Back-to-School Checklist for School Nurses

All plans and procedures should be in compliance with local and state laws, rules, and regulations.

Standards of Practice

- ❑ Identify new laws for mandatory screenings or health-related activities.
- ❑ Confirm that equipment is in working order, e.g., eye chart, vision tester, and audiometer.
- ❑ Review Scope and Standards of Practice and NASN Clinical Guidelines for updates.
- ❑ Identify learning needs based upon identified student health conditions.

Care Coordination

- ❑ Set up desk and health room.
    - ❑ Identify how privacy will be maintained during in-person and phone conversations.
    - ❑ Identify place for proper secure storage for all medications and health records.
- ❑ Bookmark nasn.org and SchoolNurseNet.NASN.org in your website browser.
- ❑ Identify which students need an individualized healthcare plan (IHP) and emergency action/care plan (EAP/ECP).
    - ❑ Obtain healthcare provider (HCP) orders for health procedures to be administered in school.
    - ❑ Collaborate with family and HCP to develop evidence-based IHP and EAP/ECP.
    - ❑ Train school staff as appropriate to implement IHP and EAP/ECP at school.
- ❑ Obtain HCP orders and any school forms for medications.
    - ❑ Develop a daily schedule for medication administration.
    - ❑ Train other school staff as appropriate to implement EAP/ECP and to provide delegated care described in IHP.

Leadership

- ❑ Identify student-based and personal growth goals for the school year.
- ❑ Identify self-care goals for the school year.
- ❑ Identify and schedule required and self-imposed reporting deadlines for the year.
- ❑ Identify school and community-based committees of which you should be a member, e.g., immunization/emergency response committees with local public health, mental health response teams, wellness, IEP, and disaster planning.
- ❑ Review health policies to determine if revisions or new policies are needed.
- ❑ Send a message to teachers and parents and/or guardians introducing yourself and outline your role in keeping students and schools healthy.

Quality Improvement

- ❑ Set up documentation system for the year. Review processes, procedures, & forms for changes.
- ❑ Review data from previous school year to identify screening follow-up needs and trends.
- ❑ Review *Every Student Counts!* (*ESC!*) data points and download *ESC!* data collection template and definitions.
- ❑ Review last performance evaluation and identify at least one goal for this school year.

Community/Public Health

- ❑ Collaborate with school and community teams that address student mental health and wellbeing needs.
- ❑ Conduct ongoing surveillance to case-find and prioritize students with special health care needs and/or chronic conditions. Plan accordingly to work with those students, their parents and/or guardians, and appropriate staff.
- ❑ Provide training to school staff and others regarding universal precautions, CPR, first aid, disasters, and other potential health emergencies according to needs in your school, e.g., seizures, food allergies, and stock emergency medication. Distribute universal precaution supplies, as needed.
- ❑ Work with families, school staff, and community HCP to identify and follow up with students needing required and recommended immunizations.

NASN
National Association of School Nurses