School Health Digest provides this checklist as a template that can be individualized for your work assignment. This tool was adapted from the work done by the school nurse leadership of Anne Arundel County, Maryland.

Connecting with School Staff

- Meet with the principal. Together establish expectations and review deadlines for submission of health related items.
- Communicate with school staff regarding the school nurse’s role and rules for the health room.
- Identify custodial staff. Find out how to contact a custodian when needed.
- Determine who the business administrator is for the school.
- Contact the pupil personnel worker/school social worker, guidance counselor, and school psychologist to find out what their schedule is and how to contact them.
- Determine who is in charge of volunteers. Introduce yourself.
- Identify the contact for the Special Education department in the building.
- Identify the physical therapist and occupational therapist for your school. What days are they scheduled to work in your school? How can they be contacted?
- Determine who the secretaries/administrative assistants in the school are and what and their job responsibilities include. Then make a point to meet them.
- Determine who the team chairpersons are. Discuss with them how you receive copies of the IEP/RST schedules and agendas. Find out who the 504 coordinator is.

Planning

- Ask your supervisor/principal where you get office supplies (i.e., note pads, pencils, copier paper).
- Obtain a copy of the school bell schedule.
- Obtain class lists/bus schedules as appropriate.
- Establish lunch schedules for you and your health assistant(s).
- Prepare the health room with posters and educational materials.
- Make sure the health room is stocked with supplies.
- Prepare an emergency kit for the health room.
- Prepare emergency classroom kits for students with chronic conditions.
- Determine when and where school team meetings meet (e.g. Student Service Meetings, Individual Education Plan (IEP) teams).
- Familiarize yourself with the substitute system.
Find out when "Back to School Night" is scheduled and plan to attend.
Familiarize yourself with the forms and procedures for students to be allowed to come to the health room and to return to class.
Familiarize yourself with the mail system.
Determine health room policies concerning early dismissals, passes, calling parents for dismissal, etc. Review and discuss with health aides that may be assigned.
Determine how to locate a student in class and how to summon a student to the health room.
Determine how to get information to parents (newsletter, note home, etc.).

Documentation and Review
Familiarize yourself with all documents/forms and student health records (electronic or hard copy) that are used.
Review immunization status of new students.
Review and prepare for all medication/treatment orders received.
Review emergency information from parents.
Develop an IHCP for all students with health needs.
Develop an emergency plan for students with health needs (include classroom emergency kit).
Review emergency plans with all school staff involved (don’t forget bus drivers/cafeteria staff).
Review disaster plans.
Prepare substitute plans.
Prepare student records.
Prepare to collect data.
Prepare letter or school newsletter article for parents.
Determine when school newsletter articles are due. (Try to include a small article every month. Some programs have sample templates on common topics you may wish to use.)
Review and note deadlines for any information that has to be submitted to administration, supervisors (e.g. immunization data, screening results from vision and hearing/scoliosis screening).
Read student handbook/faculty handbook.
Locate and familiarize yourself with any guidelines or procedures for the school health program, first aid, and emergency care.

Training
Set date and provide BBP training for faculty and staff.
Provide staff training for medication administration/CPR/first aid.

If you are assigned to more than one school:
Determine work schedule and give to secretary, principal, health assistants, and supervisor -- i.e., days you will be in the school(s).
Exchange telephone numbers with health room/school staff.