



# 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 new practice guidelines, policies, and documents. Identify any changes needed.



## 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](http://nasn.org) and [SchoolNurseNet.NASN.org](http://SchoolNurseNet.NASN.org) in your website browser.
- Identify which students need an individualized healthcare plan (IHP) and emergency care plan (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 ECP.
  - Train school staff as appropriate to implement IHP and ECP at school.
- Obtain HCP orders and any school forms for medications.
  - Develop a daily schedule, as needed for medication administration.
  - Train other school staff as appropriate regarding medications to be administered in school.



## 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 committees of which you should be a member, e.g., wellness, IEP, and disaster planning.
- 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.
  - Include the Step Up! data points in your documentation system.



## Community/Public Health

- 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 parents and/or guardians, school staff, and community HCP to identify and follow up with students needing required and recommended immunizations.