



SCHOOL NURSE MONTHLY PRIORITIES CALENDAR

This monthly calendar is designed to give the Colorado school nurse resources to help organize tasks throughout the school year.

See the [CDE School Nursing and Health](#) webpages for more information.

This calendar was developed by the CDE School Nurse Specialists using the [NASN School Nursing Framework](#).

To help plan activities, also see this [2025 Health Observances Calendar](#).

****Contact Colorado Department Education School Nurse Specialists with any questions****

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August	Framework
<ul style="list-style-type: none"> ● Apply for CDE School Nurse (SSP) Licensure 	Standards of Practice
<ul style="list-style-type: none"> ● Organize trainings for school staff (e.g. Health Condition, CPR/AED/First Aid, Medication Administration, Bus driver inservice, Standard Precautions, Confidentiality, etc.) ● Delegation of Nursing Tasks to UAP (Unlicensed Assistant Personnel) ● Prioritize/Review Student Health Registration Information ● Develop IEP reports and attend staffings and 504 meetings as needed ● Provide classroom/staff first aid supplies, as appropriate 	Care Coordination
<ul style="list-style-type: none"> ● Establish and/or review health & safety protocols (e.g. COVID, Emergency Guidelines for Schools, Infectious Disease Guidelines, etc.) ● Identify existing health office procedures and health-related school board policies 	Leadership
<ul style="list-style-type: none"> ● Inventory and order health office supplies & set up health office (e.g. health office binder, etc.) ● Create Health Conditions list and determine process to distribute to appropriate staff ● Review orders and/or develop Healthcare Plans, (HCPs) including Individualized Healthcare Plans. (IHPs) and Emergency Action Plans, (EAPs) as appropriate, (e.g. Doctor/parent signatures, current date, etc.) ● Set up/review your documentation/data collection system ● Review medication orders/logs and make sure they are complete and current 	Quality Improvement
<ul style="list-style-type: none"> ● Collect & begin reviewing immunization records for compliance (check CIIS), and prepare notices for non-compliant students ● Communicate with parents CDPHE's How Sick is Too Sick form (or your school's version) ● Check for upcoming scheduled field trips, process for notifying nurse, and delegation needs 	Community/Public Health

Additional Nursing Considerations:

- Meet key school personnel and learn procedures for communication (SPED staff, Admin., secretaries, Psychologists, Counselors, coaches, etc.)
- Sign up for [CDE School Nurse Professional Development](#) optional trainings
- Register with [CIIS](#) (Colorado Immunization Information Systems):
- Review [Medication Administration Guidelines](#) and sign up on [Healthy Child Care Colorado's CCHC Hub](#) to access Medication Administration Training materials.
- Obtain a computer, login for school programs, passwords, etc.
- Maintain records for CPR/first aid and AED (if applicable) training/certification for staff
- Sign up and complete Child Care and Preschool Immunization course after July 1st annually
- (if you have a preschool): [Child Care Health Consultation \(CCHC\) Qualifications Frequently Asked Questions](#)
- Standard Precaution Training for staff (Required only for preschool)

September	Framework
<ul style="list-style-type: none"> ● Review evidence-based guidelines regarding screenings ● Review incomplete checklist from previous month 	Standards of Practice
<ul style="list-style-type: none"> ● Continue Nursing follow-up for newly enrolled students and student health concerns referred by staff ● Consider Nurse involvement in school teams (e.g. SPED, 504, wellness teams, concussion teams, etc) ● Communicate health concerns with appropriate staff ● Identify community resources (e.g. vision, hearing, medical, mental health, child protection, nutrition, etc) ● Apply for VSP vouchers if NASN member (e.g. these cover vision exam and glasses for some students) 	Care Coordination
<ul style="list-style-type: none"> ● Review licensure and induction information on School Nursing and Health - School Nurse Basics CDE ● Does your school participate in Medicaid billing? If so, what is your role? ● Consider NASN/CASN membership and registering for fall CASN conference 	Leadership
<ul style="list-style-type: none"> ● Complete monthly nursing report, if applicable ● Review monthly data for trends and make adjustments as needed ● Meet with evaluator to set professional goals and objectives 	Quality Improvement
<ul style="list-style-type: none"> ● Organize vision and hearing screenings ● Communicate Immunization law with administrators and follow-up concerns ● Review CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines 	Community/Public Health

Additional Nursing Considerations:

- Nursing follow-up for newly enrolled students, student health concerns referred by staff
- Continue using CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines
- Review immunization records for compliance
- Continue to develop HCPs/review orders
- Continue to develop IEP reports and 504s
- Continue training and supervision of UAPs
- Consider nurse involvement in AED program
- Remember to register for ongoing School Nurse Professional Development
- Review Medication order/logs and make sure they are complete and current

October	Framework
<ul style="list-style-type: none"> ● Review incomplete checklist from previous months 	Standards of Practice
<ul style="list-style-type: none"> ● Monitor causes of absenteeism: coordinate with school administrator and truancy ● Procedure for communicating with families (e.g. website, school newsletters, distribution through classroom folders, etc.) 	Care Coordination Leadership Quality Improvement
<ul style="list-style-type: none"> ● Required CDPHE Immunization Data Reporting open October 1st - January 15 ● Work with community partners to send information about flu shot clinics and other vaccinations as appropriate ● Continue screenings and/or send referral/results letters 	Community/Public Health

Additional Nursing Considerations:

- Nursing follow-up for newly enrolled students, student health concerns referred by staff
- Continue using CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines
- Review immunization records for compliance
- Continue to develop HCPs/review orders
- Continue to develop IEP reports and 504s
- Continue training and supervision of UAPs
- Remember to register for ongoing School Nurse Professional Development
- Review Medication order/logs and make sure they are complete and current
- Review monthly data for trends and complete monthly nursing report, if applicable

November	Framework
<ul style="list-style-type: none"> ● Review incomplete checklist from previous months 	Standards of Practice
<ul style="list-style-type: none"> ● See below Additional Nursing Considerations 	Care Coordination
<ul style="list-style-type: none"> ● Apply for CDE Special Service Provider License (if haven't already) 	Leadership
<ul style="list-style-type: none"> ● Required CDPHE Immunization Data Reporting open October 1st - January 15 	Quality Improvement
<ul style="list-style-type: none"> ● Distribute immunization notices if not already completed ● Share disease prevention information with parents (e.g. influenza, head lice, norovirus, COVID-19, etc.) ● Provide health resources and consultation to your school community ● Share safety tips for extreme cold weather ● Continue screenings and/or send referral/results letters 	Community/Public Health

Additional Nursing Considerations:

- Nursing follow-up for newly enrolled students, student health concerns referred by staff
- Continue using CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines
- Review immunization records for compliance
- Continue to develop HCPs/review orders
- Continue to develop IEP reports and 504s
- Continue training and supervision of UAPs
- Remember to register for ongoing School Nurse Professional Development
- Review Medication order/logs and make sure they are complete and current
- Review monthly data for trends and complete monthly nursing report, if applicable

December	Framework
<ul style="list-style-type: none"> ● Review incomplete checklist from previous months 	Standards of Practice
<ul style="list-style-type: none"> ● See below Additional Nursing Considerations 	Care Coordination
<ul style="list-style-type: none"> ● Review health office procedures and health-related school board policies 	Leadership
<ul style="list-style-type: none"> ● Meet with evaluator for mid-year review ● Required CDPHE Immunization Data Reporting open October 1st - January 15 	Quality Improvement
<ul style="list-style-type: none"> ● Follow-up on Vision and Hearing referrals and provide parent support as needed ● Provide individual and/or classroom health education for students (e.g. handwashing, hygiene, puberty, etc.) ● Provide immunization record to students graduating in December 	Community/Public Health

Additional Nursing Considerations:

- Nursing follow-up for newly enrolled students, student health concerns referred by staff
- Continue using CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines
- Continue to develop HCPs/review orders
- Continue to develop IEP reports and 504s
- Continue training and supervision of UAPs
- Remember to register for ongoing School Nurse Professional Development
- Review Medication order/logs and make sure they are complete and current
- Review monthly data for trends and complete monthly nursing report, if applicable

January	Framework
<ul style="list-style-type: none"> Review incomplete checklist from previous months 	Standards of Practice
<ul style="list-style-type: none"> Prepare for standardized testing for students who need accommodations High/Middle school semester class changes: Notify new teachers of any health needs 	Care Coordination
	Leadership
<ul style="list-style-type: none"> Monitor infections disease rates (e.g. influenza, COVID, GI illness, etc.) Update documents for upcoming year registration Required CDPHE Immunization Data Reporting open October 1st - January 15 	Quality Improvement
<ul style="list-style-type: none"> Provide staff with resources for infection control in the classroom 	Community/Public Health

Additional Nursing Considerations:

- Provide individual and/or classroom health education for students (e.g. handwashing, hygiene, puberty, etc.)
- Review newly enrolled student's health intake forms, follow up on health concerns, and complete appropriate screenings
- Follow up on student health concerns referred by staff
- Continue using CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines
- Continue to develop HCPs/review orders
- Continue to develop IEP reports and 504s
- Continue training and supervision of UAPs
- Remember to register for ongoing School Nurse Professional Development
- Review Medication order/logs and make sure they are complete and current
- Review monthly data for trends and complete monthly nursing report, if applicable

February	Framework
<ul style="list-style-type: none"> ● Review incomplete checklist from previous months 	Standards of Practice
<ul style="list-style-type: none"> ● See below Additional Nursing Considerations 	Care Coordination
<ul style="list-style-type: none"> ● Sign up for Spring CASN conference ● Review budget with administration as needed 	Leadership
<ul style="list-style-type: none"> ● Inventory health office supplies and restock as needed ● Identify and review record retention policy/procedure and purge any unnecessary health documents 	Quality Improvement
<ul style="list-style-type: none"> ● Arrange for optional screenings with school/community providers (e.g. Dental, BMI, etc.) and coordinate appropriate consents ● Distribute, by April 15th, annual immunization parent letter to also include exemption rate for each required vaccine School Resources Colorado Department of Public Health and Environment (HB25-1027 changed date from February to April) 	Community/Public Health

Additional Nursing Considerations:

- Provide individual and/or classroom health education for students (e.g. handwashing, hygiene, puberty, etc.)
- Review newly enrolled student's health intake forms, follow up on health concerns, and complete appropriate screenings
- Follow up on student health concerns referred by staff
- Continue using CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines
- Continue to develop HCPs/review orders
- Continue to develop IEP reports and 504s
- Continue training and supervision of UAPs
- Remember to register for ongoing School Nurse Professional Development
- Review Medication order/logs and make sure they are complete and current
- Review monthly data for trends and complete monthly nursing report, if applicable
- Continue update documents for upcoming year registration

March	Framework
<ul style="list-style-type: none"> ● Review incomplete checklist from previous months 	Standards of Practice
<ul style="list-style-type: none"> ● See below Additional Nursing Considerations 	Care Coordination
<ul style="list-style-type: none"> ● Maintain continuing education in your portfolio (keep certificates and syllabus) 	Leadership
<ul style="list-style-type: none"> ● Consider performing an emergency response drill (e.g. for Epinephrine or Glucagon administration, AED, etc.) 	Quality Improvement
<ul style="list-style-type: none"> ● Check for upcoming scheduled field trips, process for notifying nurse, and delegation needs ● Distribute, by April 15th, annual immunization parent letter to also include exemption rate for each required vaccine School Resources Colorado Department of Public Health and Environment (HB25-1027 changed date from February to April) 	Community/Public Health

Additional Nursing Considerations:

- Review newly enrolled student's health intake forms, follow up on health concerns, and complete appropriate screenings
- Follow up on student health concerns referred by staff
- Continue using CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines
- Continue to develop HCPs/review orders
- Continue to develop IEP reports and 504s
- Continue training and supervision of UAPs
- Remember to register for ongoing School Nurse Professional Development
- Review Medication order/logs and make sure they are complete and current
- Review monthly data for trends and complete monthly nursing report, if applicable
- Inventory health office supplies and restock as needed
- Continue update documents for upcoming year registration

April	Framework
<ul style="list-style-type: none"> Review incomplete checklist from previous months 	Standards of Practice
<ul style="list-style-type: none"> Identify any students who will be attending ESY (Extended School Year for SPED) and arrange for any necessary health services Identify any summer school programs and arrange for any necessary health services 	Care Coordination
	Leadership
<ul style="list-style-type: none"> Start list of health office supplies needed for Fall Review CDE Health Data Report cheat sheet and prepare to submit report 	Quality Improvement
<ul style="list-style-type: none"> Distribute, by April 15th, annual immunization parent letter to also include exemption rate for each required vaccine (School Resources Colorado Department of Public Health and Environment (HB25-1027 changed date from February to April)) Share resources and safety tips for prom, graduation, field days, etc. (e.g. substance abuse, safe driving, guidelines for sun/heat safety, etc.) Provide immunization record to graduating students Prepare for next year's incoming students (collect and review immunizations and health records) 	Community/Public Health

Additional Nursing Considerations:

- Review newly enrolled student's health intake forms, follow up on health concerns, and complete appropriate screenings
- Follow up on student health concerns referred by staff
- Continue using CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines
- Continue to develop HCPs/review orders
- Continue to develop IEP reports and 504s
- Continue training and supervision of UAPs
- Remember to register for ongoing School Nurse Professional Development
- Review Medication order/logs and make sure they are complete and current
- Review monthly data for trends and complete monthly nursing report, if applicable
- Inventory health office supplies and restock as needed
- Continue update documents for upcoming year registration

May	Framework
<ul style="list-style-type: none"> ● Review incomplete checklist from previous months 	Standards of Practice
<ul style="list-style-type: none"> ● Arrange for medication pick up at end of school year ● Discard any remaining medication per school district policy ● Transfer student health record to receiving school as appropriate ● Prep for next year: Set up date/time with staff and administration for beginning of year; medication delegation, trainings, priorities, goals, support needs, etc. 	Care Coordination
<ul style="list-style-type: none"> ● Meet with supervisor to complete evaluation process ● Celebrate School Nurses Day!! 	Leadership
<ul style="list-style-type: none"> ● Submit CDE Health Data Report ● Send equipment for calibration (e.g. audiometers, thermometers, vision screeners, etc.) ● Complete End of Year Nursing Report, if applicable 	Quality Improvement
<ul style="list-style-type: none"> ● Send reminders for immunizations needed for next school year (Kindergarten, 6th grade, etc.) ● Obtain standing orders for next school year, if applicable 	Community/Public Health

Additional Nursing Considerations:

- Review newly enrolled student's health intake forms, follow up on health concerns, and complete appropriate screenings
- Follow up on student health concerns referred by staff
- Continue using CDPHE Emergency Guidelines for Schools/Infectious Disease Guidelines
- Continue to develop HCPs/review orders
- Continue to develop IEP reports and 504s
- Continue training and supervision of UAPs
- Remember to register for ongoing School Nurse Professional Development
- Review Medication order/logs and make sure they are complete and current
- Review monthly data for trends and complete monthly nursing report, if applicable
- Inventory health office supplies and restock as needed
- Continue update documents for upcoming year registration

June/July (if contracted to work)	Framework
<ul style="list-style-type: none"> ● Review incomplete checklist from previous months 	Standards of Practice
<ul style="list-style-type: none"> ● Before school starts, plan for inservices/staff education (e.g. Health Condition, CPR/AED/First Aid, Medication Administration, Bus driver inservice, Standard Precautions, Confidentiality, etc.) 	Care Coordination
<ul style="list-style-type: none"> ● Attend School Nurse Updates as possible ● Attend NASN annual conference, if able ● Identify nurse's role in registration process and/or back to school nights 	Leadership
<ul style="list-style-type: none"> ● Review policies and procedures ● Consider nurse involvement in AED programs (e.g check pad and battery expiration dates, supplies, etc.) 	Quality Improvement Community/Public Health