

## **HEALTH OFFICE ACTIVITIES FOR EACH MONTH**

### **AUGUST**

1. Set up health office environment (bulletin board, posters – cheery atmosphere).
2. Discuss current mandatory immunization guidelines with office staff. Confirm need for written verification of IZ status. Clarify procedure for referral to Immunization Clinics.
3. Compile a list of students with waivers of immunizations. This must be current if exclusions become necessary.
4. Check supply of forms, first aid supplies and arrange health room cupboards.
5. Prepare/distribute first aid kits and latex/vinyl gloves to the classroom and noon-duty personnel. In secondary schools, distribute to home economics, shops labs, etc. The P.E. departments have their own budget for first aid supplies.
6. Add new students with significant health problems to Q Medical History List. Serious health problems should have treatment strategies outlined.
7. Compile list of At Risk Students – e.g., mandatory summer school attendance, SST referrals, retained students, health concerns, homelessness, Special Ed. and attendance problems.
8. If possible, attend the first staff meeting to become acquainted with new teachers.
9. Request office staff to inform you of any new student who reports a physical problem at the time of enrollment. Review enrollment forms and emergency cards noting medical concerns, special education placement or services, immunization status, TB status and birthplace.
10. Notify all office personnel of daily schedule for nurse and health assistant and procedures to follow when emergencies occur.
11. Schedule vision and hearing screening date.
12. Set up file system to expedite follow-up activities on students.
13. Review special education class lists for needed assessments and required designated instructional services. Determine timeline with Special Education Team.
14. Communicate with teachers to inform them of individual student health needs. Copy to health folder.
15. Send CHDP letters home to all 1<sup>st</sup>. graders who do not have CHDP certificates. Check CHDP worksheet form previous year. Check procedures for CHDP program.

16. Complete Kindergarten immunization audit report. Forms will come from the Health Department. Instructions for completing should be followed closely. Submit to Director for district compilation. Keep a tally of the TB's for the audit report.
17. Send out Oral Assessment form for Kindergartners. Keep list of students who have either completed the assessment or returned signed waiver due in May.
18. Review the cumulative health records of each student so you may understand individual health status and develop intervention strategies. Prepare health folders for students new-to-district.
19. Separate enrollment forms of out-of-district students and returning students.
20. List all students requiring medication in school. Prepare medication logs. Train staff who will be responsible in the absence of the nurse and health services assistant. Complete sign-off sheet and monitor monthly. Label tops of all medication bottles and inhaler boxes.
21. List all students requiring assistance with specialized health procedures. Train staff who will assist student and complete sign-off sheet. Monitor/supervise staff monthly.
22. Schedule with principal time to present certificated and classified staff in-services on mandated subjects (e.g., Blood Borne Pathogens & child abuse identification and reporting).
23. Interface with Special Education Team.

### **SEPTEMBER**

1. Continue nurse-teacher communication so the teacher is current with health needs of students. Keep updates on Q with teacher "alert".
2. Plan to attend as many staff meetings at assigned schools as schedule will permit.
3. Schedule and conduct hearing, vision and color vision testing. Make appropriate referrals. Record results of testing programs on health folder as soon as possible and develop format for keeping yearly totals up-to-date. **(Annual reports due in June)**
4. Meet with parent groups. Discuss health education articles for their newsletters. Offer assistance, such as participation in health education programs, for meetings.
5. Continue to follow-up on previously referred students, including special education.
6. Compile list of new students for future screens.
7. Continue immunization, CHDP and oral assessment monitoring on an ongoing monthly basis.
8. Interface with SST facilitator.

## **OCTOBER**

1. Be aware of attendance patterns. Discuss referrals with CWA workers and SST teams.
2. Test vision and hearing of all new enrollees if it hasn't been done within the last two years. Screen new students for other problems (see enrollment sheet).
3. Continue to follow-up on all referrals.
4. Continue follow-up on CHDP letters of first graders and others, as appropriate.
5. Continue immunization program monitoring.

## **NOVEMBER**

1. Continue testing, referral and Case Management on new and referred students. Record those receiving care.
2. Restock first aid boxes whenever needed and order supplies.
3. Continue immunization program monitoring.
4. Continue follow-up on CHDP program. Secure waivers where appropriate.
5. Continue with kindergarten Oral Assessment letters. Secure waivers where appropriate.
6. Gather data for CHDP report.

## **DECEMBER and JANUARY**

1. Continue vision and hearing screening referrals and Case Management (ongoing).
2. Continue immunization program monitoring.
3. Continue Case Management on referrals, including Special Education.
4. Send CHDP and Oral Assessment letters to kindergarten students and assist in scheduling at clinic, as well as for other students (Special Ed, Foster Children, Health Concerns students).

## **FEBRUARY and MARCH**

1. Schedule scoliosis screening at middle schools. Seventh grade girls and eighth grade boys are mandated. Include re-screen students that have been identified.

## **APRIL**

1. Update Medical History List in Q of student health needs and list of students with incomplete immunizations by name and next school year grade. The nurse will check status of students with special problems in the fall and assist teachers with knowledge of their students' health needs. Keep a copy on your site, and send one to the appropriate promoted schools and health programs.
2. Complete list of students who have unresolved vision and hearing deficit and those who have received glasses.

## **MAY      Use End of the Year checklist (next page) to make sure everything's completed**

1. Prepare and transfer all cumulative health records for promoted students to appropriate schools or programs.
2. Request that teachers and other personnel return first aid kits issued in September. Clean and store kits.
3. Store equipment left at sites in a locked cabinet or area.
4. Return audiometers to Health Services (P-1) for calibration. Return any equipment needing repair.
5. Submit the following reports to Health Services:
  - Annual Vision Report
  - Annual Hearing Report
  - Oral Health Assessment
  - Scoliosis and Orthopedic Screening Reports
6. Return unused medication to **parent** or discard left over one.
7. Send home new medication and specialized Health Care Procedure forms for next year.