

# SCHOOL NURSE CALENDAR

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*Diary Of A School Nurse*



What really happens in the nurse's office!

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MONTANA  
SCHOOL HEALTH  
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

## **Additional Nursing Considerations:**

- Process for ordering health office supplies for your district
- Meet key school personnel and learn procedures for communication
- Become familiar with immunization and outbreak reporting by visiting [dphhs.mt.gov/publichealth/Immunization](http://dphhs.mt.gov/publichealth/Immunization)
- 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:**



# 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 Montana 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/MASN 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)

## **Additional Nursing Considerations:**

- 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:

- 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)



# 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:**

- 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 records
- Begin purging records

## **NOTES:**

## **Additional Nursing Considerations:**

- 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



# 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:
  - Check continuing education in your portfolio
  - Measurable student outcome data
  
- Begin Planning Field Trip Procedures
  - Discuss procedures/key points at staff meetings
  - Email staff about field trip planning
  - Create or review Field Trip Permission forms

## **NOTES:**

## **Things to Consider:**

- How many field trips are scheduled for end of school year?

APRIL



**School Nurse Ongoing Duties:**

- Collaborate with groups planning prom/graduation safety programs
- Begin collecting data for 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:**

- 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
- 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:**



# JUNE/JULY

## **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

## **Additional Nursing Considerations:**

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

