

Health Coordinator Calendar of Monthly Duties

July

Check AED's (Start new AED checklist for the year)	Inventory supplies and place supply order if needed
Enter medication/supply expiration dates into Outlook calendar with a notice to send an alert 1 month prior to expiration dates	Clean and organize office
Review student health needs on incoming students, contact parents as needed, mail MD order forms	Run Immunization Certificate Report (click grade and generate report) for expired immunizations and data entry errors.
Send letters to parents with expired immunizations and notify them that it must be completed before school starts	Make copies of forms for the year
Attend KY School Nurses Association Conference	Help with back to school fair prep and the event
Review standing orders, meet with medical director and get orders signed for the school year.	Make copies of signed district standing orders and distribute to district nurses
Meet with new district administrators as well as any new local MD's	Prep for yearly medication training and bus driver training
Confirm with agencies that provide medical services to district that they will attend district wide health fair and district during the school year	

August

Check AED's/ Start new AED flowsheet	Perform emergency medication administration training for bus drivers
Compile list of student health conditions and emergency contact information and distribute to transportation director	Distribute list of student health conditions to staff
Perform medication administration training	Perform First Aid/CPR training
Order new CPR/First Aid provider cards	Make list of building level first aid providers, diabetes providers and distribute to building administrators and nurses. Nurses to display in buildings.
Back to school nurses meeting	Remind nurses to start new AED flowsheets for the year.
Attend open houses (have medication order forms ready for parents to pick up if needed)	Enter student emergency medications/supply expiration dates into Outlook calendar with a notice to send an alert 1 month prior to expiration dates
When alerted, notify parents that medication is soon to expire	Gather health cards and alphabetize
Note all health conditions on health cards and enter information into Infinite Campus (IC) along with doctor's name and telephone number.	Put EAP's in place for students with asthma and severe allergies, mail copies of IHP/MD orders home to parents.
As IHP/MD orders come in, enter information into IC, scan and upload into IC documents	When inhalers, EpiPen's etc., turned in, put a copy of IHP/MD orders in a baggie with student's medication to keep in backpack.
Complete MAR's for all meds (optional) and set up medication in IC and schedule office visits in IC	Put copies of all MD orders in binder to be shredded at the end of school year.
Run Immunization Certificate Report (click grade and generate report)	Review Immunization Certificate Report for expired immunizations; send letters to those with expired immunizations.

Review beginning of year Munis report/budget)	Send thank you notes to providers assisting with back to district back to school fair
Sign the volunteer hour forms for students participating in district back to school fair	Complete medication training competency sheets, EILA certificates, and diabetes training certificates. Send original to central office to be filed in personnel file, sent copy to employee.
Scan copies of medication training competency sheets into one file per school as well as diabetes training sheets. Email to nurses to upload documents into IC for students receiving medications at school.	

September

Check AED's	Run Immunization Certificate Report and Screening Compliance Report
If you still have students with expired immunizations and missing exams, notify counselor, principal and DPP.	Host vision, hearing and dental programs when scheduled.
Complete vision screens for kids not seen by vision and hearing group and BMI's this month and enter results into IC.	Send home letters to any students missing physicals, vision or dental exams

October

Check AED's	Run immunization Certificate Report and Screenings Compliance Report; enter any new student's health information into IC
Send home vision referrals before fall break in hopes they can see doctor over break.	Run ICD-9 clean ad hoc and perform clean up to ICD-10 as needed. (Remember there are "E" codes in both ICD-9 and ICD-10 so some correct codes may show up, Ex: diabetes, lactose intolerance)

November

Check AED's	Run immunization Certificate Report and Screening Compliance Report; enter any new student's health information into IC
Talk with counselor about adding letter regarding 6 th grade physicals to 5 th grade students report cards at Christmas break	When letters are returned signed, scan and upload letter into IC documents
Complete DPH immunization survey online (Run Immunization Summary Report to get counts) Report due 12/31.	

December

Check AED's	Run Immunization Certificate Report and Screenings Compliance Report; enter any new student's health information (Note any students who has not had a valid dental exam or screening for the school year)
Send home 6 th grade physical letter with 5 th grader's report cards.	If you ask them, teachers are good about giving bonus points for returning the signed letter. Scan in all signed letters and upload into IC under documents.
Schedule dental screening for K students who have not had their required screening. Perform BEFORE Christmas break. Send results home to parent.	Enter results of dental screenings into Campus and give completed dental forms to person in charge of cumulative folders
Run ICD-9 clean ad hoc and perform clean up to ICD-10 as needed. (Remember there are "E" codes in both ICD-9 and ICD-10 so some correct codes may show up, Ex: diabetes, lactose intolerance)	

January

Check AED's	Run Immunization Certificate Report and enter any new student health information
Inventory supplies and order as needed to prepare for flu season	

February

Check AED's	Run Immunization Certificate Report and Screening Compliance Report. Enter an new student's information into IC
If it isn't already completed, start planning BMI screenings for all students (Ask PTO or counselor names of good parent volunteers to help do screening. HOSA students are always a good resource to screen. Contact HOSA sponsor)	Plan for preschool and kindergarten screening/registration in March. Contact HOSA sponsor for help. Nurses may need to help with screenings.

March

Check AED's	Run Immunization Certificate Report and Screening Compliance Report. Enter new student's information into IC
Work preschool and kindergarten screening/registration	Plan/schedule medication administration and diabetic training for summer

April

Check AED's	Run Immunization Certificate Report and Screening Compliance Report. Enter any new student health data
Begin IC data clean-up for end of year reporting	<ul style="list-style-type: none">- Run ICD-9 clean ad hoc and perform clean up to ICD-10 as needed. (Remember there are "E" codes in both ICD-9 and ICD-10 so some correct codes may show up, Ex: diabetes, lactose intolerance)

May

Check AED's	Run Immunization Certificate Report and Screening Compliance Report. Enter any new student health data
Continue IC data clean up	Talk with principal regarding who will be medication administration as well as diabetes providers for the building for next year. Notify the designated people of training dates for the summer.
Mid May, send home new MD order forms for the next school year with a cover letter and document that the orders were sent home under health office visits in IC.	Get list of retained students from counselor
End of the year, go through health cards and star or check at the top of the card, any frequent flyers and their complaints. Send health cards with a list of any medications or procedures that will need to be completed over to the nurse at the next school.	Make sure Epipens and inhalers are sent home with students on the last day of school and arrangements are made with parents to pick up other medications.

Defrost freezer and unplug refrigerator for the summer	File away health cards on returning students. These can be used next year until a new pink card is turned in.
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Before the Leaving for the Summer	
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Schedule and plan district first aid/CPR trainings for district staff. Notify principals of dates and what people need to attend.	Present end of the year report to board
Complete and submit "Step Up and Be Counted Data" to KDE for NASN	Run ICD-9 clean ad hoc and perform clean up to ICD-10 as needed. (Remember there are "E" codes in both ICD-9 and ICD-10 so some correct codes may show up, Ex: diabetes, lactose intolerance)