**STATEMENT OF PURPOSE:**

School health services strengthen and facilitate the educational process by improving and protecting the health status of students and school personnel.

**AUTHORIZATION/LEGAL REFERENCE**

Vermont Agency of Education, Education Quality Standards (2014) <https://education.vermont.gov/documents/healthy-safe-schools-whole-school-community-child>

Vermont Agency of Education

<https://education.vermont.gov/educator-licensure/professional-standards/licensing-endorsement-areas>.

Rules Governing the Licensing of Educators and the Preparation of Educational Professionals–

School Nurse/Associate School Nurse Endorsement: *5440-65 School Nurse (Revised March 2017) (page 171); 5440-65A Associate School Nurse (Reviewed June 2017) (page 175)*

*Vermont Standards of Practice: School Health Services Manual*

<https://www.healthvermont.gov/family/school/standards-practice-school-health-services-manual>

**SAMPLE PLANNING CALENDAR FOR THE HEALTH SERVCIES OFFICE -suggested activities**

*Have you completed or planned for completion of these activities?*

* CPR and First Aid Certifications up to date
* New School Nurse Training (in-person) if available
* Required New School Nurse Online Orientation
* Mentor established: Contact your principal and the Vermont State School Nurses Association to explore options for a School Nurse mentor: [www.vssna.org](http://www.vssna.org)
* Orientation specific to your Electronic Health Record system
* Meet key school resource people:
  + Principal, Superintendent, Business office
  + Front office staff
  + Guidance counselors
  + Head custodian
* Set up your monthly meeting schedule with your building principal

**SAMPLE CALENDAR FOR SCHOOL NURSE ACTIVITES**

The sample Calendar is a recommended tool for how school nurses can plan and prioritize their activities for the school year. It is critical that school nurses collaborate with school administrators about setting priorities. Success is further enhanced when school nurses look at ways to align school health services with Local Education Agency (LEA) wide school effectiveness plans. For more on school Continuous Improvement plans see: <https://education.vermont.gov/education-quality-assurance/continuous-improvement>

AUGUST

The school nurse may:

* Send Medication Reminder Notices to parents of students known to take meds at school:
  + Identify students previously needing medications at school.
  + Request signed medication forms prior to the first day of school.
* Ensure that Individual Healthcare Plans (IHP) are signed by appropriate healthcare providers:
  + Identify students with previous IHP
  + Write or update IHP for identified students
  + Meet with teachers of students with special health needs for education and training
* Follow up on immunizations
  + Line list of non-compliant students (see Checklists & Worksheets for Programs & Schools: <https://www.healthvermont.gov/immunizations-infectious-disease/immunization/child-care-school-providers#3>)
  + All current [forms found here](https://www.healthvermont.gov/immunizations-infectious-disease/immunization/child-care-school-providers#3): <https://www.healthvermont.gov/sites/default/files/documents/pdf/ID_IZ_K12_K-12ImmunizationChecklist.pdf>
  + Plan flu clinic with area home health agency or local pharmacy or school business insurer.
* Update school lists and student records; you will need:
  + Alphabetical lists of the whole school or electronic student record system
  + Class lists of students
  + A list of all staff
* Update the medical and dental provider list of those in your area
  + Medical/Dental Home
  + Emergency Departments
  + EMS system and Poison Control #, in addition to the 911. Does your system need an additional 9 or zero before dialing “out”?
* Prepare for the training of school personnel
  + Blood borne pathogen or universal precautions
  + Life threatening allergies, including epinephrine auto injectors
  + Concussion Management
  + Seizure protocols
  + Diabetes training
  + AED training (if available)
* Recruit school health volunteers (if available)
  + Check with the previous nurse or the principal to see how volunteers are used in school
  + If used for health screening or in health office consider your own review of confidentiality rules and having them sign a document, annually, of what you have reviewed.
* First Aid Kits
  + Make a baggie for each classroom with basics (band aids, gloves, antiseptic wipes, [hand washing poster sent by e-mail to teacher])
  + Health office passes if used
* Check playground and recreation/sports areas for safety concerns
  + Know what the spaces look like, where located
  + Note any concerns and follow up with school administrator or head custodian/facilities manager.
* Meet with Vermont Department of Health (VDH) School Liaison (contact info: <https://www.healthvermont.gov/local>

SEPTEMBER

The school nurse may:

* Collect and review Annual Student Health Update/Emergency forms
  + Store them for daily access for contact information and emergency evacuation access
  + Verify that you have a health record for every student enrolled [!]
  + Ask administrators and teachers to facilitate the returning of forms to the nurse
* Meet with your Vermont Department of Health, School Liaison nurse
* Continue reviewing student records, continue to update IHPs, including Asthma Action Plans (Health Appraisals)
  + Identify health conditions that potentially interfere with learning or safety
  + Review court order for parental custody issues, i.e. who can pick up student, etc.
  + Identify those students without medical/dental home or special services requests
* Meet with individual school personnel to share Health Alerts and:
  + Train on Emergency Care Protocols specific to individual student needs.
  + Educate on special health needs
  + Document your outreach to the personnel for those slow to respond to meeting with you,
  + Document the training you have done
  + Distribution of lists of student names with health needs violates confidentiality under FERPA
* Plan for Field Trips
  + Update protocols
    - Specific to special needs
    - General for ALL field trips
* Continue to collect signed IHPs and completed Medication Forms
  + 504 meetings
  + Flu clinic for staff
  + Blood Borne Pathogen /OSHA trainings if not already completed
* Continue to update immunizations and health records
* Substitute Nurse: update your sub plans
  + Verify with the person who arranges for subs that they will be contacting subs for the school nurse.
  + Reach out to colleagues and develop a list of substitute nurses; orient them
* MAC Training modules must be completed
* Complete Random Moments in Time Study (RMT study) training; complete all RMT requests.
* Prepare for professional school nurse development; contact [Vermont State School Nurses’ Association](http://www.vssna.org/); [National Association of School Nurses](http://www.nasn.org/)
* Prepare monthly school health office reports, see Manual section: [Evaluation of Health Services](https://www.healthvermont.gov/sites/default/files/documents/pdf/cyf_14_evaluation2015.pdf) (pg. 12,13)

OCTOBER

The school nurse may:

* Continue to collect Annual Student Health Update/Emergency forms [f/u with those families who have not turned in a form; check with their teachers and principal]
* Continue to collect current Asthma Action Plans
* Plan flu clinic
* Plan Health Office Budget: identify needs, $ amounts, get estimates, discuss with building and/or school nurse administrator
* Begin screening, if possible:
  + Begin and continue
  + Enter results in health records
  + Referral letters to parents
* Continue to monitor immunizations and:
  + Receive your link to the Vermont Department of Health Annual Immunization Report
    - <http://healthvermont.gov/hc/imm/ImmSurv.aspx>
  + Update health records
  + Notify parent/caregivers of student not in compliance
  + Provide exclusion notice per VDH -IZ Procedural Flow Sheet https://www.healthvermont.gov/sites/default/files/documents/pdf/ID\_IZ\_K12\_school\_law\_procedural\_flow\_sheet.pdf
* Receive your link to the Annual School Nurse Report
* Schedule
  + vision /hearing screenings
    - Notify teachers
    - Identify space for screening
    - Identify volunteers if possible
* Consider pre – planning for Medicaid Administrative Claiming Annual Plans due in April; contact your VDH School Liaison for information
* Complete all RMT requests
* Ensure process for incident reporting including reporting of medication errors (see First Aid and Medication section of the [Manual](https://www.healthvermont.gov/family/school/standards-practice-school-health-services-manual))
* Prepare monthly school health office reports, see Manual section: Evaluation of Health Services

NOVEMBER

The school nurse may:

* Continue from October
* Contact school administrator and special education administrator to find out about student meetings: IEP, 504, Educational Support Team, and others. Arrange to attend when possible.
* Prepare monthly school health office reports, see Manual section: Evaluation of Health Services
* Contact Vermont Uniform Data Set Champion (at [sn-consultant@vssna.org](mailto:sn-consultant@vssna.org)) about participation in Every Student Counts: <https://www.nasn.org/nasn/research/everystudentcounts>
* Prepare monthly school health office reports, see Manual section: Evaluation of Health Services
* Complete all RMT requests.

DECEMBER

The school nurse may:

* Continue from November
* Prepare for required Annual Immunization Report; submit on or before January 1st
  + <http://healthvermont.gov/hc/imm/ImmSurv.aspx>
* Prepare for and submit required Annual School Nurse Report on or before January 1st
* Prepare for professional school nurse development; contact Vermont State School Nurses’ Association; National Association of School Nurses
* Help students access nutrition services, [Whole School Whole Community, Whole Child](https://education.vermont.gov/sites/aoe/files/documents/edu-healthy-safe-schools-whole-school-whole-community-whole-child.pdf) team meetings
* Prepare monthly school health office reports, see Manual section: Evaluation of Health Services
* Complete all RMT requests.

JANUARY

The school nurse may:

* Continue with screenings, referrals, and Health Appraisals as needed for ongoing monitoring of student health and academic success : See Manual section: Health Appraisal: https://www.healthvermont.gov/sites/default/files/documents/2016/11/cyf\_16\_HealthAppraisalStudents2016.pdf
* Plan for School Nurse Day/Week
* Prepare for Kindergarten and prekindergarten (if relevant) registration
* Consider preparing/updating forms for the NEXT school year
  + Registration/new student Health Forms
  + Annual Health Update and Emergency Forms
  + Notice for Immunization requirements and recommendations for comprehensive annual well care visits and annual dental visits.
* Prepare monthly school health office reports, see Manual section: Evaluation of Health Services
* Complete all RMT requests.

FEBRUARY

The school nurse may:

* Finalize your budget recommendations
* Address health education issues if applicable
  + Do you teach on-going classes?
  + Have you been asked to teach a few classes?
* Continue with screenings, referrals, and Health Appraisals as needed for ongoing monitoring of student health and academic success.
* Continue outreach and informing to ensure students/families have access to healthcare, i.e. they know how to access health insurance and can establish a medical/dental home
* Coordinate with MAC SU Coordinator about priorities and upcoming meeting schedules
* Prepare monthly school health office reports, see Manual section: Evaluation of Health Services
* Complete all RMT requests.

MARCH

The school nurse may:

* Continue
  + With screenings, referrals, and Health Appraisals as needed for ongoing monitoring of student health and academic success.
  + Outreach and informing to ensure students/families have access to healthcare, i.e. they know how to access health insurance and can establish a medical/dental home
  + Reaching out to school personnel and arrange/advocate for your attendance at : IEP, 504, Educational Support Team, and other meetings
  + Document incoming information, trainings, delegation, and attendance at meetings:
    - Student specific information goes in student health records
    - Other information goes in your Health Office files
    - School specific information related to issues of school policy and procedure are documented /stored per school policy, i.e. child protection reporting, etc.
* Coordinate with MAC SU Coordinator about priorities and upcoming meeting schedules
* Prepare monthly school health office reports, see Manual section: Evaluation of Health Services
* Complete all RMT requests.

APRIL

The school nurse may:

* Evaluate School Health Services:
  + See Manual section Evaluation of School Health Services [(pg. 4-12) for tool options](o%09https:/www.healthvermont.gov/sites/default/files/documents/pdf/cyf_14_evaluation2015.pdf) or contact [sharonlee.trefry@vermont.gov](mailto:sharonlee.trefry@vermont.gov) for the 2018 Framework Evaluation tool that aligns with AOE SN/ASN competencies.
  + Self-Evaluation
    - Of current work
    - Plan goals for next year
    - Set up meeting with building administrator or your supervisor to discuss this
    - If you have not already, meet with Local Standards Board to plan for your Professional Learning activities (professional development) [Professional Learning Activities that meet requirements](http://education.vermont.gov/documents/vsbpe-professional-learning-activities)
  + Prepare for yearend school data
* Plan for students with special healthcare needs that should be transitioning to adult healthcare, i.e. senior HS students
* Plan for student record migration into next school or grade; consider setting up meeting with receiving schools
* Prepare monthly school health office reports, see Manual section: Evaluation of Health Services
* Complete all RMT requests.

MAY

The school nurse may:

* Start New Student incoming record review or open new records, i.e. immunizations, medical/dental homes, insurance
* Continue on-going yearlong activities:
  + Record keeping
  + Update IHPs
  + Screening and referral: follow up on all referrals if no information received from family/caregiver or healthcare provider.
  + Maintain or create monthly bulletin boards if appropriate, community liaison work, daily hearing aid checks if needed,
  + Attend teacher and personnel meetings when possible
  + Filing or delegate it to UAP
  + Accident reports
  + Meeting with your VDH School Liaison as needed
* Set meeting to share annual update with your school board
* Schedule annual calibration of all health office instruments used to assess health status, i.e. screening machines, sphygmomanometers, glucose testing equipment (check to see if this needs more frequent calibration); scales for weight and measures, etc.
* Prepare monthly school health office reports, see Manual section: Evaluation of Health Services
* Complete all RMT requests.

JUNE

The school nurse may:

* For high school seniors, send a copy of their immunization record, a reminder to keep up with their annual well care visit, and how to access insurance
* Prepare documents for distribution for August/September; identify or update process with your front office/registrar and or send, such as:
  + Medication reminders
  + Asthma Action plan
* Prepare records to send to receiving schools.
* Submit [Every Student Counts Data](https://www.nasn.org/nasn/research/everystudentcounts/uniform-data-points) to NASN
* Consider transition planning meetings with sending and receiving school nurses.
* Follow up on referrals
* Prepare IHPs for the fall OR consider sending emergency care plans, individual healthcare plans to be signed during the summer.
* Prepare for unused medication returns to families/caregivers
  + What is your protocol for unclaimed medications?
  + Review your process/protocol for transporting medication back to family
  + What meds need to be counted and by whom?
* Prepare monthly school health office reports, see Manual section: Evaluation of Health Services
* Complete all RMT requests.
* Plan trainings for delegation and for Unlicensed Assistive Personnel for procedures, activities that you delegate/oversee.
* Clean Health Office; store all items appropriately
* Have a great summer