

Beginning of Year School Nurse Checklist

School _____ School-Year _____

GETTING INTO THE SYSTEM			
Access On-line/Electronic Systems	Priority	NOTES:	
Student Records including Health	1		
Find out how student health information is collected and accessed	1		
Access Phone system	1		
Access Email	1		
Locate Health Office Keys	1		
Other			
Hard Copies in Health Office			
CDPHE Infectious Disease	2		
Emergency Procedures	2		
Important Phone Numbers	1		
Student records – if not kept electronically	1		
Other			
Meet Key School Personnel			
School administrator/s	1		
Secretarial Staff	1		
Health Office Staff	1		
Facility Management/Custodial Staff	2		
Special Education Teachers	1		
School Meal Program Staff	2		
School Psychologist/Social Worker/Counselor	3		
School Crisis Team	2		
Other			
Scheduling			
Access Master Calendar – School & District	1		
Identify School Traditions/Celebration Dates	3		
Identify School Announcement Dates/Processes	3		
Identify Major School Testing Dates	3		
Locate Field Trip Calendar	1		
Other			
SAFETY			
Emergency Procedures and Equipment			
Locate fire alarms, extinguishers	1		
Locate AED (or acknowledge lack of AED)	1		
Locate CPR Mask	1		
Locate School Safety Plan and Procedures	1		
Locate Evacuation Staging Areas	1		
Locate Evacuation Map for Health Office	1		
Locate Emergency Evacuation Bag	1		
Learn about School Emergency Communication Processes	1		

	Identify staff with current CPR/First Aid Certification	1	
	Other		
Infection Control			
	Identify Local Public Health Contact	2	
	Identify State Public Health Contact	2	
	Locate Designated Isolation Area	1	
	Locate Personal Protective Equipment (PPE)	1	
	Distribute Classroom First Aid Kits	2	
	Locate Sharps Container	1	
	Gain Access to the Colorado Immunization Information System (CIIS) – Through CDPHE	2	
	Collect Immunization Records and Enter into School's Electronic Student Health System	3	
	Other		
HEALTH OFFICE SET-UP			
Equipment - Health Office Availability of some items are based on district/school-specific needs			
	Locked Medication Cabinet	1	
	Locked Medical Records Cabinet	1	
	Cot/s	1	
	Thermometer	1	
	BP Cuff	1	
	Audiometer	3	
	Eye Chart	3	
	Refrigerator for Health Needs	1	
	COVID Tests – may not be available in all schools	1	
	Basic first aid equipment and medical supplies listed on page 25 of Rules and Regulations Governing Schools (6.13 Health Service)	1	
	Other		
Documents/Records Organization			
	Create/Update Student Health Care Plan – Binder	2	
	Create/Update Student Medication – Binder	2	
	Blank Copies of Frequently Used Forms – <ul style="list-style-type: none"> ● Medication Administration Agreements ● Emergency Action Plans ● Delegation Forms 	3	
	Other		
PROVISION OF CARE for STUDENTS			
Students with Chronic Health Conditions – Physical and Mental			
	Identify Students with Conditions <ul style="list-style-type: none"> ● Organize Information. Share Information with Staff who have a “Legitimate Educational Interest” 	1	

	Meet with Parents to Discuss Needs of Students with Complex Medical Needs	1	
	Meet with Staff to Discuss Needs of Students with Complex Medical Needs	1	
	Develop Student Health Plans in Collaboration with others as needed (Student/Parent/Guardian/Provider/Other School Staff)	1	
	Share Health Plans with Appropriate Staff	1	
	Identify Unlicensed Personnel (UAP) and Delegation Needs – For example <ul style="list-style-type: none"> ● Medication Administration ● Procedure Administration ● Universal Precautions ● Health Office Support 	1	
	Provide Training and Delegation to UAPs as needed	1	
	Determine School-Wide Training Needs and Schedule with School Administrator	2	
	Other		
Special Education			
	Meet Special Education Staff Including Other Special Service Providers	1	
	Identify IEP Processes	1	
	Locate IEP Team Meeting Calendar	2	
	Locate Student IEP Meeting Calendar	1	
	Other		
Section 504			
	Meet School 504 Coordinator	1	
	Identify Students with 504 Plans	1	
	Identify School 504 Processes	2	
	Participate in 504 Team Processes When Appropriate	2	
	Other		
Student Vision and Hearing Screenings			
	Schedule Mandatory Vision and Hearing Screenings for Appropriate Grade Levels	3	
	Coordinate and Oversee Vision and Hearing Screening Process	3	
	Follow Up with Students Identified at Risk for Vision/Hearing Deficits	3	
	Identify Other Health Screenings That the District/School Conducts	3	
	Other		

ADDITIONAL NOTES:

