**Professional School Nurse**

**End of School Year Checklist**

**Health Examinations - April/May**

* Send Health Examination Requirement Notification to Parents

Additional information for parents:

* HIPAA release form
* NYS Immunization Requirements for Entrance/Attendance
* 6th Grade Tdap Reminder Letter to Parents
* 7th & 12th Grade Meningococcal Reminder to Parents
* Immunization Referral Letter
* Screening Overview Chart for Parents

**Emergency Care Plans (ECP)/ Individualized Health Plans (IHP) - April/May**

* Send cover letter and blank ECPs to parents to discuss, create or review with private provider
* File current year ECP’s per district policy
* Review goals on IHP and update status

**Medications - May/June**

* Send Medication Pick Up Letter
* Document pick up of medication by parent
* Discard and document any remaining medication per NYS DEC Guidance

❑ Send Medication Request/Delivery Information for next school year

Additional information for parents:

* Provider/Parent Medication Permission Form
* Chart medication given for school year on Cumulative Record
* File all medication sheets as defined by district retention schedule
* Print the upcoming year Daily Medication Administration Record Sheets

**Office and Equipment - June**

* Store items as directed by custodial staff to allow them to perform summer cleaning of office.
* Secure all confidential records appropriately
* Send any equipment which needs repair or calibration to appropriate vendor

**Student Records - June**

* Prepare records for transfer to middle/high school or for students leaving the district
* Store records which must be kept according to Record Retention Schedule
* If you utilize electronic records, review process for archiving or moving students to next grade
* Arrange to have 12th grade records added to student’s educational record
* Work with college bound students who need immunization records for college

**Supplies - June**

* Confirm order of supplies for next school year
* Send request for equipment calibration, if needed
* Check expiration of stock Epinephrine, Naloxone (if you have an Opioid Overdose Prevention Program), and Albuterol (if ordered by school medical director). Order if needed.
* Check AED Pads/Battery expiration if part of job description. Notify appropriate staff as needed

**End of Year Report - June**

* Complete Annual Data Collection Report and share with appropriate individuals which may include: administrator, nursing facilitator, superintendent, school board