



School Nurse Back to School Checklist

All plans and procedures should be in compliance with local and state laws, regulations and guidance

General Office Setup

- Set up desk and organize office space (include private area for confidential conversations)
- Unpack, inventory & store supplies received during summer months
- Identify students new to the school for this year
- Create or distribute universal precaution supplies to classrooms & special area locations as needed
- Prepare faculty presentation on bloodborne pathogens, diabetes, life-threatening allergies, CPR/AED/first aid as appropriate

Care Planning and Documentation

- Identify students with health concerns
- Prepare emergency care plans (ECP) for students at risk for an emergent condition
- Collaborate with family & healthcare provider to develop individualized healthcare plans (IHP) for students with health needs, obtain parent/guardian permission to consult with healthcare provider
- Set up meetings with teachers to review student health concerns, ECPs & disaster plans
- Set up documentation system for the current school year
- Retrieve immunization records
- Confirm immunization status of incoming students
- Contact parents/guardians of students that are not in compliance with immunizations

Medications

- Prepare documentation system, check to see that locks on storage units are functional
- Receive medications, affix student picture to container and medication record
- Review orders, request clarification from healthcare provider as needed
- Check & record expiration dates as appropriate
- Prepare medication administration schedule as needed

Screening Preparation

- Identify mandated screenings and grade levels requiring screening
- Confirm that equipment (eye chart, vision tester, audiometer, etc.) is in working order
- Prepare screening schedule and documentation system
- Notify parents in school newsletter or other communication about screening

School Team Participation

- Notify school administration regarding team(s) you would like to be a part of for the current school year (i.e. 504, IEP, Disaster Planning, Health and Wellness)
- Notify school administration regarding your ability to provide leadership to school teams
- Add schedule of meetings to your calendar
- Address population health promotion with faculty and staff – talk with them about health concerns or plans for the year, get their feedback on areas of concern or where concentration is needed



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View more resources and educational offerings at www.nasn.org

General and Educational Resources

- ✓ Review NASN's "Back to School ToolKit"
- <http://www.nasn.org/ToolsResources/BacktoSchoolToolkit>
- ✓ Access Position Documents as needed
- <http://www.nasn.org/default.aspx?tabid=237>
- ✓ Review "Role of the School Nurse" Position Statement
- <http://www.nasn.org/portals/0/positions/2011psrole.pdf>
- ✓ Online Learning Center - https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=74
- ✓ Non CE eLearning - <http://www.nasn.org/ContinuingEducation/NonCEeLearning>

Tools and Resources

- ✓ Asthma - <http://www.nasn.org/ToolsResources/Asthma>
- ✓ Childhood Obesity - <http://www.nasn.org/ToolsResources/ChildhoodObesity>
- ✓ Cultural Competency - <http://www.nasn.org/ToolsResources/CulturalCompetency>
- ✓ Diabetes - <http://www.nasn.org/ToolsResources/DiabetesinChildren>
- ✓ Disaster Preparedness - <http://www.nasn.org/ToolsResources/DisasterPreparedness>
- ✓ Documentation - <http://www.nasn.org/ToolsResources/DocumentationinSchoolHealth>
- ✓ Drugs of Abuse - <http://www.nasn.org/ToolsResources/DrugsofAbuse>
- ✓ Environmental Health - <http://www.nasn.org/ToolsResources/EnvironmentalHealth>
- ✓ Food Allergy & Anaphylaxis - <http://www.nasn.org/ToolsResources/FoodAllergyandAnaphylaxis>
- ✓ Head Lice / Pediculosis - <http://www.nasn.org/ToolsResources/HeadLicePediculosisCapitis>
- ✓ Immunizations - <http://www.nasn.org/ToolsResources/Immunizations>
- ✓ Mental Health - <http://www.nasn.org/ToolsResources/MentalHealth>
- ✓ Oral Health Connections - <http://www.oralhealthconnections.org/>
- ✓ School Wellness Policies - <http://www.nasn.org/ToolsResources/SchoolWellnessPolicies>

Members Only Benefits - <http://www.nasn.org/MemberCenter>

- ✓ Online Journals – Journal of School Nursing and NASN School Nurse
- ✓ Vision Service Plan – Sight for Students (free vision vouchers for students)
- ✓ Awards and Scholarships
- ✓ NASN Bookstore – special pricing for members including the new Emergency Equipment Resources and Supplies List at https://portal.nasn.org/members_online/members/createorder.asp
- ✓ Insurance offerings – Professional liability and personal insurance

