



Department of Health

School Nurse MONTHLY CALENDAR

Topic	BACK-TO-SCHOOL - AUGUST
Important Deadlines	<input type="checkbox"/> All students should present up-to-date immunization records or signed waivers by day 14 of school. ¹
Planning and Communication	<input type="checkbox"/> Stock and organize clinic. <input type="checkbox"/> Orient to position, building(s), and staff. <input type="checkbox"/> Visit classrooms briefly to introduce self and explain role in school. <ul style="list-style-type: none"> • Inform staff of clinic policies/procedures and nurse's schedule and availability. • Request to be notified of any pertinent staff health issues. • Request 1-2 week advance notice of field trips to arrange for medication administration, if needed. <input type="checkbox"/> Identify and review new practice guidelines, policies, and documents. <input type="checkbox"/> Confirm forms, IHPs/EAPs, and training methods are current and evidence informed. <input type="checkbox"/> Set up documentation system for the year. <input type="checkbox"/> Participate in Food Allergy Requirements and Guidance ² <input type="checkbox"/> Arrange August meeting date with families of children with health concerns to conference regarding plan of care. <input type="checkbox"/> Arrange a system with building principal(s) and attendance staff for surveillance of absences related to health concerns. <input type="checkbox"/> Prepare first month's parent and/or staff newsletter article to introduce self, duties, your role in keeping students and schools healthy, and expectations for the year as well as a reminder of immunizations due by first day of school. <input type="checkbox"/> Schedule meeting with building principal(s) and/or administration to set and review goals and plans for school year. <input type="checkbox"/> Attend first month's PTA/PTO meeting to introduce self/duties. <input type="checkbox"/> Investigate membership in national, state, and local professional school nursing organizations. <input type="checkbox"/> Sign up for the ODH School Nurse Bulletin Board and register/update your account in OhioTRAIN . ³

Documentation and Student Plans	<ul style="list-style-type: none"> <input type="checkbox"/> Review records, immunizations, and health concerns of new registrants.¹ <input type="checkbox"/> Review student emergency authorization forms for health information. Follow up on outstanding forms.⁴ <input type="checkbox"/> Obtain necessary provider information and forms for medications and health procedures to be administered in schools. <input type="checkbox"/> Accept and review incoming health care provider orders, medications, etc. and plan daily treatment and medications. <input type="checkbox"/> Update or develop individualized health care plans (IHPs) and emergency action plans (EAPs) in collaboration with team.⁵ <ul style="list-style-type: none"> • Plan for delegation of nursing tasks to Unlicensed Personnel/Assistive Personnel (UP/AP) based on IHP.⁶ <input type="checkbox"/> Meet with students having medication or health concerns to explain procedures and expectations for the year. <input type="checkbox"/> Partner with Special Education Services to review IEPs and 504s. <ul style="list-style-type: none"> • Obtain list of upcoming IEP and 504 re-evaluations and annual review dates to assist in yearly planning. • Provide health assessments and review/create/update intervention plans for students with special education needs.
Immunizations	<ul style="list-style-type: none"> <input type="checkbox"/> Begin review of immunizations for incomplete/outstanding records. <input type="checkbox"/> Establish or update account with IMPACTSIIS for vaccination records access.³ <input type="checkbox"/> Work with parents/guardians, school staff, and community health care providers to identify and follow up with students needing required immunizations – refer if needed.¹ <input type="checkbox"/> Schedule on-site fall vaccination clinic for influenza, and other recommended vaccines, if allowable by district administration. Consider consulting your local health department (LHD) for guidance.
Staff Training and Emergency Preparedness	<ul style="list-style-type: none"> <input type="checkbox"/> Provide training to appropriate school staff, per district policy, on: <ul style="list-style-type: none"> • Bloodborne Pathogens (Annual).⁷ • Medication Administration (for staff designated by district to administer meds).⁸ • CPR, AED, First Aid.⁹ • Heimlich and other potential health emergencies according to needs in your school. (i.e., seizures, food allergies, stock emergency medication, etc.)⁹ <input type="checkbox"/> Provide training for all UP/APs and document successful return demonstration of all delegated tasks.⁶ <input type="checkbox"/> Train school staff as appropriate regarding health and emergency care plans. <input type="checkbox"/> Train additional school staff as appropriate regarding medications and procedures to be administered in schools.⁸ <input type="checkbox"/> Distribute classroom first-aid supplies to staff.¹⁰ <input type="checkbox"/> Prepare school emergency To-Go Bag.¹¹

	<input type="checkbox"/> Prepare and distribute classroom emergency To-Go Bags. ¹¹ <input type="checkbox"/> Create an AED evaluation document to record monthly operational checks and expiration dates for battery and pads. <input type="checkbox"/> Create a stock medication inventory document to record monthly checks on quantity, expiration dates, appearance, etc. as well as procurement, use, and disposal dates. <input type="checkbox"/> Perform monthly AED checks and record. <input type="checkbox"/> Perform monthly stock medication check (e.g., epinephrine autoinjector, inhaler, glucagon, naloxone) and record.
Conferences and Training Opportunities	<input type="checkbox"/> ODH Orientation for Nurses New to Ohio Schools. ¹²

1. *Immunization requirements for pupils.*
 ORC 3313.67 <http://codes.ohio.gov/orc/3313.67> and ORC 3313.671 <http://codes.ohio.gov/orc/3313.671> .
2. *Participate in Food Allergy Requirements & Guidance.*
 ODE website resources regarding House Bill (HB) 1 requiring a policy safeguarding students from peanut or other food allergies can be found at: [Food Allergy Policy and Education Requirements and Guidance](#).
3. *ODH School Nurse Bulletin Board, OhioTRAIN, and ImpactSIIS.*
[Subscribe to the School Nurse Bulletin Board.](#)
[School Nursing Program Electronic Resources.](#)
4. *Review student emergency contact forms (EMAs) for health information.* ORC 3313.712 <http://codes.ohio.gov/orc/3313.712>.
5. *Based on incoming health history form, write IHPs (including emergency plans) and share with appropriate staff.*
 OAC 4723-4 <http://codes.ohio.gov/oac/4723-4>. Ohio Nurse Practice Act, "[4723-4-07 Standards for applying the nursing process as a registered nurse.](#)"
6. *Plan for delegation of nursing tasks to Unlicensed Personnel/Assistive Personnel (UP/AP) based on IHPs.*
Provide necessary training of delegated nursing tasks to Unlicensed Personnel/Assistive Personnel (UP/AP).
 Ohio Administrative Code (OAC) 4723-13, Delegation of Nursing Task found at <http://codes.ohio.gov/oac/4723-13>.
 Ohio Board of Nursing two-page School Nurse Decision Making Model available online at:
[School Nurse Decision Making Model](#).
7. *Conduct Bloodborne Pathogen Training with school faculty and staff.*
 Title 29 of the Code of Federal Regulations at 29 CFR 1910.1030.f [Occupational Safety and Health Standards \(OSHA\) Bloodborne Pathogens](#).

8. *Schedule medication administration training.*
Conduct Medication Administration Training with school faculty and staff.
 Ohio Revised Code (ORC) 3313.713 <http://codes.ohio.gov/orc/3313.713>.
9. *Provide AED, CPR and Heimlich training to appropriate staff.*
 AED: ORC 3313.717 <http://codes.ohio.gov/orc/3313.717>.
[Ohio Department of Education and Workforce AEDs in Ohio Schools](#) (Staff Training and practice Action Plan quarterly).
 Heimlich: ORC 3313.815 <http://codes.ohio.gov/orc/3313.815>
10. *Distribute classroom first-aid supplies to staff.*
 Online ODH School Nursing program resource has recommendations for first aid supplies.
11. *Prepare school emergency To-Go Bag. / Prepare & distribute classroom emergency To-Go Bag(s).*
 ODH School Nursing program resource available at [School To Go Bag Guidelines](#).
12. *ODH Orientation for Nurses New to Ohio Schools.*
 Conference details found at the ODH School Nursing website: [Conferences and Trainings](#).

Topic	SEPTEMBER
Planning and Communication	<input type="checkbox"/> Arrange schedule to attend upcoming parent/teacher conferences. <input type="checkbox"/> Schedule classroom health lessons per district policy. <input type="checkbox"/> Work on monthly newsletter for staff/parents. <input type="checkbox"/> Continue to review students who have been absent or consistently late and follow up. <input type="checkbox"/> Schedule required health screenings for school year. (e.g., hearing and vision): <ul style="list-style-type: none"> • Work with administration and school staff to create screening schedule. • Inform parents of dates of screenings, once determined. • May also schedule optional health screenings (e.g., postural, oral health, or BMI).
Documentation and Student Plans	<input type="checkbox"/> Continue to complete student IHPs/EAPs and training. <input type="checkbox"/> Continue to advocate for student needs. <input type="checkbox"/> Provide direct care or ongoing direction, procedural guidance, and evaluation of UP/APs with delegated nursing tasks, according to health care and procedure plans and as needed. ¹³

Screenings	<input type="checkbox"/> Conduct Hearing and Vision screenings. (September – November) - *Complete Kindergarten & new First graders first. ¹⁴
Immunizations	<input type="checkbox"/> Continue to work with parents/guardians, school staff, and community health care providers to identify and follow up with students needing required immunizations – refer if needed. ¹⁵
Staff Training and Emergency Preparedness	<input type="checkbox"/> Perform monthly AED checks and document. <input type="checkbox"/> Perform monthly stock medication check (e.g., epinephrine auto-injector, inhaler, glucagon, naloxone) and document.

13. *Supervision of the performance of a nursing task performed by an unlicensed person.*
OAC 4723-13-07 <https://codes.ohio.gov/ohio-administrative-code/rule-4723-13-07> .
14. *Schedule/Conduct hearing and vision screenings. Kindergarten and new First graders should be prioritized first for completion.*
ORC 3313.69 <http://codes.ohio.gov/orc/3313.69>.
ORC 3313.673 <http://codes.ohio.gov/orc/3313.673>.
15. *Immunization requirements for pupils.*
ORC 3313.67 <http://codes.ohio.gov/orc/3313.67> and ORC 3313.671 <http://codes.ohio.gov/orc/3313.671>.

Topic	OCTOBER
Important Deadlines	<input type="checkbox"/> Complete required ODH Immunization Assessment Report – due October 15. REQUIRED ¹⁶ <input type="checkbox"/> Required Vision and Hearing for Kindergarten and new First graders to be completed by November 1. ¹⁷
Planning and Communication	<input type="checkbox"/> Provide classroom teaching about hand washing and respiratory etiquette for flu season (October – February). <input type="checkbox"/> Send health messages to staff/parents on appropriate topics. <input type="checkbox"/> Introduce yourself to the local health department staff, especially the immunization and communicable disease programs, and Complex Medical Help (CMH) program nurses. <input type="checkbox"/> Introduce yourself to EMS and other emergency preparedness partners. <input type="checkbox"/> Schedule health education classes, as appropriate (tie into current events, season, school needs). <input type="checkbox"/> Continue to review students who have been absent or consistently late and follow up.

	<input type="checkbox"/> At end of the grading period, notify appropriate faculty and staff of pertinent student health concerns in new classes.
Documentation and Student Plans	<input type="checkbox"/> Continue to complete student IHPs/EAPs and training. <input type="checkbox"/> Continue to advocate for student needs. <input type="checkbox"/> Provide direct care or ongoing direction, procedural guidance, and evaluation of UP/APs with delegated nursing tasks, according to health care and procedure plans and as needed. ¹⁸
Screenings	<input type="checkbox"/> Continue conducting Hearing and Vision screenings (September – November) – Make referrals as needed. ¹⁷
Immunizations	<input type="checkbox"/> Encourage flu and COVID-19 vaccinations of staff/students. <input type="checkbox"/> Promote and oversee in-district vaccination event.
Staff Training and Emergency Preparedness	<input type="checkbox"/> Participate in school Emergency Preparedness Committee. ¹⁹ <input type="checkbox"/> Participate in School Wellness Committee. ²⁰ <input type="checkbox"/> Perform monthly AED checks and document. <input type="checkbox"/> Perform monthly stock medication check (e.g., epinephrine autoinjector, inhaler, glucagon, naloxone) and document.

16. *Complete required Ohio Department of Health Immunization Assessment Report, due October 15. (Link for reporting will be sent via email to your school.)*
 ORC 3313.67 <http://codes.ohio.gov/orc/3313.67> and ORC 3313.671 <http://codes.ohio.gov/orc/3313.671> .
 ODH School Immunization reporting website: [School Report Home](#).
17. *Continue hearing & vision screenings. Make referrals as necessary. Kindergarten and new First graders should be prioritized and completed by November 1.*
 ORC 3313.69 <http://codes.ohio.gov/orc/3313.69> and ORC 3313.673 <http://codes.ohio.gov/orc/3313.673> .
18. *Supervision of the performance of a nursing task performed by an unlicensed person.*
 OAC 4723-13-07 <https://codes.ohio.gov/ohio-administrative-code/rule-4723-13-07>.
19. *Participate in Emergency Preparedness Committee.*
 ODH brochure, *We All Have a Role in School Safety*, is available online at:
[We All Have a Role in School Safety Emergency Prep Brochure](#) .
20. *Participate in School Wellness Committee.*
 Information about School Wellness may be found on the Ohio DEW website at: [Student Wellness and Success Funds and Disadvantaged Pupil Impact Aid](#).

Topic	NOVEMBER
Planning and Communication	<input type="checkbox"/> Arrange schedule to attend upcoming parent/teacher conferences as necessary. <input type="checkbox"/> Provide classroom teaching about hand washing and respiratory etiquette for flu season (October – February). <input type="checkbox"/> Send health messages to staff/parents on appropriate topics. <input type="checkbox"/> Continue scheduling health education classes, as appropriate (tie into current events, season, school needs). <input type="checkbox"/> Continue to review students who have been absent or consistently late and follow up. <input type="checkbox"/> Monitor flu/communicable diseases.
Documentation and Student Plans	<input type="checkbox"/> Provide direct care or ongoing direction, procedural guidance, and evaluation of UP/APs with delegated nursing tasks, according to health care and procedure plans and as needed. ²¹ <input type="checkbox"/> Outreach to teachers regarding students' health concerns.
Screenings	<input type="checkbox"/> Conduct optional screenings (postural, oral health, BMI) per district policy (November - April). ²² <input type="checkbox"/> Continue conducting Hearing and Vision screenings (September – November) – Make referrals as needed. ²³
Immunizations	<input type="checkbox"/> Continue to promote flu and COVID-19 vaccinations of staff/students.
Staff Training and Emergency Preparedness	<input type="checkbox"/> Perform monthly AED checks and document. <input type="checkbox"/> Perform monthly stock medication check (e.g., epinephrine autoinjector, inhaler, glucagon, naloxone) and document.

21. *Supervision of the performance of a nursing task performed by an unlicensed person.*
 OAC 4723-13-07 <https://codes.ohio.gov/ohio-administrative-code/rule-4723-13-07>.
22. *Schedule/Conduct optional screenings. (Postural, Oral, BMI):*
 Postural screening article: [JAMA: Screening for Adolescent Idiopathic Scoliosis](#) .
 ODH resource for conducting oral screenings:
[Guidelines for Oral Health Screening in Ohio's Schools](#).
 ODH resource for conducting BMI screenings:
[School Body Mass Index \(BMI Screening Guidelines\)](#).
23. *Continue hearing and vision screenings. Make referrals as necessary.*
 ORC 3313.69 <http://codes.ohio.gov/orc/3313.69>.
 ORC 3313.673 <http://codes.ohio.gov/orc/3313.673>.

Topic	DECEMBER
Planning and Communication	<input type="checkbox"/> Provide classroom teaching about hand washing and respiratory etiquette for flu season. (October – February) <input type="checkbox"/> Send health messages to staff/parents on appropriate topics. <input type="checkbox"/> Continue scheduling health education classes, as appropriate (tie into current events, season, school needs). <input type="checkbox"/> Continue to review students who have been absent or consistently late and follow up. <input type="checkbox"/> Monitor flu/communicable diseases.
Documentation and Student Plans	<input type="checkbox"/> Provide direct care or ongoing direction, procedural guidance, and evaluation of UP/APs with delegated nursing tasks, according to health care and procedure plans and as needed. ²⁴ <input type="checkbox"/> Outreach to teachers regarding students' health concerns.
Screenings	<input type="checkbox"/> Follow-up on outstanding Hearing and Vision screening referrals (December – May). ²⁵ <input type="checkbox"/> Conduct optional screenings (postural, oral health, BMI) per district policy (November - April). ²⁶
Staff Training and Emergency Preparedness	<input type="checkbox"/> Perform monthly AED checks and document. <input type="checkbox"/> Perform monthly stock medication check (e.g., epinephrine autoinjector, inhaler, glucagon, naloxone) and document.
Conferences and Training Opportunities	<input type="checkbox"/> Watch ODH School Nurse Bulletin Board announcements for registration details for spring annual school nurse conference. (Registration will be completed through OhioTRAIN.) ²⁷

24. *Supervision of the performance of a nursing task performed by an unlicensed person.*
 OAC 4723-13-07 <https://codes.ohio.gov/ohio-administrative-code/rule-4723-13-07>.
25. *Follow up on outstanding hearing and vision screening referrals.*
 ORC 3313.69 <http://codes.ohio.gov/orc/3313.69>.
 ORC 3313.673 <http://codes.ohio.gov/orc/3313.673>.
26. *Schedule/Conduct optional screenings. (Postural, Oral, BMI):*
 Postural screening article: [JAMA: Screening for Adolescent Idiopathic Scoliosis](#).
 ODH resource for conducting oral screenings:
<https://odh.ohio.gov/know-our-programs/oral-health-program/news-and-events/guidelines-for-oral-health-screening>.
 ODH resource for conducting BMI screenings:
[School Body Mass Index \(BMI Screening Guidelines\)](#).
27. *Ohio Department of Health School Nursing Program Electronic Resources. (Bulletin Board, OhioTRAIN)*

[School Nursing Program Electronic Resources.](#)

Topic	JANUARY
Planning and Communication	<input type="checkbox"/> At end of grading period, notify appropriate faculty and staff of pertinent student health concerns in new classes. <input type="checkbox"/> Provide classroom teaching about hand washing and respiratory etiquette for flu season (October – February). <input type="checkbox"/> Send health messages to staff/parents on appropriate topics. <input type="checkbox"/> Continue scheduling health education classes, as appropriate (tie into current events, season, school needs). <input type="checkbox"/> Continue to review students who have been absent or consistently late and follow up. <input type="checkbox"/> Monitor flu/communicable diseases.
Documentation and Student Plans	<input type="checkbox"/> Provide direct care or ongoing direction, procedural guidance, and evaluation of UP/APs with delegated nursing tasks, according to health care and procedure plans and as needed. ²⁸ <input type="checkbox"/> Outreach to teachers regarding student health concerns.
Screenings	<input type="checkbox"/> Follow-up on outstanding Hearing and Vision screening referrals (December – May). ²⁹ <input type="checkbox"/> Conduct optional screenings (e.g., postural, oral health, BMI) per district policy (November - April). ³⁰
Staff Training and Emergency Preparedness	<input type="checkbox"/> Perform monthly AED checks and document. <input type="checkbox"/> Perform monthly stock medication check (e.g., epinephrine autoinjector, inhaler, glucagon, naloxone) and document.

28. *Supervision of the performance of a nursing task performed by an unlicensed person.*
 OAC 4723-13-07 <https://codes.ohio.gov/ohio-administrative-code/rule-4723-13-07>.
29. *Follow up on outstanding hearing and vision screening referrals.*
 ORC 3313.69 <http://codes.ohio.gov/orc/3313.69>.
 ORC 3313.673 <http://codes.ohio.gov/orc/3313.673>.
30. *Schedule/Conduct optional screenings. (Postural, Oral, BMI):*
 Postural screening article: [JAMA: Screening for Adolescent Idiopathic Scoliosis](#) .
 ODH resource for conducting oral screenings:
<https://odh.ohio.gov/know-our-programs/oral-health-program/news-and-events/guidelines-for-oral-health-screening>.
 ODH resource for conducting BMI screenings:
[School Body Mass Index \(BMI\) Screening Guidelines](#).

Topic	FEBRUARY
Planning and Communication	<input type="checkbox"/> Arrange schedule to attend upcoming parent/teacher conferences as necessary. <input type="checkbox"/> Provide classroom teaching about hand washing and respiratory etiquette for flu season (October – February). <input type="checkbox"/> Send health messages to staff/parents on appropriate topics. <input type="checkbox"/> Continue scheduling health education classes, as appropriate (tie into current events, season, school needs). <input type="checkbox"/> Continue to review students who have been absent or consistently late and follow up. <input type="checkbox"/> Monitor flu/communicable diseases.
Documentation and Student Plans	<input type="checkbox"/> Provide direct care or ongoing direction, procedural guidance, and evaluation of UP/APs with delegated nursing tasks, according to health care and procedure plans and as needed. ³¹ <input type="checkbox"/> Outreach to teachers regarding student health concerns.
Screenings	<input type="checkbox"/> Follow-up on outstanding Hearing and Vision screening referrals (December – May). ³² <input type="checkbox"/> Conduct optional screenings (e.g., postural, oral health, BMI) per district policy (November - April). ³³
Staff Training and Emergency Preparedness	<input type="checkbox"/> Perform monthly AED checks and document. <input type="checkbox"/> Perform monthly stock medication check (e.g., epinephrine autoinjector, inhaler, glucagon, naloxone) and document.
Conferences and Training Opportunities	<input type="checkbox"/> Attend an ODH Annual School Nurse Conference. ³⁴

31. *Supervision of the performance of a nursing task performed by an unlicensed person.*

OAC 4723-13-07 <https://codes.ohio.gov/ohio-administrative-code/rule-4723-13-07>.

32. *Follow up on outstanding hearing and vision screening referrals.*

ORC 3313.69 <http://codes.ohio.gov/orc/3313.69> and ORC 3313.673 <http://codes.ohio.gov/orc/3313.673>.

33. *Schedule/Conduct optional screenings. (Postural, Oral, BMI):*

Postural screening article: [JAMA: Screening for Adolescent Idiopathic Scoliosis](#).

ODH resource for conducting oral screenings:

<https://odh.ohio.gov/know-our-programs/oral-health-program/news-and-events/guidelines-for-oral-health-screening>.

ODH resource for conducting BMI screenings:

[School Body Mass Index \(BMI Screening Guidelines\)](#).

34. *ODH Annual School Nurse Conferences.*
Conference details found at the ODH School Nursing website: [Conferences and Training](#).

Topic	MARCH
Planning and Communication	<input type="checkbox"/> Plan for incoming kindergarten registration and screenings. <input type="checkbox"/> Send health messages to staff/parents on appropriate topics. <input type="checkbox"/> Continue scheduling health education classes, as appropriate (tie into current events, season, school needs). <input type="checkbox"/> Continue to review students who have been absent or consistently late and follow up. <input type="checkbox"/> Monitor flu/communicable diseases. <input type="checkbox"/> At end of grading period, notify appropriate faculty and staff of pertinent student health concerns in new classes.
Documentation and Student Plans	<input type="checkbox"/> Provide direct care or ongoing direction, procedural guidance, and evaluation of UP/APs with delegated nursing tasks, according to health care and procedure plans and as needed. ³⁵ <input type="checkbox"/> Outreach to teachers regarding student health concerns. <input type="checkbox"/> Work with teachers to ensure appropriate accommodations for students that may have health concerns participating in field trips/camps/extended school year programs.
Screenings	<input type="checkbox"/> Follow-Up on outstanding Hearing and Vision screening referrals (December – May). ³⁶ <input type="checkbox"/> Conduct optional screenings (e.g., postural, oral health, BMI) per district policy (November – April). ³⁷
Staff Training and Emergency Preparedness	<input type="checkbox"/> Perform monthly AED checks and document. <input type="checkbox"/> Perform monthly stock medication check (e.g., epinephrine autoinjector, inhaler, glucagon, naloxone) and document.
Conferences and Training Opportunities	<input type="checkbox"/> Attend an ODH Annual School Nurse Conference. ³⁸

35. *Supervision of the performance of a nursing task performed by an unlicensed person.*
OAC 4723-13-07 <https://codes.ohio.gov/ohio-administrative-code/rule-4723-13-07>.
36. *Follow up on outstanding hearing and vision screening referrals.*
ORC 3313.69 <http://codes.ohio.gov/orc/3313.69> and ORC 3313.673 <http://codes.ohio.gov/orc/3313.673>.
37. *Schedule/Conduct optional screenings. (Postural, Oral, BMI):*
Postural screening article: [JAMA: Screening for Adolescent Idiopathic Scoliosis](#).

ODH resource for conducting oral screenings:

<https://odh.ohio.gov/know-our-programs/oral-health-program/news-and-events/guidelines-for-oral-health-screening>.

ODH resource for conducting BMI screenings:

[School Body Mass Index \(BMI Screening Guidelines\)](#).

38. *ODH Annual School Nurse Conferences.*

Conference details found at the ODH School Nursing website: [Conferences and Training](#).

Topic	APRIL
Planning and Communication	<input type="checkbox"/> Conduct incoming kindergarten registration and screenings (April-May) according to district policy. <input type="checkbox"/> Assist with spring physicals (April-June) according to district policy. <input type="checkbox"/> Present spring growth and development (puberty) lessons per district policy. <input type="checkbox"/> Participate in Food Allergy Requirements and Guidance. ³⁹ <input type="checkbox"/> Notify parents of procedure and dates for end-of-year medication pick-up/disposal. <input type="checkbox"/> Inventory supplies needed for next year. <input type="checkbox"/> Continue to review students who have been absent or consistently late and follow up.
Documentation and Student Plans	<input type="checkbox"/> Provide direct care or ongoing direction, procedural guidance, and evaluation of UP/APs with delegated nursing tasks, according to health care and procedure plans and as needed. ⁴⁰ <input type="checkbox"/> Outreach to teachers regarding student health concerns. <input type="checkbox"/> Begin conferencing with families of students with health concerns and developing Individualized Healthcare Plans (IHPs) for the next academic year, including emergency plans. ⁴¹ <input type="checkbox"/> Work with teachers to ensure appropriate accommodations for students that may have health concerns participating in field trips/camps/extended school year programs.
Screenings	<input type="checkbox"/> Follow-up on outstanding Hearing and Vision screening referrals (December – May). ⁴² <input type="checkbox"/> Conduct optional screenings (e.g., postural, oral health, BMI) per district policy (November - April). ⁴³
Immunizations	<input type="checkbox"/> Inform incoming kindergartners, 7 th , and 12 th graders of immunizations required for school attendance. ⁴⁴
Staff Training and Emergency Preparedness	<input type="checkbox"/> Perform monthly AED checks and document. <input type="checkbox"/> Perform monthly stock medication check (e.g., epinephrine autoinjector, inhaler, glucagon naloxone) and document.

39. *Participate in Food Allergy Requirements and Guidance.*

ODE website resources regarding House Bill (HB) 1 requiring a policy safeguarding students from peanut or other food allergies can be found at: [Food Allergy Policy and Education Requirements and Guidance](#) .

40. *Supervision of the performance of a nursing task performed by an unlicensed person.*
OAC 4723-13-07 <https://codes.ohio.gov/ohio-administrative-code/rule-4723-13-07>.
41. *Begin conferencing with families...and developing IHPs for the next academic year.*
OAC 4723-04 <http://codes.ohio.gov/oac/4723-4> & Ohio Nurse Practice Act, “[4723-4-07 Standards for applying the nursing process as a registered nurse.](#)”
42. *Follow up on outstanding hearing and vision screening referrals.*
ORC 3313.69 <http://codes.ohio.gov/orc/3313.69> & ORC 3313.673 <http://codes.ohio.gov/orc/3313.673>.
43. *Schedule/Conduct optional screenings. (Postural, Oral, BMI):*
Postural screening article: [JAMA: Screening for Adolescent Idiopathic Scoliosis](#).
ODH resource for conducting oral screenings:
<https://odh.ohio.gov/know-our-programs/oral-health-program/news-and-events/guidelines-for-oral-health-screening>.
ODH resource for conducting BMI screenings:
[School Body Mass Index \(BMI Screening Guidelines\)](#).
44. *Immunization requirements for pupils.*
ORC 3313.67 <http://codes.ohio.gov/orc/3313.67> and ORC 3313.671 <http://codes.ohio.gov/orc/3313.671>.

Topic	MAY/JUNE
Important Deadlines	<input type="checkbox"/> Submission of Hearing and Vision screening data to ODH by June 1 – REQUIRED . ⁴⁵ <input type="checkbox"/> Submission of aggregate BMI screening data to ODH by June 1 (optional). ⁴⁶ <input type="checkbox"/> Submission of Stock Medication information to Ohio Department of Education by July 17 – REQUIRED . ⁴⁷ <input type="checkbox"/> Submission of Diabetic Survey to the Ohio Department of Education by July 17 – REQUIRED . ⁴⁸
Planning and Communication	<input type="checkbox"/> Conduct incoming kindergarten registration and screening (April-May) according to district policy. <input type="checkbox"/> Schedule and participate in end-of-year performance review/evaluation. <ul style="list-style-type: none"> • Provide documentation and evidence of goals achieved and/or self-evaluation of work performance. <input type="checkbox"/> Submit maintenance/work orders for summer repair per district policy. <input type="checkbox"/> Order supplies for next year per district policy. <input type="checkbox"/> Arrange for audiometer and scale calibration. <input type="checkbox"/> Celebrate National Nurses Week and National School Nurse Day. <input type="checkbox"/> Safely discard unclaimed medication per district policy. ⁴⁹

Documentation and Student Plans	<input type="checkbox"/> Provide direct care or ongoing direction, procedural guidance, and evaluation of UP/APs with delegated nursing tasks, according to health care and procedure plans and as needed. ⁵⁰ <input type="checkbox"/> Begin updating student care plans for summer programs and in preparation for next school year (including transition planning for students). ⁵¹ <input type="checkbox"/> Work with teachers to ensure appropriate accommodations for students that may have health concerns participating in field trips/camps/extended school year program. <input type="checkbox"/> Send parental/guardian notification for updated chronic health conditions that occur during summer. <input type="checkbox"/> Mail out medication consent forms, medication authorization forms, and/or physician's order forms for next year, to be completed over the summer. <input type="checkbox"/> Contact families to introduce yourself to students with health concerns that will be entering your building next fall. Arrange August meeting date to conference regarding care. <input type="checkbox"/> As needed, follow district procedure to forward student health records to next building in your school district for students being promoted.
Immunizations	<input type="checkbox"/> Begin review of immunizations for outstanding/complete records for next school year. ⁵² <input type="checkbox"/> Refer students who need immunizations to primary care provider, local health department, or local pharmacy.
Staff Training and Emergency Preparedness	<input type="checkbox"/> Perform monthly AED checks and document. <input type="checkbox"/> Perform monthly stock medication check (e.g., epinephrine autoinjector, inhaler, glucagon, naloxone) and document.
Conferences and Training Opportunities	<input type="checkbox"/> Attend ODH Summer Conference for School Nurses. ⁵³

45. *Submit hearing and vision data to ODH.*
 ORC 3313.69 <http://codes.ohio.gov/orc/3313.69> & ORC 3313.673 <http://codes.ohio.gov/orc/3313.673>.
46. *Submit aggregate BMI data to ODH.*
 ORC 3313.674 <https://codes.ohio.gov/ohio-revised-code/section-3313.674>.
 ODH resource for conducting BMI screening is available online at [School Body Mass Index \(BMI\) Screening Guidelines](#).
47. *Submit stock medication reports to Ohio Department of Education. (Epinephrine autoinjectors, glucagon, inhalers).*
 Reporting Inhaler Procurement and Usage:
[Supporting Students with Asthma](#).
 Reporting Glucagon Procurement and Usage:
[Supporting Students with Diabetes](#).
 Reporting Epinephrine Autoinjector Procurement and Usage:
[Supporting Students with Food Allergies](#).

Traditional public schools and community schools will report in the [Education Management Information System \(EMIS\)](#) by July 17.
Nonpublic schools will report in the Nonpublic Data Collection System in the [OH|ID Portal](#) by August 31.

48. *Submit Diabetic Survey to the Ohio Department of Education.*
Diabetes Management and annual survey: [Supporting Students with Diabetes](#).
Traditional public schools and community schools will report in the [Education Management Information System \(EMIS\)](#) by July 17.
Nonpublic schools will report in the Nonpublic Data Collection System in the [OH|ID Portal](#) by August 31.
49. *Safely discard unclaimed medication per district policy.*
Online resource for proper drug disposal is at [FDA: Where and How to Dispose of Unused Medicines](#).
50. *Supervision of the performance of a nursing task performed by an unlicensed person.*
OAC 4723-13-07 <https://codes.ohio.gov/ohio-administrative-code/rule-4723-13-07>.
51. *Begin conferencing with families and developing IHPs for the next academic year.*
OAC 4723-04 <http://codes.ohio.gov/oac/4723-4>.
Ohio Nurse Practice Act [4723-4-07 Standards for applying the nursing process as a registered nurse.](#)
52. *Immunization requirements for pupils.*
ORC 3313.67 <http://codes.ohio.gov/orc/3313.67> and ORC 3313.671 <http://codes.ohio.gov/orc/3313.671>.
53. *ODH Summer Conference for School Nurses.*
Conference details found at the ODH School Nursing website: [Conferences and Trainings](#).