires all schools to report a summary of the immunization status of pupils each year to the Director of Health by October 15. Each school or portion of a school that has its own IRN number must submit separate reports for kindergarten, 7th grade, 12th grade and new pupils in grades 1-6 and 8-11. (Ohio New nurse resource document, 2019)
- By October 25 (Active Shooter Drill) assist staff with meeting all the logistical needs. Coordinate role and care needs with administration and local emergency response. Offer relevant suggestions after reviewing plans.
- By November 1 - ORC 3313.673 Screening of beginning pupils for special learning needs. Required by November 1 of each school year: screening of students entering for the first time (K or grade 1) for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders. (Ohio New nurse resource document, 2019).
- Continue with screening process, rescreen as necessary.
- Breast Cancer Awareness Month
 1. Have a mammogram scheduled to visit for staff convenience.
 2. Have a memory wall dedicated to all loved ones affected by breast cancer for both student and staff to partake.
- October 7th - Coordinate with administration the STOMP Out the Bullying Campaign and what can be implemented into the school.
<https://www.stompoutbullying.org/campaigns/national-bullying-prevention-awareness-month>

- Red ribbon week
 1. Find a speaker to come and speak to the students about the effects of drugs and alcohol.
 2. School has a themed week of spirit wear to coordinate with saying no to substances - encourage both student and staff to partake.
- Halloween Safety
 1. During homeroom announcements, go over guidelines for a safe Halloween - don't go alone, wear bright clothing or have a flashlight, respect the time of trick or treating, and BE EXTRA CAUTIOUS WHEN CROSSING THE STREET.

November (American Diabetes Month and November 15 is the Great American SmokeOut)

- Review all IHP, 504s and IEP deadlines and place into calendar - monthly basis.
- Continue with screening process, rescreen as necessary, and send out referral letters.
- Share safety tips for extreme cold weather.
- November is usually open enrollment for insurance plans, I would like to have a representative on site during lunch hours to speak and answer staff questions pertaining to policies.
- American Diabetes Month
 1. Have all students and faculty come up with one healthy lifestyle change they can put into practice to decrease their risk for developing DMII - make a giant wall board in the hallway with ideas after completing an article from Kids Health in the Classroom during EI, "What is type 2 diabetes" and "How is it treated?"
- November 15 is the Great American Smoke Out
 1. Use November as a month long initiative to address the risks associated with tobacco smoking and vaping.
 2. Provide information and statistics in announcements daily.
 3. Use the bulletin board to show pictures of the effects of vaping/smoking.
 4. Provide resources to students who are already smoking/vaping.
<https://teen.smokefree.gov/>
 5. From the Health Teacher, send email to students with the link or show in home room. <https://youtu.be/AF0poKBUyok/>
 6. I would love to have a speaker come during assembly who has had adverse effects from smoking/vaping.

December (World Aids Day on Dec. 1 and 1-7 is Handwashing Awareness Week)

- Review all IHP, 504s and IEP deadlines and place into calendar - monthly basis
- 7th grade field trip - make sure all teachers and staff are up to date on EAP education, medications and designated staff available for trip.
- Continue with screening process.
- 1-7 is Handwashing Awareness Week
 1. Bulletin Board outside office dedicated to Handwashing information and statistics - how dirty are other objects? Phones, backpacks and lunch bags, etc?
 2. Have the glo - germ kit available for students in science class to see how well they washed (should have sinks) <https://www.glogerm.com/>.
- World Aids Day
 1. Have students watch Ryan White video clip and discuss in English class. https://www.channelone.com/blog_post/a-lesson-plan-for-world-aids-day/. Want to highlight on the ideas of how he was treated, his age, and what has changed.

January (National Blood Donor Month, Cervical Cancer Awareness Month and National Slavery and Human Trafficking Prevention Month)

- Review all IHP, 504s and IEP deadlines and place into calendar - monthly basis.
- Continue with screening process.
- Middle school semester class changes: Notify new teachers of any health needs via IHP.
- National Blood Donor Month
 1. Assist at the High School when and where needed during blood drives.
 2. Provide education to middle school students and staff about organ donation. <https://www.lifebanc.org/> as part of science class. Discuss stories, how it works, and facts pertaining to organ donation.
- Cervical Cancer Awareness month
 1. Put up a flier in the girl's bathroom referencing: <https://www.nccc-online.org/hpvcervical-cancer/cervical-health-awareness-month/> I will highlight key ideas on flier like annual PAP testing, HPV vaccinating, and linkage to cancer.
- National Slavery and Human Trafficking Prevention Month
 1. January 11 - wear blue day
 2. During student's enrichment intervention time: They will be expected to watch a video clippings from <https://www.dhs.gov/blue-campaign/videos>.
 3. Bulletin board outside the nurse's office will address the subject.

February (American Heart Month, Dental Awareness Month and National Eating Disorders Awareness Week: 25 - 3)

- Review all IHP, 504s and IEP deadlines and place into calendar - monthly basis.
- Continue with screening process.
- To prepare for standardized testing, coordinate with team members in identifying those needing accommodations.
- American Heart Month
 1. February 7th - wear red day
 2. Implement a month long of tips to promote a healthy heart during announcements from sources like <https://www.healthline.com/health/healthy-heart-tips>. Ie. Did you know that by taking the stairs... By eating fish once a week...
 3. As a homework assignment in Science class, have students read articles on heart disease and answer the questions. <https://kidshealth.org/classroom/6to8/body/systems/cardiovascular.pdf>
- Dental Awareness Month
 1. Display bulletin board refreshing the importance of oral health, bi-annual check ups and relating it back to the development of heart disease and healthy eating. Provide tips and suggestions for oral care relating to braces and invisalign. <https://www.deltadentalwa.com/blog/entry/2018/06/braces-care-tips> and <https://www.invisalign.com/how-invisalign-works/living-with-invisalign>
 2. Take the opportunity to reteaching dental first aid to staff.
- National Eating Disorders Awareness Week: Feb 25 - March 3
 1. See March

March (Nutrition Month)

- Review all IHP, 504s and IEP deadlines and place into calendar - monthly basis.
- Continue with screening process.
- Educate on Eating Disorders
 1. <https://www.nationaleatingdisorders.org/>
 2. Post fliers in bathrooms for warning signs and symptoms of eating disorders and altered body image.
 3. Kids Health in the Classroom, have students review the lesson on Eating Disorders, include reading the articles and answering questions, either discussing in class or in the form of a paper - Science/Health assignment.

- Promote Healthy Eating - <https://www.eatright.org/for-kids/for-teen>
 1. Offer healthy dinner suggestions all month long, email out to staff.
 2. Post on nurse's bulletin board a plate with the appropriate portion amounts, packed lunch ideas, options for vegetarians, and eating to support athletes.
 3. Discuss with cafeteria workers and dietician lunch menu options and review current system - is it appropriate? Is it serving the needs of the students, like vegetarians? Are the portions right? (My child is an athlete and complains that she is never given enough food to satiate her).
 4. Coordinate with health teacher time to further incorporate healthy eating planning and understanding the nutritional label.

April (Safety, Alcohol Awareness month, Sexually Transmitted Infections Awareness Month)

- Review all IHP, 504s and IEP deadlines and place into calendar - monthly basis.
- School Testing going on - various dates.
- Continue with screening process (Hopefully completed by this month may need to help out in other schools as needed).
- Sexually Transmitted Infections Awareness Month
 1. Because this is just middle school, coordinate with the health teacher topics of discuss and how to contribute. May need parental consent.
- Safety
 1. Work with community DARE officers to develop where further learning needs and education are necessary.
 2. Implement during student's EI time the following curriculum (one topic a week) pick what is needed:
 - Prescription drug abuse: <https://smartmovessmartchoices.org/videos>
 - Internet safety: <https://www.aeseducation.com/computer-applications/top-4-best-internet-safety-lesson-plans-for-middle-school>
 - Sexual Abuse: <https://safersmarterteens.org/education/middle-school/> and
 - Drugs: <https://kidshealth.org/classroom/6to8/problems/drugs/drugs.pdf>
 - Healthy Relationships: https://kidshealth.org/classroom/6to8/personal/growing/healthy_relationships.pdf

Conflict Resolution:

https://kidshealth.org/classroom/6to8/personal/growing/conflict_resolution.pdf

Peer Pressure:

https://kidshealth.org/classroom/6to8/personal/growing/peer_pressure.pdf

3. During announcements share facts and statistics about preventing unnecessary accidents - helmets, seat belts, poor decision choices.
 4. Speak with English teacher about coordinating a writing assignment based off of "Family Values Project" from the Healthy Teacher. The goal of this project is to decrease risk taking behavior and promote healthy decision making by family involvement.
<http://thehealthteacher.com/2016/10/15/family-values-project/>.
- Alcohol Awareness month
 1. Coordinate the "Alcohol Research Lab" from Healthy Teacher with the help and support of the science teacher.
<http://thehealthteacher.com/2017/09/12/the-alcohol-research-lab/>.
Students gather data for themselves to see the effects alcohol has on the teen body.

May (Skin cancer awareness month, Mental Health Month and Physical Fitness Month)

- Review all IHP, 504s and IEP deadlines and place into calendar - monthly basis.
- Make sure all information regarding the 8th grade field trip to D.C. is handed in, meds available and further resources, and staff/volunteers are educated on EAPs.
- Finish up all vision and hearing screenings for June 1 deadline.
- Order supplies for next year.
- Speak with administration for further requests of larger/expensive items, provide them with resources and evidence for need.
- Send out email to parents about next year - required immunizations, med policy, etc.
- Organize files for convenience of next year.
- Skin cancer awareness month
 1. How much is the right amount of sunscreen? When to apply sunscreen? Illustrate on Bulletin Board with pictures and skin cancer statistics.

2. In coordination with health class, have students perform the assignment in Kids Health in the Classroom - Skin Cancer.
https://kidshealth.org/classroom/6to8/problems/conditions/skin_cancer.pdf
- Mental Health Month
 1. Have students partake in “Stress Management” from Healthy Teacher. This project identifies what is stress, how it affects us, and how to cope. There are even video links. I would have this done during EI.
<http://thehealthteacher.com/unit-plan-stress-management/>
 2. From Kids Health in the Classroom, have kids participate in the depression, bullying and suicide prevention topics during English class. These topics include articles for the students to read and discuss. This could also be a homework assignment and handed in as a paper.
<https://kidshealth.org/classroom/index.jsp?Grade=68&Section=problems>
 - Physical Fitness Month
 1. Have students and staff develop a goal for improving their fitness and post on the wall.
 2. Have students partake in “Keep it Moving” from Learn to be Healthy
<https://www.learntobehealthy.org/lessons-and-activities/grades-7-9/nutrition-and-fitness/> as part of gym or health class.

June (NA - not enough time to address in 3 days)

- Review all IHP, 504s and IEP deadlines and place into calendar - monthly basis (should not have any)
- Submit to the OASN: Every Student Counts: School-level Health Office Visit Dispositions
- Clean out office
- Perform evaluation of plan and evaluation of self performance
- Send home request to pick up leftover medications and/or equipment, or dispose of them as appropriate.

References:

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