***Professional School Nurse***

***Beginning of School Checklist***

***Health Office Organization***

* 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.

***Student Records – Review & Update Documentation***

* 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.

***Screenings:***

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

***Medication Administration***

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

***Coordinated School Health Team Participation***

* 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.

***Professional School Nurse- Beginning of School Checklist***

***Resources Available on the NYSSHSC Website***

***Click the titles below to view these documents***

 **Care Plans**

* [NYSSHSC Sample Care Plans – ECP & IHP’s](http://www.schoolhealthservicesny.com/tool_kit.cfm?subpage=256)

 **Health Examination**

* [NYS Screening and Health Examination Requirements Chart](http://www.schoolhealthservicesny.com/files/filesystem/Screening%20Health%20Exam%20Requirements%20Chart%20Final%202013.pdf)
* [NYS School Health Examination Guidelines – August 2013](http://www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices/SchoolHealthExaminationGuidelines.pdf)
* [NYSSHSC Health Examination Webpage](http://www.schoolhealthservicesny.com/a-zindex.cfm?subpage=184)
* [NYSSHSC Health History, Health and Dental Exams, Cumulative Health Records, and Sports](http://www.schoolhealthservicesny.com/tool_kit.cfm?subpage=245) Forms (School Nurse Toolkit)
* [NYSSHSC Athletic Documentation and Tracking Forms (School Nurse Toolkit)](http://www.schoolhealthservicesny.com/tool_kit.cfm?subpage=332)

 **Immunizations**

* [New York State Education Department Immunization Guidelines for Schools 2014](http://www.p12.nysed.gov/sss/documents/IMMUNIZATIONGUIDELINESFORSCHOOLS.pdf)
* [Immunization Survey – NYSDOH Online Immunization School Assessment Survey](http://www.schoolhealthservicesny.com/datareporting.cfm?subpage=111)
* [NYSSHSC Immunization Webpage](http://www.schoolhealthservicesny.com/a-zindex.cfm?subpage=121)
* [NYSSHSC Immunization Record Keeping Forms (School Nurse Toolkit)](http://www.schoolhealthservicesny.com/tool_kit.cfm?subpage=246)

 **Medication Resources**

* [NYSED Administration of Medication in the School Setting - Revised April 2002](http://www.schoolhealthservicesny.com/files/filesystem/NYSED%20Admin%20of%20Meds%20Guidelines%202002.pdf)
* [NYSSHSC Medication Resource Webpage](http://www.schoolhealthservicesny.com/a-zindex.cfm?subpage=160)
* [NYSSHSC Medication Record Keeping Forms (School Nurse Toolkit)](http://www.schoolhealthservicesny.com/tool_kit.cfm?subpage=326)
* [Levels of Assistance in Medication Delivery](http://www.schoolhealthservicesny.com/files/filesystem/levels%20of%20assistance%20in%20medication%20delivery%206-5-12.pdf)

 **Screenings: Hearing, Vision, Scoliosis**

* [NYS Screening and Health Examination Requirements Overview Chart](http://www.schoolhealthservicesny.com/files/filesystem/Screening%20Health%20Exam%20Requirements%20Chart%20Final%202013.pdf)
* [**2014-15 Health and Dental Examination Requirements Letter to Parents**-This sample letter can be customized](http://www.schoolhealthservicesny.com/files/filesystem/2014%202015%20Health%20and%20Dental%20Examination%20Requirements.docx) [to inform parents of the mandated requirement for health appraisal within 30 of school entry.](http://www.schoolhealthservicesny.com/files/filesystem/new%202014%20health%20and%20dental%20letter%20to%20parents%20august%202014.docx) Revised 6/2014
* [Letter to Parents Regarding Required Health Screenings at School](http://www.schoolhealthservicesny.com/files/filesystem/parent%20notice%20of%20required%20screening%20updated%20august%202014.docx) -Word document which may be customized to inform parents/guardians of health and screening requirements.  Outlines the grade levels for screenings, health appraisals and voluntary dental certificate.

 **Hearing:**

* [NYSED Hearing Screening Guidelines – 2008 (updated August 2014)](http://www.schoolhealthservicesny.com/uploads/Hearing%20Guidelines%20final%20copy4%208%2008.pdf)
* [NYSSHSC Hearing Screening Resources](http://www.schoolhealthservicesny.com/a-zindex.cfm?subpage=185)

**Vision:**

* [NYSED Vision Screening Guidelines – April 2011](http://www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices/VisionScreeningGuidelines2011.pdf)
* [NYSED Memo which repeals the requirement for Hyperopia for new entrants (October 2011)](http://www.schoolhealthservicesny.com/files/filesystem/Hyperopia%20Mandate%20Relief.pdf)
* [NYSSHSC Vision Resources](http://schoolhealthservicesny.com/a-zindex.cfm?subpage=282)

**Scoliosis:**

* [NYSED School Scoliosis Screening Guidelines - 1997](http://www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices/SchoolScoliosisScreeningGuidelinesapril1997.pdf)