

Massachusetts School Nurse Planning Calendar



Instructions

Download and save this calendar to your desktop. We recommend you add the school year to the file name (e.g., SchoolNurseCalendar_2019-2020) to create a new calendar each year.

You may edit rows and fill in important dates, tasks, observances, and notes as needed. Place a checkmark in the box when the tasks are completed.

August/September



Tasks/Duties

Records:

- ☐ Obtain and review health, immunizations, and developmental history for all kindergarten, transfer students, and new students
- ☐ Review medication orders and develop medication administration plans
- ☐ Review, revise, and update Individual Health Care (IHCP) and Emergency Action Plans (EAP) for students with health conditions.
- ☐ Review/identify students with 504s or IEPs. Consult with IEP/504 coordinators about meeting dates
- ☐ Sports clearances/concussion reports
- ☐ Immunization compliance review and state report
- ☐ Identify and flag immunosuppressed and under/unimmunized students
- ☐ Get class lists from Secretary
- ☐ Obtain & review staff emergency medical info sheets
- ☐ Input all new data and update current health information, immunizations, and medical alerts into the electronic health record system

Field trips

- ☐ Plan nursing coverage for field trips as needed

Mandated Screenings

- ☐ Plan dates and coverage

Communications and Trainings

- ☐ Notify teachers/staff about health conditions as needed (confidentiality reminder: no written lists of students supplied to staff)
- ☐ Deliver staff trainings (Epi-Pen, CPR/AED, health conditions, delegation)
- ☐ Distribute parent/guardian notifications (i.e., fluoride, BMI, postural, SBIRT screening)
- ☐ Bulletin board and newsletter article

Building and Office

- ☐ Prepare health office, supplies, and equipment
- ☐ Review and update emergency plans and procedures
- ☐ Prepare emergency supplies and equipment (go-bag, AEDs, evacuation chairs, etc.)
- ☐ Begin daily logs for AEDs and refrigerator temperature checks
- ☐ Review and revise sub folder
- ☐ Determine important dates for year (school staff meetings, nurse staff meetings)
- ☐ Meet all new teachers face to face
- ☐ Assess building and grounds for health and safety hazards
- ☐ Update community health care resources

Important Dates This Month

Activity	Date	Notes

Notes/Additional Tasks:

Observances:

August: National Immunization Awareness

September: National Childhood Obesity Awareness Month ♦ National Suicide Prevention Month ♦ National Food Safety Education Month ♦ National Preparedness Month ♦ Sexual Health Preparedness Month ♦ World Heart Day ♦ Family Health and Fitness Day

October



Tasks/Duties

Ongoing Records Review and Management	
<input type="checkbox"/>	Review Health, immunizations, and developmental history for incoming students
<input type="checkbox"/>	Review/update Medication orders and medication administration plans
<input type="checkbox"/>	Develop/update IHCPs and EAPs for students with health conditions.
<input type="checkbox"/>	Complete immunization compliance; send reminder letters home as needed
<input type="checkbox"/>	Continue electronic health record system updates
<input type="checkbox"/>	Data reports per local procedure
Field trips	
<input type="checkbox"/>	Plan nursing coverage for field trips as needed
Mandated Screenings	
<input type="checkbox"/>	Plan dates and coverage if not done in September
<input type="checkbox"/>	Implement screening program
Communications and Trainings	
<input type="checkbox"/>	Continue notifying teachers/staff about health conditions as needed
<input type="checkbox"/>	Continue needed staff trainings (Epi-Pen, CPR/AED, health conditions, delegation)
<input type="checkbox"/>	Classroom education and health presentations as needed
<input type="checkbox"/>	Bulletin board and newsletter article
Other	
<input type="checkbox"/>	Update Emergency Response Plan
<input type="checkbox"/>	Attend open-house

Important Dates This Month

Activity	Date	Notes

Screening Dates

Date	Nurse Coverage

Notes/Additional Tasks:

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Observances:

World Blindness Awareness Month ♦ Dyslexia Awareness Month ♦ Eat Better, Eat Together Month ♦ Halloween Safety Month ♦ National Bullying Prevention Month ♦ National Dropout Prevention Month ♦ Mental Health Awareness Month ♦ National Dental Hygiene Month ♦ National Down Syndrome Month ♦ World Cerebral Palsy Day

November



Tasks/Duties

Ongoing Records Review and Management	
<input type="checkbox"/>	Develop/update IHCPs, EAPs medication administration plans as needed
<input type="checkbox"/>	Winter sports clearances
<input type="checkbox"/>	Continue electronic health record system updates
<input type="checkbox"/>	Data reports per local procedure
Mandated Screenings	
<input type="checkbox"/>	Continue screenings
<input type="checkbox"/>	Plan/Conduct re-screenings
<input type="checkbox"/>	Send referrals
<input type="checkbox"/>	Communicate relevant information to teachers including accommodations to be made
Communications and Trainings	
<input type="checkbox"/>	Continue notifying teachers/staff about health conditions as needed
<input type="checkbox"/>	Continue needed staff trainings (Epi-Pen, CPR/AED, health conditions, delegation)
<input type="checkbox"/>	Continue classroom education and health presentations as needed
<input type="checkbox"/>	Bulletin board and newsletter article
<input type="checkbox"/>	Distribute flu vaccination information to families
Other	
<input type="checkbox"/>	Facilitate meeting holiday/winter needs (food, clothing) for economically disadvantaged students

Important Dates This Month

Activity	Date	Notes

Screening Dates

Date	Nurse Coverage

Observances:

Epilepsy Awareness Month ♦ Gluten-Free Diet Awareness Month ♦ Lung Cancer Awareness Month ♦ American Diabetes Month ♦ Great American Smokeout

Notes/Additional Tasks:

December



Tasks/Duties

Ongoing Records Review and Management	
<input type="checkbox"/>	Develop/update IHCPs, EAPs medication administration plans as needed
<input type="checkbox"/>	Run reports for compliance reviews
<input type="checkbox"/>	Continue electronic health record system updates
<input type="checkbox"/>	Data reports per local procedure
Mandated Screenings	
<input type="checkbox"/>	Continue screenings/re-screenings/referrals
<input type="checkbox"/>	Follow up on positive screen referrals
<input type="checkbox"/>	Communicate relevant information to teachers including accommodations to be made
Communicable Disease Surveillance & Control	
<input type="checkbox"/>	Monitor absence/illness numbers
<input type="checkbox"/>	Report concerns to appropriate agencies when indicated
<input type="checkbox"/>	Prevention education in classrooms (i.e., handwashing lessons)
Communications and Trainings	
<input type="checkbox"/>	Continue notifying teachers/staff about health conditions as needed
<input type="checkbox"/>	Continue needed staff trainings (Epi-Pen, CPR/AED, health conditions, delegation)
<input type="checkbox"/>	Continue classroom education and health presentations as needed
<input type="checkbox"/>	Bulletin board and newsletter article
Other	
<input type="checkbox"/>	Facilitate meeting holiday/winter needs (food, clothing) for economically disadvantaged students

Observances:

AIDS Awareness Month ♦ Safe Toys and Gifts Month
 ♦ National Drunk & Drugged Driving Prevention Month
 ♦ National Handwashing Awareness Week

Important Dates This Month

Activity	Date	Notes

Screening Dates

Date	Nurse Coverage

Notes/Additional Tasks:

January



Tasks/Duties	
Ongoing Records Review and Management	
<input type="checkbox"/>	Develop/update IHCPs, EAPs medication administration plans as needed
<input type="checkbox"/>	Continue electronic health record system updates
<input type="checkbox"/>	Data reports per local procedure
Mandated Screenings	
<input type="checkbox"/>	Continue follow up on positive screen referrals
<input type="checkbox"/>	Communicate relevant information to teachers including accommodations to be made
Communicable Disease Surveillance & Control	
<input type="checkbox"/>	Continue monitoring absence/illness
<input type="checkbox"/>	Report concerns to appropriate agencies when indicated
<input type="checkbox"/>	Continue prevention education in classrooms (i.e., handwashing lessons)
Communications and Trainings	
<input type="checkbox"/>	Continue notifying teachers/staff about health conditions as needed
<input type="checkbox"/>	Continue needed staff trainings (Epi-Pen, CPR/AED, health conditions, delegation)
<input type="checkbox"/>	Continue classroom education and health presentations as needed
<input type="checkbox"/>	Bulletin board and newsletter article

Important Dates This Month		
Activity	Date	Notes

Notes/Additional Tasks:

Observances:

Cervical Health Awareness Month ♦ Eye Care Month ♦
 Winter Sports TBI Awareness Month ♦ National Drugs
 and Alcohol Facts Week

February



Tasks/Duties

Ongoing Records Review and Management	
<input type="checkbox"/>	Develop/update IHCPs, EAPs medication administration plans as needed
<input type="checkbox"/>	Spring sports clearances
<input type="checkbox"/>	Continue electronic health record system updates
<input type="checkbox"/>	Data reports per local procedure
Field trips	
<input type="checkbox"/>	Begin nursing coverage plans for field trips as needed
Mandated Screenings	
<input type="checkbox"/>	Continue follow up on positive screen referrals
<input type="checkbox"/>	Communicate relevant information to teachers including accommodations to be made
Communicable Disease Surveillance & Control	
<input type="checkbox"/>	Continue monitoring absence/illness
<input type="checkbox"/>	Report concerns to appropriate agencies when indicated
<input type="checkbox"/>	Continue prevention education in classrooms (i.e., handwashing lessons)
Communications and Trainings	
<input type="checkbox"/>	Continue notifying teachers/staff about health conditions as needed
<input type="checkbox"/>	Continue needed staff trainings (Epi-Pen, CPR/AED, health conditions, delegation)
<input type="checkbox"/>	Continue classroom education and health presentations as needed
<input type="checkbox"/>	Bulletin board and newsletter article

Important Dates This Month

Activity	Date	Notes

Notes/Additional Tasks:

Observances:

American Heart Month ♦ Black History Month ♦ Canned Food Month ♦ Teen Dating Violence Awareness Month ♦ National Children's Dental Health Month

March



Tasks/Duties

Ongoing Records Review and Management	
<input type="checkbox"/>	Develop/update IHCPs, EAPs medication administration plans as needed
<input type="checkbox"/>	Continue spring sports clearances
<input type="checkbox"/>	Continue electronic health record system updates
<input type="checkbox"/>	Data reports per local procedure
Mandated Screenings	
<input type="checkbox"/>	Continue follow up on positive screen referrals
<input type="checkbox"/>	Communicate relevant information to teachers including accommodations to be made
Communicable Disease Surveillance & Control	
<input type="checkbox"/>	Continue monitoring absence/illness
<input type="checkbox"/>	Report concerns to appropriate agencies when indicated
<input type="checkbox"/>	Continue prevention education in classrooms (i.e., handwashing lessons)
Field trips	
<input type="checkbox"/>	Continue planning nursing coverage for field trips
Communications and Trainings	
<input type="checkbox"/>	Continue notifying teachers/staff about health conditions as needed
<input type="checkbox"/>	Continue needed staff trainings (Epi-Pen, CPR/AED, health conditions, delegation)
<input type="checkbox"/>	Continue classroom education and health presentations as needed
<input type="checkbox"/>	Letters home for mandated physical examinations
<input type="checkbox"/>	Bulletin board and newsletter article
Building and Office	
<input type="checkbox"/>	Begin inventory and budget items

Important Dates This Month

Activity	Date	Notes

Notes/Additional Tasks:

Observances:

National TBI Awareness Month ♦ National Nutrition Month ♦ National Music in Our Schools Month ♦ Save Your Vision Month ♦ National Poison Prevention Week

April



Tasks/Duties

Ongoing Records Review and Management

- ☐ Develop/update IHCPs, EAPs medication administration plans as needed
- ☐ Continue electronic health record system updates
- ☐ Data reports per local procedure
- ☐ Start end of year status report draft

Field trips

- ☐ Continue nursing coverage for field trips as needed

Preparations for the New School Year

- ☐ Begin meeting with families to plan/prepare IHCPs for next year

Mandated Screenings

- ☐ Continue follow up on positive screen referrals
- ☐ Communicate relevant information to teachers including accommodations to be made

Communications and Trainings

- ☐ Continue notifying teachers/staff about health conditions as needed
- ☐ Continue needed staff trainings (Epi-Pen, CPR/AED, health conditions, delegation)
- ☐ Continue classroom education and health presentations as needed
- ☐ Bulletin board and newsletter article

Building and Office

- ☐ Continue inventory and budget items
- ☐ Submit forms and letters to be printed for end of year and next year distribution

Important Dates This Month

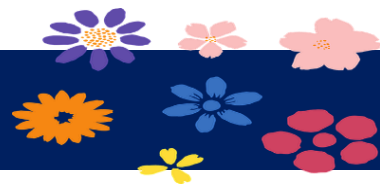
Activity	Date	Notes

Notes/Additional Tasks:

Observances:

Distracted Driving Awareness Month ♦ National Child Abuse Prevention Month ♦ Sexual Assault Awareness & Prevention Month ♦ Stress Awareness Month ♦ Alcohol Awareness Month ♦ National Autism Awareness Month ♦ National Minority Health Month ♦ STD Awareness Month ♦ Every Kid Healthy Week

May



Tasks/Duties

Ongoing Records Review and Management

- ☐ Develop/update IHCPs, EAPs medication administration plans as needed
- ☐ Review immunizations needs for the following school year and prepare notices
- ☐ Pull all senior files to distribute per school procedure
- ☐ Run inactive list and pull files to inactivate and maintain for 7 years
- ☐ Continue electronic health record system updates
- ☐ Data reports per local procedure

Field trips

- ☐ Continue nursing coverage for field trips as needed

Mandated Screenings

- ☐ Continue follow up on positive screen referrals
- ☐ Communicate relevant information to teachers including accommodations to be made
- ☐ Plan/conduct preschool and kindergarten screenings for the next school year according to schedule

Preparations for the New School Year

- ☐ Continue meeting with families to plan/prepare IHCPs for next year
- ☐ Connect with students and coaches for fall sports
- ☐ Meet with other district nurses to transfer records & care plans

Communications and Trainings

- ☐ Continue notifying teachers/staff about health conditions as needed
- ☐ Continue needed staff trainings (Epi-Pen, CPR/AED, health conditions, delegation)
- ☐ Distribute medication pick up letters and medication forms for next year
- ☐ Connect directly with parents/guardians regarding disposal of medications and medication pick up
- ☐ Continue classroom education and health presentations as needed
- ☐ Bulletin board and newsletter article

Building and Office

- ☐ Continue supplies inventory
- ☐ Assemble Epi-Pen packets for upcoming year
- ☐ Continue to submit forms and letters to be printed for end of year and next year distribution

Important Dates This Month

Activity	Date	Notes

Notes/Additional Tasks:

Observances:

National Mental Health Awareness Month ♦
 National Lyme Disease Awareness Month ♦ UV
 Awareness Month ♦ Don't Fry Day ♦ National Water
 Safety Month ♦ National Celiac Awareness Month ♦
 National Physical Fitness and Sports Month ♦
 National Teen Pregnancy Month

June



Tasks/Duties

Ongoing Records Review and Management	
<input type="checkbox"/>	Develop/update IHCPs, EAPs medication administration plans as needed
<input type="checkbox"/>	Complete inactive list and file inactivated files to maintain for 7 years
<input type="checkbox"/>	Continue electronic health record system updates
<input type="checkbox"/>	Complete end of year reports per local procedure
Field trips	
<input type="checkbox"/>	Continue nursing coverage for field trips as needed
Mandated Screenings	
<input type="checkbox"/>	Complete follow up on positive screen referrals
Preparations for the New School Year	
<input type="checkbox"/>	Finish meeting with families to plan/prepare IHCPs for next year
<input type="checkbox"/>	Finish connecting with students & coaches for fall sports
<input type="checkbox"/>	Finish meeting with other district nurses to transfer records & care plans
<input type="checkbox"/>	Start health concerns list for new students
Communications and Trainings	
<input type="checkbox"/>	Continue notifying teachers/staff about health conditions as needed
<input type="checkbox"/>	Continue needed staff trainings (Epi-Pen, CPR/AED, health conditions, delegation)
<input type="checkbox"/>	Send home reminder letters to parents of students with medications to pick up medication by last day of school, and include forms for next year
<input type="checkbox"/>	Call to parents remind them to pick up medication and medication disposal policies
<input type="checkbox"/>	Bulletin board and newsletter article
Building and Office	
<input type="checkbox"/>	Finalize inventory
<input type="checkbox"/>	Order new supplies to be shipped over summer

Important Dates This Month

Activity	Date	Notes

End of Year Checklist

<input type="checkbox"/>	Place Student Confidential Health Forms, orders, 504s, IHCPs, etc. into student health file
<input type="checkbox"/>	Securely lock student files
<input type="checkbox"/>	Box files of students transferring in-district and out of district
<input type="checkbox"/>	Properly dispose of left over medications and dispose of expired stock medications.
<input type="checkbox"/>	Document all medications wasted
<input type="checkbox"/>	Securely lock medication cabinet
<input type="checkbox"/>	Securely lock supply cabinet
<input type="checkbox"/>	Prepare health office for summer cleaning (i.e., label items and equipment that may be moved)

Notes/Additional Tasks:

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Observances:

National Safety Month