**Professional School Nurse**

**Beginning of School Checklist**

**Health Office Organization- August**

* Organize office space and replenish supplies.
* Check locking mechanisms on medication storage units.
* Check screening equipment to ensure proper calibration (eye chart, vision tester, audiometer, etc.)
* Contact Technology Department to update school passwords and check for computer updates.
* Update NYS Health Commerce Account password - (866) 529-1890.
* Distribute universal precaution supplies to classrooms and other designated areas.

**Coordinated School Health Team Participation- August**

* Prepare faculty presentations on bloodborne pathogens, life-threatening allergies, diabetes, CPR/AED/first aid as needed.
* Notify school administration of your ability to provide leadership to school teams.
* Prepare articles for school newsletter regarding mandated screening and NYS immunization requirements.

**Student Records: Review & Update Documentation- August/September**

* Set up documentation system for current school year.
* Identify students new to the school, review health records, and confirm immunization status.
* Set up meetings with teachers to review student health concerns, ECPs and disaster plans
* Retrieve immunization records from NYS Immunization Information System (NYSIIS); call (866) 389-0371 for assistance.
	+ Confirm immunization status of incoming students.
	+ Contact parents/guardians of students that are not in compliance.
	+ Notify Administration of immunization deficiencies.
* Review health appraisals for new entrants and mandated grade levels.
* Create emergency care plans (ECP) for at risk students.
* Collaborate with family and health care provider to develop IHPs; obtain parent permission to consult with health care provider.
* Create individualized healthcare plans for all medically complex students.
* Secondary Schools – Process sports clearance paperwork for fall sports.
	+ Notify students with incomplete forms and physicals.

**Medication Administration- August/September**

* Receive medications – label with student’s picture.
* Review orders: request clarification from healthcare provider as needed.
* Prepare medication administration schedule.

**Screenings – October**

* Identify mandated screenings and grade levels requiring screening.
* Prepare screening schedule and documentation system.
* Notify parents in school newsletter or website about screenings.