



School Health Nursing Program  
 Maternal and Child Health Section  
 Division of Community and Family Health  
 651-201-3760  
<http://www.health.state.mn.us>

## Calendar/Schedule for the Licensed School Nurse Yearly/Monthly

August	September	October	November
1. Meet with and develop a written health plan with district and building administrators / principals, dates for follow up meetings (place on calendar)	1. Update student health records, including immunizations and consent for all student and update returning students' records and special health plans	1. Record immunization compliance and if necessary follow up	1. Report immunizations to the Minnesota Department of Health Annual Immunization Surveillance Report (AISR) report
2. Prepare health office and supplies	2. Secure health and developmental information for all K, new students, and update students returning student's records and special health plans.	2. Set up conferences with individual students/families with newly identified health problems to jointly develop health plans if indicated	2. May still be providing screening programs. Conduct incomplete screenings (absentees, new students, and re-screenings, if not done)
3. Collect and analyze student health information and prepare preliminary health problem list	3. Prepare file with emergency information for students and staff	3. Work on Individual Health Plans and Health Assessments related to Special Education and Student Individual Education Programs Plans (IEP)	3. Follow up and referrals on screening programs
4. Determine data collection necessary to document nursing activities and program results	4. Notify teachers and others with legitimate right to know of student health problems and any special procedures required. Provide general staff education as needed.	4. Work with the health and safety committee this might include staying aware of health and safety (environmental) hazards around the school buildings and grounds	4. Offer classroom presentations and in the health office on topics such as hand washing, colds and influenza, positive health practices, etc.
5. Develop/revise system to track referrals for care	5. Schedule visits to classroom regarding health services and how to access care	5. Provide health education materials and displays based on school, student and assessed health needs	5. Development and/or review of individual student health plans

August	September	October	November
6. Review district policies and procedures related to health, safety, and nursing services in the school	6. Schedule classroom presentations on topics such as Hand washing, Nutrition, Safety/first Aid (bus safety, Growth and Development)	6. Plan for influenza season. Monitor communicable disease and absentee levels.	6. Teaching and counseling students about their chronic conditions / specific health needs
7. Review any new health laws related to schools and nursing	7. Develop/update resource file on specific health issues and problems	7. Monitor first aid and medication administration weekly	7. Working with families
8. Submission of and monitor immunization compliance status of students returning and transferring to school	8. Develop strategies for Flu Prevention with others in the district and local public health. Provide monthly newsletter articles.	8. Continue to provide screening programs and referral and follow up	8. Working with high risk students
9. Review and update Emergency plans, first aid procedures and standard precautions	9. Schedule screening programs (prescreening education, plans per grade level, rescreening activities)	9. Maintain schedule and attend school committees related to health	9. Continue to review and revise individual health plans, emergency care plans as needed
10. Identify and post list of personnel trained in CPR/AED and first aid (do training if part of position description)		10. Provide health input to school newsletter	10. Continue to work with Special Education Team and Child Study Teams providing health assessments and nursing expertise.
11. Update public health resources and referral files		11. Build collegial relationships with the Related Services Team.	11. Review illness logs/records of students
12. Determine dates for faculty, PTA, school board and other school building meetings in order to plan attendance and/or presentations			
13. Plan continued communication with families regarding health services policies and procedures, including medication administration			
14. Prepare emergency, first aid and blood borne pathogens kits for classroom			
15. Provide appropriate health services training if health service staff is available prior to student arrival (e.g., medication, emergency, office procedures, etc.)			

<b>December</b>	<b>January</b>	<b>February</b>	<b>March April</b>	<b>May June</b>
1. Monitor levels of absenteeism related to illness	1. Review student absentee records	1. Review absentee records	1. Involvement in Child Find activities such as planning and/or conducting Early Childhood Screening	1. Provide, hire, delegate or assign, health services during summer school and next school year
2. Review individual student health records for completeness	2. Monitor communicable diseases	2. Monitor communicable diseases	2. Prepare notice for next school year requirements for students and families (e.g., immunizations)	2. Plan and send parent/guardian notifications due the next school year
3. Work with Health and Safety Program throughout the year	3. Work with Health and Safety Program throughout the year	3. Continue work with IHPs	3. Prepare records for student moving to new schools	3. Develop a schedule for the next school year
4. Work with Student with Special Educational and Health Needs	4. Midyear update district and building administrators on health services and student updates	4. Continue work with Individual Education Plans and Health Assessments	4. Write and submit annual report	4. Send out notice to families of students taking medications to pick up medications
5. Teach/counsel students about their chronic conditions	5. Work with physical education teachers if or as they provide fitness screening programs( e.g., body mass index)	5. Begin evaluating the Goals and Objectives of the Health Services Programs and its staff	5. Evaluation meetings with administrative and other health and education staff	5. Review individual health plans for students, evaluate outcomes and revise
6. Work with families regarding their students with health issues	6. Assist all educators in health related questions and activities	6. Plan for summer school coverage for students with health needs, IHPs, IEPs and 504s.	6. Look at and review individual health plans for students, evaluate outcomes and revise	6. Develop revision for the next year student handbook and school website information related to health services
7. Working with students with health issues	7. Continue work with IHPs	7. Involvement in Child Find activities such as planning and/or conducting Early Childhood Screening	7. Review records for completeness	
8. Work to complete referral 65%	8. Involvement in child find activities such as planning and/or conducting Early Childhood Screening	8. Review screening records for completeness		
9. Offer classroom presentations (e.g., preventions of cold and flu, nutrition, good snacks, prevention of hypothermia, etc.)	9. Offer classroom presentations on Growth and Development			

*NOTE: A program this extensive may be difficult for a new school nurse to implement but it may provide ideas for how to organize activities.*

## **Overall**

- Schedule regular meetings with Supervisor throughout the academic year
- Schedule regular meetings with health services staff throughout the academic year
- Some schools districts have Early Childhood Screening in the spring of the year some all year around. Please insert this activity in the correct place on the nurse's individual calendar. (This chart has it in the spring.)
- IEP planning meetings and assessment, meetings of the Child Study Team and other committee will happen periodically throughout the academic year please make sure that they have a place on the licensed school nurse calendar. This is especially necessary when the issue the student faces includes health/medical needs.
- Assessing, planning, implementing and evaluating student Individual Health Plan (IHP) can be happening all throughout the school year.
- The licensed school nurse should be a member of the Wellness Committee, the School Health Advisory Committee and Health Curriculum Committee, the Health and Safety Committee and others. These should have a place in the school nurse calendar.
- Maintain professional relationships with students, school staff, and families, community allies throughout the year to grow the value, influence and knowledge of school health and nursing services in the school community and its impact on educational outcomes.
- Some of the items are carried over month to month even if they are not mentioned.