

SUGGESTED SCHEDULE FOR THE SCHOOL NURSE

TASK/MONTH	Before the FIRST Student Day	FIRST Weeks of School	OCT.	NOV.	By DEC. 15 th	By JAN. 15 th	FEB.	March	APRIL	MAY	JUNE
Office Set-Up of Medical Supplies and Equipment for Efficiency											
Set up Emergency Supplies (e.g. Go Bag or Cart, Epinephrine, Standing Orders, Oxygen, AED Pads, etc...)											
Standard Precautions Education for Staff											
Meet with Administration											
Organize health records for easy access, i.e. alphabetical											
Review health records and communicate with parents											
Develop and review emergency plans with appropriate school personnel regarding specific health conditions and modifications on a need to know basis											
Update standing orders, sub folder, forms											
Obtain and review emergency cards on all students and staff and keep in the nurses office											
Organize Medication and Treatment Regimen and as needed											
Dental and Vision Clinics-ID students, forms completed, schedule visits											
Review Medical Charts for Entry Requirements and enter data into Electronic Health Record											
Complete Scoliosis Screening-Report Referrals for Phase II											
Complete Vision and Hearing											
Referral Follow-up (Immunizations, Hearing, Vision, Scoliosis, etc.)											
Order Supplies in April and as needed											
Kindergarten Registration (if applicable)											
Prepare Health Records for Transfer or Archives											
Prepare for the end of the school year (e.g. parent medication pick up, close office for the summer by following your district protocol)											