| RESPONSIBILITIES | **AUG** | **SEPT** | **OCT** | **NOV** | **DEC** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUNE** | **JULY** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Update student health records & review immunizations for compliance |  |  |  |  |  |  |  |  |  |  |  |  |
| New entrants physicals/sports physicals/transition program (18yr-21r) physicals |  |  |  |  |  |  |  |  |  |  |  |  |
| Review absentee records to identify health problems requiring nursing interventions |  |  |  |  |  |  |  |  |  |  |  |  |
| Provide health services and consultation to students; let students know where health office is located |  |  |  |  |  |  |  |  |  |  |  |  |
| In coordination with teachers, provide classroom educational programs per district policy |  |  |  |  |  |  |  |  |  |  |  |  |
| Create/Update District Website for Communicable Disease Alert: “What’s going around school” |  |  |  |  |  |  |  |  |  |  |  |  |
| Prepare health bulletin board with timely information |  |  |  |  |  |  |  |  |  |  |  |  |
| Attend faculty meetings and discuss school health services |  |  |  |  |  |  |  |  |  |  |  |  |
| Develop emergency medical care plans |  |  |  |  |  |  |  |  |  |  |  |  |
| Develop individualized health care plans (IHCP) |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain exposure incidents; follow-up with employee and physician |  |  |  |  |  |  |  |  |  |  |  |  |
| Complete services log for Medicaid reimbursable nursing services |  |  |  |  |  |  |  |  |  |  |  |  |
| Review field trip request forms:Coordinate nursing coverage for medication, treatments, have medication cards ready to go, etc. |  |  |  |  |  |  |  |  |  |  |  |  |
| Conduct hearing screening & follow-up |  |  |  |  |  |  |  |  |  |  |  |  |
| Conduct scoliosis screening & follow-up |  |  |  |  |  |  |  |  |  |  |  |  |
| Conduct vision screening & follow-up |  |  |  |  |  |  |  |  |  |  |  |  |

This sample resource is located at [www.schoolhealthny.com](http://www.schoolhealthny.com) – Samples|Forms – 11/2021