

School Nurse Monthly Responsibilities (HEA-G010)

August

- Talk with principal to discuss date of nursing services presentation to staff (must be completed before students return for the fall). Provide this date to the District RN.
- Provide blank copies of Clinic referrals (HEA-F037) and band-aids to teachers. . (optional)
- Be sure that a Nursing "Parent Letter" (HEA-F118) is sent home with each child. Also, be sure that one goes to each new child that registers at your school.
- Talk with Principal about preferable dates for Well Child, if the program will be at your location. Be sure to offer each staff member the chance to take Medication and/or Diabetes training in PLAN. There must be a minimum of two personnel trained per location. Be sure to have the staff member bring their certificate from Part 1 to you and complete Part 2 in person (skills checkoff).
- Be sure to offer seizure training in PLAN for willing staff members. Must have current CPR card. Coordinate with District RN on dates for check offs.
- Notify District RN of any students with adrenal insufficiency and help coordinate a training in your school as required by state law.
- Input immunizations in EMR. Be sure to check the box if the immunizations are in compliance (K-6, 7-12).
- Middle School Nurses: Priority is mid-September for incoming 7th grade immunizations. Exact date to be determined yearly by the District Nursing Supervisor. No appointment cards will be accepted after that date. Send home letters to parents of children with lacking immunizations / make telephone calls about lacking immunizations. Document all attempts. (Minimum of 3 attempts required)
- Health screenings for Pre-K, K, 2, 4, 6, 8, and 9th grades. Start thinking about location for screenings, scheduling information to be provided by Wellness nurse or Coordinated school health supervisor. Assist Wellness Nurse as needed with entering screening data into EMR.
- Update and complete sub binder for new school year.
- Run a student health assessment report from the EMR for students. Ensure ALL students have one completed. Topicals and alerts will auto populate in the EMR. IHPS's will automatically be sent one time after the parent completes the SHA. You are responsible to make the other two attempts to collect the IHP/orders.
- When you receive IHPs from (parents / Medical professional) upload to EMR. Once approved by IHP coordinator, electronic copies will be sent to teachers automatically. Provide a hard copy of all life-threatening food allergy IHPs to the cafeteria manager.
- Determine who is the Special Populations Coordinator at your school and fill in the lead sped teacher for your school in the box on the home page of the EMR.
- Print list of students with IHPs and provide to special populations coordinator at your school. Request a list of students with 504s or IEPs in your school.
- Upload Medication orders to the EMR.
- Be sure that you have discussed Emergency Medication with your Bus Drivers at your location. Use form HEA-F097. Email completed forms to transportation supervisor
Elizabeth.kong@cmc'ss.net
- Physically inspect AEDs and complete monthly online form (Accutrack).
- Run list for your Go Kit of Student Emergency Information from PowerSchool and post with your Go Kit at your location. This list should be updated every nine weeks (at a minimum). Please check all expiration dates prior to students returning on the first day of school.

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- Ask your Principal for a copy of the completed SAF-F017 (Faculty and Staff Roster) to place with your Go Kits at your location.
- Get with admin about MERT team, schedule meetings and drills. Train your MERT team on stop the bleed (PLAN course and skills checkoff).
- Start a storage box to store documents, you must keep all health records for current school year plus 2.
- Review previous school year CHVFs and send home new packets.

September

- Middle School Nurses: Priority is mid-September for incoming 7th grade immunizations. Exact date to be determined yearly by the District Nursing Supervisor. No appointment cards will be accepted after that date. Send home letters to parents of children with lacking immunizations / make telephone calls about lacking immunizations. Document all attempts. (Minimum of 3 attempts required)
- Be sure to offer each staff member the chance to take Medication and/or Diabetes training in PLAN. There must be a minimum of two personnel trained per location. Be sure to have the staff member bring their certificate from Part 1 to you and complete Part 2 in person (skills checkoff).
- Be sure that you have discussed new Emergency Medication with your Bus Drivers at your location. Use form HEA-F097. Email completed forms to transportation supervisor Elizabeth.kong@cmc ss.net
- Run a student health assessment report from the EMR for students. Ensure ALL students have one completed. Topicals and alerts will auto populate in the EMR. Automated messages from district will continue to be sent to parents with a link to the SHA every week until they complete it. Contact District RN if you have questions.
- When you receive IHP's from (parents / Medical professional) upload to EMR. Once approved by IHP coordinator, electronic copies will be sent to teachers automatically and again every 9 weeks. Provide a hard copy of all new life-threatening food allergy IHP'S to the cafeteria manager.
- Upload Medication orders to the EMR.
- Continue to Input immunizations in the EMR. Be sure to check the box if the immunizations are in compliance (K-6 and 7-12).
- Physically inspect AEDs and complete monthly online form (Accutrack). Check all daily and prn meds for expiration dates.
- Ensure Go Kits have been stocked with supplies and student/employee rosters are current
- Notify District RN the date of your schools MERT drill
- Post sign-up list for Flu Vaccination for School Staff (do not forget about Classified Staff, including our Food Service, Custodial, Ed Assts, etc.). Turn in list to District RN. Flu vaccine delivery dates and administration of vaccine dates are to be announced at a later date. Please watch your email for that information.

October

- Be sure that you have discussed new Emergency Medication with your Bus Drivers at your location. Use form HEA-F097. Email completed forms to transportation supervisor Elizabeth.kong@cmc ss.net

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- Run a student health assessment report from the EMR for students. Ensure ALL students have one completed. Topicals and alerts will auto populate in the EMR. IHPs will automatically be sent one time after the parent completes the SHA. You are responsible to make the other two attempts to collect the IHP/orders.
- Upload Medication orders to the EMR.
- When you receive IHPs from (parents / Medical professional) upload to EMR. Once approved by IHP coordinator, electronic copies will be sent to teachers automatically and again every 9 weeks. Provide a hard copy of all new life-threatening food allergy IHPs to the cafeteria manager.
- Run list for your Go Kit of Student Emergency Information from PowerSchool and post on the outside of each Go Kit at your location. This list should be updated every nine weeks (at a minimum).
- Flu vaccine delivery dates and administration of vaccine dates will be announced. Please watch your email for more information. Be sure all paperwork (HEA-F065 consent for flu shot) is completed.
- Continue to input immunizations in the EMR. Be sure to check the box if the immunizations are in compliance (K6, 7-12).
- Check AED's and complete online form (Accutrack) per instructions from District RN.
- Check all daily and prn meds for expiration dates.
- Notify District RN of MERT Drill Date if not already done so, MERT drill should be documented prior to fall break.

November

- Continue to input immunizations in EMR. Be sure to check the box if the immunizations are in compliance (K6, 7-12).
- Run a student health assessment report from the EMR for students. Ensure ALL students have one completed. Topicals and alerts will auto populate in the EMR. IHPS's will automatically be sent one time after the parent completes the SHA. You are responsible to make the other two attempts to collect the IHP/orders.
- Be sure that you have discussed new Emergency Medication with your Bus Drivers at your location. Use form HEA-F097. Email completed forms to transportation supervisor Elizabeth.kong@cmcss.net
- Check AEDs and complete online form (Accutrack) per instructions from District RN.
- Check all daily and prn meds for expiration dates.
- Upload Medication orders to the EMR.
- When you receive IHPs from (parents / Medical professional) upload to EMR. Once approved by IHP coordinator, electronic copies will be sent to teachers automatically and again every 9 weeks. Provide a hard copy of all new life-threatening food allergy IHP'S to the cafeteria manager.

December

- Continue to input immunizations in EMR. Be sure to check the box if the immunizations are in compliance (K-6, 7-12).
- Be sure that you have discussed new Emergency Medication with your Bus Drivers at your location. Use form HEA-F097. Email completed forms to transportation supervisor Elizabeth.kong@cmcss.net

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- Run a student health assessment report from the EMR for students. Ensure ALL students have one completed. Topicals and alerts will auto populate in the EMR. IHPs will automatically be sent one time after the parent completes the SHA. You are responsible to make the other two attempts to collect the IHP/orders.
- Check AEDs and complete online form (Accutrack) per instructions from District RN.
- Check all daily and prn meds for expiration dates.
- Upload Medication orders to the EMR.
- When you receive IHPs from (parents / Medical professional) upload to EMR. Once approved by IHP coordinator, electronic copies will be sent to teachers automatically and again every 9 weeks. Provide a hard copy of all new life-threatening food allergy IHPs to the cafeteria manager.
- Kindergarten Immunization report due (date to be determined by District RN).
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January

- Run list for your Go Kit of Student Emergency Information from PowerSchool and post with your Go Kit at your location. This list should be updated every nine weeks (at a minimum).
- Be sure that you have discussed new Emergency Medication with your Bus Drivers at your location. Use form HEA-F097. Email completed forms to transportation supervisor Elizabeth.kong@cmc'ss.net
- Continue to input immunizations in EMR. Be sure to check the box if the immunizations are in compliance (K-6 and 7-12).
- Run a student health assessment report from the EMR for students. Ensure ALL students have one completed. Topicals and alerts will auto populate in the EMR. IHPs's will automatically be sent one time after the parent completes the SHA. You are responsible to make the other two attempts to collect the IHP/orders.
- Be sure to offer each staff member to check off Part 2 of Diabetes training in the Spring semester. There must be a minimum of two personnel trained per location. Be sure to have the staff member bring their certificate from Part 1 to you and complete Part 2 in person (skills checkoff).
- When you receive IHPs from (parents / Medical professional) upload to EMR. Once approved by IHP coordinator, electronic copies will be sent to teachers automatically and again every 9 weeks. Provide a hard copy of all new life-threatening food allergy IHPs to the cafeteria manager.
- Upload Medication orders to the EMR.
- Check AEDs and complete online form (Accutrack) per instructions from District RN.
- Check all daily and prn meds for expiration dates.
- Notify District RN of second semester MERT Drill date.
- Send home CHVF packet as directed by case management for new qualifying students.

February

- Check AED's and complete online form (Accutrack) per instructions from District RN.
- Be sure that you have discussed new Emergency Medication with your Bus Drivers at your location. Use form HEA-F097. Email completed forms to transportation supervisor Elizabeth.kong@cmc'ss.net
- Check all daily and prn meds for expiration dates.

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- Continue to input immunizations in EMR. Be sure to check the box if the immunizations comply (K6 and 7-12).
- Upload Medication orders to the EMR.
- When you receive IHPs from (parents / Medical professional) upload to EMR. Once approved by IHP coordinator, electronic copies will be sent to teachers automatically and again every 9 weeks. Provide a hard copy of all new life-threatening food allergy IHP'S to the cafeteria manager.

March

- Be sure that you have discussed new Emergency Medication with your Bus Drivers at your location. Use form HEA-F097. Email completed forms to transportation supervisor Elizabeth.kong@cmc ss.net
- Check AED's and complete online form (Accutrack) per instructions from District RN.
- Check all daily and prn meds for expiration dates.
- When you receive IHPs from (parents / Medical professional) upload to EMR. Once approved by IHP coordinator, electronic copies will be sent to teachers automatically and again every 9 weeks. Provide a hard copy of all new life-threatening food allergy IHPs to the cafeteria manager.
- Upload Medication orders to the EMR.
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- Continue to input immunizations in EMR. Be sure to check the box if the immunizations are in compliance (K6 and 7-12).
- Middle School Nurses: Send out letters to next year's 7th graders regarding immunizations needed for the following year. The District RN will email you the 7th grade parent immunization information letter to send home along with Form HEA-F015. Please send to ALL 6th grade students lacking immunizations.

April

- Run list for your Go Kit of Student Emergency Information from PowerSchool and post with your Go Kit at your location. This list should be updated every nine weeks (at a minimum).
- Run a student health assessment report from the EMR for students. Ensure ALL students have one completed. Topicals and alerts will auto populate in the EMR. IHPS's will automatically be sent one time after the parent completes the SHA. You are responsible to make the other two attempts to collect the IHP/orders.
- Be sure that you have discussed new Emergency Medication with your Bus Drivers at your location. Use form HEA-F097. Email completed forms to transportation supervisor Elizabeth.kong@cmc ss.net

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- Continue to input immunizations in EMR. Be sure to check the box if the immunizations comply (K6 and 7-12).
- When you receive IHPs from (parents / Medical professional) upload to EMR. Once approved by IHP coordinator, electronic copies will be sent to teachers automatically and again every 9 weeks. Provide a hard copy of all new life-threatening food allergy IHP'S to the cafeteria manager.
- Upload Medication orders to the EMR.
- Check AEDs and complete online form (Accutrack) per instructions from District RN.
- Medication pick-up / disposal information should go out to all parents. (Policy- HEA-A006) Use form HEA-F089.
- Check all daily and prn meds for expiration dates.
- Elementary school nurses may attend "kindergarten kick off nights," and provide immunization information letter to parents.

May

- Be sure that you have discussed new Emergency Medication with your Bus Drivers at your location. Use form HEA-F097. Email completed forms to transportation supervisor Elizabeth.kong@cmc ss.net
- Middle School Nurses: Send out letters to next year's 7th graders regarding immunizations needed for the following year. The District RN will email you the 7th grade parent immunization information letter to send home along with Form HEA-F015. Please send to ALL 6th grade students lacking immunizations.
- Be sure to check the expiration dates for your emergency supplies (EPI/Narcan/AED pads) and notify District RN if you have any needs before summer school.
- Check AEDs and complete online form (Accutrack) per instructions from District RN.
- Year-end (Health Services Survey) report due to District Registered Nurse by given due date.
- Send home form (HEA-F089) NO LATER THAN 14 days BEFORE the last day of traditional school. There should not be any leftover medications in your clinic, EXCEPT for students enrolled in summer school. See policy HEA-A006.
- Be sure all biohazard is disposed of properly prior to leaving for the school year. Arrange for pickup with Warehouse Supervisor at Central Office for full sharps containers. See policy HEA-A006 for all medication disposal.
- Send home Asthma, Seizure, Diabetes, and/or Severe Allergy packets home to all students who may have these identified in EMR to use for the next school year.
- Send home medication authorization (HEA-F062) for children with medication at school, to use for the next school year.
- Send home CHVF packets to students with this designation, to be completed for next school year if applicable.
- Pack up clinic supplies and store in secure location if applicable.
- Discard any leftover items in refrigerator defrost and clean. Unplug all appliances.
- Documents are to be stored 2 years plus current school year. Contact your Admin if space is needed. Shred all old documents
- Discuss with administration policy for your location in regard to removing items off the clinic floor, returning keys, laptop, etc.