| **RESPONSIBILITIES** | **AUG** | **SEPT** | **OCT** | **NOV** | **DEC** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUNE** | **JUL** |
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| Review [School Health Office Data Collection and Responsibilities Samples|Forms Webpage](https://www.schoolhealthny.com/domain/137) -Aug |  |  |  |  |  |  |  |  |  |  |  |  |
| Submit Nursing Orders for special nursing procedures to physicians -Aug |  |  |  |  |  |  |  |  |  |  |  |  |
| Coordinate Medical Directors schedule for upcoming school year -Aug |  |  |  |  |  |  |  |  |  |  |  |  |
| Coordinate Nursing Department meetings for the school year -Aug |  |  |  |  |  |  |  |  |  |  |  |  |
| Begin review of student physicals utilizing the [Health Examination Resource page](https://www.schoolhealthny.com/healthexam) - Aug |  |  |  |  |  |  |  |  |  |  |  |  |
| Begin review of student [Immunizations utilizing the Immunization Resource page](https://www.schoolhealthny.com/Immunization) - Aug |  |  |  |  |  |  |  |  |  |  |  |  |
| Distribute schedule of classroom visits to teachers and school nurses -Sept |  |  |  |  |  |  |  |  |  |  |  |  |
| Review annual Professional Development -Sept |  |  |  |  |  |  |  |  |  |  |  |  |
| Begin classroom visits by the third week of school to discuss School Nurse/NP role with teacher -Sept |  |  |  |  |  |  |  |  |  |  |  |  |
| Initiate contact with Support Service Teams to discuss interdisciplinary roles with school nurse/NP -Sept |  |  |  |  |  |  |  |  |  |  |  |  |
| Begin Immunization Survey, Due in Dec.  [Review Data Reporting](https://www.schoolhealthny.com/domain/135) page -Sept |  |  |  |  |  |  |  |  |  |  |  |  |
| Notify parents of students whose immunizations are not in compliance -Sept |  |  |  |  |  |  |  |  |  |  |  |  |
| Create medication cards for field trips for students receiving medications -Sept |  |  |  |  |  |  |  |  |  |  |  |  |
| Review records for students who need IHP’s and create  -Sept |  |  |  |  |  |  |  |  |  |  |  |  |
| Complete initial classroom visits and school nurse contact -Oct |  |  |  |  |  |  |  |  |  |  |  |  |
| Notify preschool teachers of [Guidelines for Vision & Hearing Screening](https://www.schoolhealthny.com/site/default.aspx?PageType=3&ModuleInstanceID=294&ViewID=7b97f7ed-8e5e-4120-848f-a8b4987d588f&RenderLoc=0&FlexDataID=454&PageID=225) -Oct |  |  |  |  |  |  |  |  |  |  |  |  |
| Mail Lead Screening Letter to preschool students without documentation of lead screening -Oct |  |  |  |  |  |  |  |  |  |  |  |  |
| Distribute list of education materials and services available to school personnel -Oct |  |  |  |  |  |  |  |  |  |  |  |  |
| Vision Screening as defined by [Vision Screening Guidelines](https://www.schoolhealthny.com/site/default.aspx?PageType=3&ModuleInstanceID=294&ViewID=7b97f7ed-8e5e-4120-848f-a8b4987d588f&RenderLoc=0&FlexDataID=454&PageID=225) -Nov |  |  |  |  |  |  |  |  |  |  |  |  |
| Hearing Screening as defined by [Hearing Screening Guidelines](https://www.schoolhealthny.com/site/default.aspx?PageType=3&ModuleInstanceID=294&ViewID=7b97f7ed-8e5e-4120-848f-a8b4987d588f&RenderLoc=0&FlexDataID=454&PageID=225) -Dec |  |  |  |  |  |  |  |  |  |  |  |  |
| Complete immunization survey (Due Annually Dec 15th) |  |  |  |  |  |  |  |  |  |  |  |  |
| Scoliosis Screening as defined by [Scoliosis Screening Guidelines](https://www.schoolhealthny.com/site/default.aspx?PageType=3&ModuleInstanceID=294&ViewID=7b97f7ed-8e5e-4120-848f-a8b4987d588f&RenderLoc=0&FlexDataID=454&PageID=225) -Feb |  |  |  |  |  |  |  |  |  |  |  |  |
| When appropriate, assist classroom teacher in developing objectives to meet health needs for inclusion in IEP  -Mar |  |  |  |  |  |  |  |  |  |  |  |  |
| Participate in IEP parent conferences when appropriate  -Mar |  |  |  |  |  |  |  |  |  |  |  |  |
| Wellness Day -Mar |  |  |  |  |  |  |  |  |  |  |  |  |
| Order supplies for summer school -May |  |  |  |  |  |  |  |  |  |  |  |  |
| Collect loaned materials -June |  |  |  |  |  |  |  |  |  |  |  |  |
| Review end of year closing procedures with staff -June |  |  |  |  |  |  |  |  |  |  |  |  |
| Review medical records of new entrants for summer school -June |  |  |  |  |  |  |  |  |  |  |  |  |
| Summer School – Set up and Orientation -July |  |  |  |  |  |  |  |  |  |  |  |  |
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