SCHOOL NURSE CALENDAR

Diary Of A School Nurse

What really happens in the nurse's office!
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
- 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:
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:
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)
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:
  o Check continuing education in your portfolio
  o Measurable student outcome data
☐ Begin Planning Field Trip Procedures
  o Discuss procedures/key points at staff meetings
  o Email staff about field trip planning
  o Create or review Field Trip Permission forms

NOTES:

Things to Consider:
☐ How many field trips are scheduled for end of school year?
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:
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 2nd notice for immunizations or any remaining notices for next year
- Check school procedure for storage of 12th grade health files (with educational record)
- Complete any unfinished tasks from school year

Additional Nursing Considerations:
- Before School Starts: In-service/Staff Education: CPR/1st 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: