

School Nurse Monthly Responsibilities (HEA-G010)

August

- Attend Nursing In-service and skills checkoff as scheduled by District RN.
- Coordinate with your principal to schedule the date of your health services presentation to staff. This must be done during staff development days. Email the date of your presentation to the District RN.
- Provide blank copies of Clinic referrals (HEA-F037) and extra band-aids to teachers. (optional)
- Nursing "Health Services Parent Information Letter" (HEA-F118) is sent home with each child online and for new students. May send home with student in person (optional).
- Coordinate with the CSH Supervisor/Wellness Nurse on available dates for mass screenings. Schools will provide location and class schedule to Wellness Nurse.
- Complete all annual PLAN Trainings required for school nurses (medication, seizure, diabetes, employee, suicide prevention, etc.)
- Coordinate with your principal about preferable dates for Well Child to visit your school.
- Offer all staff the volunteer training for Medication, Diabetes, and Seizures in PLAN. There must be a minimum of two medication trained per location. Be sure staff present their certificate from Part 1 and complete Part 2 in person (skills checkoff).
- Checkoffs are required to be completed with RN for Diabetes and Seizure training. Please coordinate with float nurse if applicable or District RN. A current CPR card is required with seizure training.
- Upload checkoffs to the link provided by the District RN to issue credit.
- Notify District RN of any students with adrenal insufficiency and 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 RN. No appointment cards will be accepted after that date. Ensure 3 attempts are made to obtain immunizations on all students. This may include automated messages from EMR/parent square.
- Update sub binder for new school year.
- Review student health assessments. 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 IHP's, document in the EMR.
- When you receive IHP's, review and confirm the orders are correct. After it is approved in the EMR, electronic copies will be sent to teachers automatically. IHP's are resent to new teachers every 9 weeks for middle and high schools.
- Send a copy of the nutrition form to your 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 IHP'S and provide to the 504 Coordinator at your school. Compare the list of students with IHP's and 504s as required by the Child Find Law.
- Upload medication orders to the EMR. Update alerts as needed (self-carry medications, diagnosis per provider/parent, etc.).

School Nurse Monthly Responsibilities (HEA-G010)

- 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 AED's 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.
- Ask your principal for a copy of the completed SAF-F017 (Faculty and Staff Roster) to place with your Go Kits at your location.
- Coordinate with your admin about your MERT team. Schedule meetings, drills, and train your team on stop the bleed (PLAN course and skills checkoff). One MERT Drill is required before fall break.
- Start a storage box to store documents, you must keep all health records for current school year plus 2 additional years.
- Review previous school year CHVF's 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. Ensure 3 attempts are made to obtain immunizations on all students. This may include automated messages from EMR/parent square.
- Monitor new students' immunization compliance report and expirations.
- Offer all staff the volunteer training for Medication, Diabetes, and Seizures in PLAN. There must be a minimum of two medication trained per location. Be sure staff present their certificate from Part 1 and complete Part 2 in person (skills checkoff).
- Checkoffs are required to be completed with RN for Diabetes and Seizure training. Please coordinate with float nurse if applicable or District RN. A current CPR card is required with seizure training.
- Upload all checkoffs to the link provided by the District RN to issue credit.
- 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
- Review student health assessments in the EMR. 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 it's completed.
- When you receive IHP's, review and confirm the orders are correct. After it is approved in the EMR, electronic copies will be sent to teachers automatically. IHP's are resent to new teachers every 9 weeks for middle and high schools.
- Upload medication orders to the EMR. Update alerts as needed (self-carry medications, diagnosis per provider/parent, etc.).
- Continue to Input immunizations in the EMR. Be sure to check the box if the immunizations are in compliance (K6 and 7-12).
- Physically inspect AED's 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

School Nurse Monthly Responsibilities (HEA-G010)

- Notify District RN the date of your MERT drill.
- Post sign-up for Flu Vaccination for School Staff (do not forget about Classified Staff, including food service, Custodians, EA's, etc.). Turn in list to District RN. Safety & Health department will deliver flu vaccines. Administer all vaccines before fall break.

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
- Monitor new students' immunization compliance report and expirations.
- Review student health assessments from the EMR. 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's.
- Upload medication orders to the EMR. Update alerts as needed (self-carry medications, diagnosis per provider/parent, etc.).
- When you receive IHP's, review and confirm the orders are correct. After it is approved in the EMR, electronic copies will be sent to teachers automatically. IHP's are resent to new teachers every 9 weeks for middle and high schools.
- 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).
- Safety & Health department will deliver flu vaccines. Administer all vaccines before fall break. Verify flu consents are signed and send to District RN by courier.
- Continue to input immunizations in the EMR. Be sure to check the box if the immunizations are in compliance (K6, 7-12).
- Physically inspect AED's and complete monthly online form (Accutrack).
- 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

- Inspect emergency go-bags and update rosters if needed. Ensure expiration dates on emergency medications and topicals.
- Continue to input immunizations in EMR. Be sure to check the box if the immunizations are in compliance (K6, 7-12).
- Monitor new students' immunization compliance report and expirations.
- Review student health assessments from the EMR for students. 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's.
- 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.
- Physically inspect AED's and complete monthly online form (Accutrack).
- Check all daily and prn meds for expiration dates.

School Nurse Monthly Responsibilities (HEA-G010)

- Upload medication orders to the EMR. Update alerts as needed (self-carry medications, diagnosis per provider/parent, etc.).
- When you receive IHP's, review and confirm the orders are correct. After it is approved in the EMR, electronic copies will be sent to teachers automatically. IHP's are resent to new teachers every 9 weeks for middle and high schools.

December

- Continue to input immunizations in EMR. Be sure to check the box if the immunizations are in compliance (K6, 7-12).
- Monitor new students' immunization compliance report and expirations.
- 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
- Review student health assessments from the EMR. Topicals and alerts will auto populate in the EMR. IHP'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's.
- Physically inspect AED's and complete monthly online form (Accutrack).
- Check all daily and prn meds for expiration dates.
- Upload medication orders to the EMR. Update alerts as needed (self-carry medications, diagnosis per provider/parent, etc.).
- When you receive IHP's, review and confirm the orders are correct. After it is approved in the EMR, electronic copies will be sent to teachers automatically. IHP's are resent to new teachers every 9 weeks for middle and high schools.
- Kindergarten Immunization report due (date will be announced by District RN).

January

- Attend Nursing In-Service as scheduled by District RN.
- Inspect emergency go-bags and update rosters if needed. Ensure expiration dates on emergency medications and topicals.
- Monitor new students' immunization compliance report and expirations.
- 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
- Continue to input immunizations in EMR. Be sure to check the box if the immunizations are in compliance (K6 and 7-12).
- Review student health assessments from the EMR. Topicals and alerts will auto populate in the EMR. IHP'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's.
- Offer Part 2 of Diabetes training in the Spring semester.
- When you receive IHP's, review and confirm the orders are correct. After it is approved in the EMR, electronic copies will be sent to teachers automatically. IHP's are resent to new teachers every 9 weeks for middle and high schools.
- Upload medication orders to the EMR. Update alerts as needed (self-carry medications, diagnosis per provider/parent, etc.).

School Nurse Monthly Responsibilities (HEA-G010)

- Physically inspect AED's and complete monthly online form (Accutrack).
- Check all daily and prn meds for expiration dates.
- Coordinate with principal for 2nd semester MERT drill and schedule (optional).
- Send home CHVF packets 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
- Monitor new students' immunization compliance report and expirations.
- Check all daily and prn meds for expiration dates.
- Review student health assessments from the EMR. Topicals and alerts will auto populate in the EMR. IHP'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's.
- Physically inspect AED's and complete monthly online form (Accutrack).
- 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. Update alerts as needed (self-carry medications, diagnosis per provider/parent, etc.).
- When you receive IHP's, review and confirm the orders are correct. After it is approved in the EMR, electronic copies will be sent to teachers automatically. IHP's are resent to new teachers every 9 weeks for middle and high schools.

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
- Physically inspect AED's and complete monthly online form (Accutrack).
- Check all daily and prn meds for expiration dates.
- Monitor new students' immunization compliance report and expirations.
- Upload medication orders to the EMR. Update alerts as needed (self-carry medications, diagnosis per provider/parent, etc.).
- When you receive IHP's, review and confirm the orders are correct. After it is approved in the EMR, electronic copies will be sent to teachers automatically. IHP's are resent to new teachers every 9 weeks for middle and high schools.
- Review student health assessments from the EMR. Topicals and alerts will auto populate in the EMR. IHP'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's.
- 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

School Nurse Monthly Responsibilities (HEA-G010)

letter to send home along with Form HEA-F015. Please send to ALL 6th grade students lacking immunizations.

- Communicate with District RN if you have students in the CDC classroom who require nursing services during annual CDC fieldtrip.

April

- Inspect emergency go-bags and update rosters if needed. Ensure expiration dates on emergency medications and topicals.
- Review student health assessments from the EMR. Topicals and alerts will auto populate in the EMR. IHP'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's.
- 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 comply (K6 and 7-12).
- When you receive IHP's, review and confirm the orders are correct. After it is approved in the EMR, electronic copies will be sent to teachers automatically. IHP's are resent to new teachers every 9 weeks for middle and high schools.
- Upload medication orders to the EMR. Update alerts as needed (self-carry medications, diagnosis per provider/parent, etc.).
- Physically inspect AED's and complete monthly online form (Accutrack).
- 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.
- Physically inspect AED's and complete monthly online form (Accutrack).
- 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.
- Ensure District RN and school homeless liaison receives FIT immunization report.

School Nurse Monthly Responsibilities (HEA-G010)

- 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 Life-Threatening 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.
- Discard any leftover items in refrigerator defrost and clean. Unplug all appliances.
- Documents are to be stored current school year plus 2 additional years. 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.