



New School Nurse Orientation & Onboarding

A Resource for School Health Supervisors & New School Nurses

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Introduction

Being a school nurse is a specialty practice of nursing, and specialized skills and knowledge are needed to transition into this independent and autonomous nursing specialty. School nurses care for various students. Responsibilities range from administering medications and procedures, conducting health screenings and referral follow-ups, providing staff training, and triaging students for acute, chronic, and emergency care. Orientation and onboarding programs with evidence-based strategies promote competence and can increase retention, ensuring new school nurses gain confidence and clinical competence within their scope of practice. Although orientation and onboarding periods may vary based on school district needs and resources and the individual needs of the new school nurse, school districts and schools are encouraged to develop a standardized orientation program. A standardized orientation program increases the confidence and competence of new school nurses by enabling them to become familiar with the work environment and expectations of the role and ensure all new school nurses receive the same training and information.

This resource is aligned with evidence-based practice in the delivery of school health services and can be used to guide school districts in best practices for onboarding and orienting new school nurse employees. The information and tools/resources provided may not fulfill the orientation needs of a school district and should be modified to align with the school district's policies, procedures, protocols, job descriptions, and roles/duties. There may be district-specific onboarding/orientation items/tasks not covered in this resource. School districts are encouraged to consult with their local board attorneys and human resources department for specific guidance when onboarding new employees.

This document is not intended to replace any federal or state laws, regulations, or requirements and nothing in this document should be seen as having the force of law. LEAs must adhere to federal and state law and the rules and regulations of Tennessee and the Tennessee State Board of Education.

Overview of School Health Services

School Health Services identifies and provides intervention for health-related barriers to improve student learning. Health services are provided and/or supervised by school health nurses to appraise, protect, and promote the health of students. The National Association of School Nurses (NASN) defines school nursing as a "specialized practice of nursing, [that] protects and promotes student health, facilitates optimal development, and advances academic success. School nurses, grounded in ethical and evidence-based practice, are the leaders who bridge healthcare and education, provide care coordination, advocate for quality student-centered care, and collaborate to design systems that allow individuals and communities to develop their full potential.

The new school nurse should review the [Guidelines for Healthcare in a School Setting](#). *The Guidelines* provide direction to public school districts and nonpublic schools to ensure adherence to state and federal law and provide guidance on the scope of the school nursing role. The guidelines have been written according to nationally recognized standards established by NASN and the National Council of State Boards of Nursing (NCSBN) and in accordance with the Rules and Regulations pertaining to the Tennessee Board of Nursing (TBN). *The Guidelines* include information on a variety of school health services topics that are vital to understanding when getting started as a school nurse. Topics include but are not limited to:

- Health Services Personnel
- Role of the Registered Nurse
- Role of the Licensed Practical Nurse
- Professional School Nursing Practice
- Laws, Rules, and Regulations Relating to School Health Services

The First Year¹

The new school nurse should meet with their supervisor(s) or designee to learn about the school district's health services program, expectations for the school nurse's role, and schedule. The following is a non-exhaustive list of tasks that should be completed during new school nurse orientation.

Orientation: The new school nurse should be introduced to the school district's policies, procedures, and work culture.

Introduction to School Staff: The new school nurse should be introduced to school staff, including administrators, teachers, and support staff. This facilitates collaboration and relationship development, in addition to understanding of roles and responsibilities of the school staff.

Introduction to School Facilities: The new school nurse should be given a tour of the school facilities, including classrooms, the gymnasium, the cafeteria, the playground, and the health office. This provides the school nurse with an understanding of the school layout and location of essential resources.

Policy and Procedure Review: The new school nurse should be provided with a comprehensive review of the school district's policies and procedures and a comprehensive review of school health policies and procedures, including medication administration, emergency response protocols, and documentation requirements.

Student Health Records Training: The new school nurse should receive training on how to access and maintain student health records, including immunization records, medical histories, and health plans (e.g., individual health plans (IHPs) and emergency care plans (ECPs)/emergency action plans (EAPs).

¹ Adapted from the [School Nurse Onboarding Checklist](#)

Introduction to Health Services: The new school nurse should be introduced to health services available to students (e.g., health screenings and mental health support).

Emergency Response Review: The new school nurse should receive training on emergency response protocols (e.g., first aid, cardiopulmonary resuscitation (CPR), automated external defibrillators (AEDS), etc.).

Collaboration with School Administrators: The new school nurse should meet with school administrators to discuss their role in promoting student health and wellness and to address any specific priorities/concerns.

Introduction to Special Education/Section 504 Services: The new school nurse should be introduced to the school's special education and Section 504 services and identify the specific health needs of students with disabilities.

Collaboration with Teachers: The new school nurse should meet with teachers to discuss any students with specific health needs or concerns to ensure appropriate health services are provided if needed.

Medication Administration Training: The new school nurse should receive training on proper medication administration techniques, including dose calculations, medication storage/disposal, and documentation.

Introduction to Coordinated School Health Programs: The new school nurse should be introduced to the eight components of Coordinated School Health (physical education & physical activity, health education, nutrition, healthy school environment, school counseling, psychological, and social services, student, family, and community involvement, school staff wellness), in addition to health services.

Confidentiality and Privacy Policies Overview: The new school nurse should receive training on maintaining student confidentiality and adhering to privacy/confidentiality policies, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

School Safety: The new school nurse should be engaged in emergency operations planning as a member of the school safety team and should receive training and information on the school's safety procedures, including functional procedures for lockdown or intruder drills, fire evacuation drills, incident command drills, and bus safety drills as well as relocation and reunification plans. The U.S. Department of Education's Office of Safe and Supportive Schools and the Readiness and Emergency Management Technical Assistance Center provide this webinar on [Understanding the Role of Nurses in Supporting Safety Before During and After an Emergency](#).

Community Resources: The new school nurse should identify local community resources (e.g., health care providers, mental health services, and social service agencies) that can support student health and wellness. Since 1993, Tennessee Family Resource Centers (FRCs) have served as a strong partner to families and communities for local education agencies (LEAs). Serving as welcoming hubs for families that promote engagement and support services such as mental health and social services within their respective LEAs FRCs engage schools and community stakeholders to identify barriers hindering the social, personal, physical, and academic well-being of students. FRCs then empower students and families by providing high-quality services through a coordinated system of support. A list of school districts with FRCs can be found [here](#).

Professional Development: The new school nurse is encouraged to participate in ongoing professional development opportunities (e.g., workshops, conferences, webinars) to enhance their knowledge and skills in school nursing. School districts may have specific professional development requirements that should be reviewed.

Evaluation: The new school nurse should receive regular evaluations at intervals determined by the school district and receive feedback from the school administration and the school health services supervisor. Evaluation fosters professional growth and continuous improvement.

Collaboration with Parents/Guardians: The new school nurse should establish communication with parents/guardians (e.g., attending back-to-school/open house events, parent-teacher meetings, etc.) to provide health-related information and support as needed.

Tools & Resources

Orientation Topics²

Anaphylaxis	<ul style="list-style-type: none"> • Allergen identification • Epinephrine availability • School staff notification and training
Asthma	<ul style="list-style-type: none"> • Medication administration (e.g., inhaler, spacer, nebulizer)
Catheterizations	<ul style="list-style-type: none"> • Male/female • Sterile versus nonsterile
Diabetes	<ul style="list-style-type: none"> • Blood glucose checks • Insulin administration via vial or pen • Food intake and carbohydrate counting • Insulin pump monitoring • Emergency planning for high/low blood glucose • Emergency medication administration • Management of newly diagnosed and noncompliant students • Education/training for students and staff
Documentation/Charting	<ul style="list-style-type: none"> • Training on how to navigate and document in the electronic health record • Record retention • FERPA
Healthcare Plans	<ul style="list-style-type: none"> • Individualized Health Plans (IHPs), emergency care plans (ECPs)/emergency action plans (EAPs)
Health Screenings	<ul style="list-style-type: none"> • Training on health screenings and applicable screening equipment • Referral resources
Immunizations	<ul style="list-style-type: none"> • Checking immunization status • Notifying the parent/guardian of immunization status • Exemptions (medical, religious)
Medication	<ul style="list-style-type: none"> • Administering emergency medication (naloxone, epinephrine, etc.) • Administering daily or PRN (as needed) medications • Medication authorization/consent forms
Mental health	<ul style="list-style-type: none"> • Mental health resources • Assessment of self-injury • Reporting abuse • Suicidal ideations • Autism spectrum disorder, depression, anxiety, violent behaviors, home trauma, grief, etc.
Risky Behaviors	<ul style="list-style-type: none"> • Smoking, alcohol, tobacco, drug use
Social issues	<ul style="list-style-type: none"> • Poverty, homelessness, immigration
Tracheostomy Care	<ul style="list-style-type: none"> • Tracheostomy care and suctioning
Tube feedings	<ul style="list-style-type: none"> • Gastrostomy • Nasogastrostomy
Ventilator	<ul style="list-style-type: none"> • Student-specific emergency medication • Staff notification and training

² Adapted from *NASN School Nurse, A Strategy to Promote Successful Transition to School Nursing*

School Nurse Onboarding/Annual Beginning of the Year Checklist³

Every school district should have its own set of procedures to welcome new school nurses to help get them started and transition into their new roles. The checklist below is a non-exhaustive list of things to consider when onboarding a new school nurse. When completed, provide the original to the school health services supervisor.

Onboarding			
Source	Date Reviewed	Overview	Additional Information
TDOE		Virtual Orientation for School Nurses	<i>Live, virtual training offered during the school year in the fall and spring. Contact the state school nurse consultant for details.</i>
NASN		National Association of School Nurses (NASN)/Tennessee Association of School Nurses (TASN) Membership (encouraged)	
NASN		NASN Position Statements	
NASN		NASN Scope and Standards	
TDOE		Tennessee Coordinated School Health	
District		District/School Mission and Vision	
District		District/school organizational chart	
District		School/District Calendar	
Dress Code/Miscellaneous			
District		Photo ID/Name Badge	
District		Attire (professional, business casual, scrubs)	
District		Copy of Nursing License/ Cardiopulmonary Resuscitation (CPR) Certification Card	
District		Travel Claims	
Employee Absences			
District		Attendance	
District		How to request/report an absence	
District		Substitute Procedure <ul style="list-style-type: none"> • Is there a substitute folder/communication/plan? • Purpose and contents • Scheduling substitutes • What is the back-up plan? 	
Systems Access			
District		Access phone system/ set up voicemail/email <ul style="list-style-type: none"> • Email etiquette 	
District		Student information system/electronic health record system/s and documentation	
District		Tennessee Immunization Information System (TennIIS)	
District		Medicaid billing processes	
District		TN Pulse	<i>Electronic special education and section 504 documentation system</i>
Building/Office Access			
District		Building/location address	
District		Health office location/obtain keys	

³ Adapted from Bradley County School's School Nurse Orientation Checklist and the Minnesota Department of Health's New Health Staff Orientation Checklist

District		Entrances/Exits – Site Map	
Schedule			
District		Daily Activities	
District		Employee hours	
District		School day hours	
District		Employee Lunch	
District		Expectation for nonstudent days (e.g. professional development days, in-service days, conferences, etc.)	
Meet Key School Personnel			
District		Supervisor(s)	
District		School administrators/principal	
District		Staff <ul style="list-style-type: none"> • Secretarial Staff • Custodial Staff • Special Education Director/teachers • 504 Coordinator • Information technology (IT) specialists <ul style="list-style-type: none"> ◦ Work order/request assistance • Food Service Staff • Transportation Staff • Safety • School counselor/social worker/psychologist • Human Resources (HR) 	
Communication			
District		School building contact list/classroom phone numbers Provide contact information to supervisor(s), administration, etc.	
District		Health services staff roster/phone numbers	
District		School building communication types and purpose (e.g., walkie talkies, cell phone, intercom)	
Local Community Contacts			
District		Local/regional health department	
District		Emergency Medical Services (EMS)	
District		Local/regional health care providers (e.g., medical, mental health, dental, vision) Identify low-cost health care providers	
District		Other local resources (e.g., food, clothing, transportation, housing)	<i>Identify if your district has a Family Resource Center</i>
Safety			
District		District required trainings	
District		Security policies	
District		Activating emergency response team	
District		Location of emergency equipment/medications (AEDs, fire alarms/extinguishers, personal protective equipment (PPE), school supply emergency medications) <ul style="list-style-type: none"> • AED checks (function, battery/pad expiration) 	
District		Location of school supply of emergency medications (epinephrine auto-injectors, naloxone)	
Emergencies/Disaster Preparedness			
District		School District Disaster/Crisis/Evacuation Plans <ul style="list-style-type: none"> • Identify your role • Plan for students in the health office • Plan for students with special needs • Plan for emergency medication/supplies during emergencies/evacuation 	
District		First Aid/CPR/AED/Bleeding management	
District		Classroom Emergency flip chart	

District		Location of emergency district, school and classroom evacuation bag(s), "go bag(s)"	Emergency Operations Planning Emergency Go Kits
Accident/Incident Report Procedure			
District		Student accident/incident protocol/procedure	
District		Staff accident/incident protocol/procedure	
Health Office Management			
Health Services Protocols & Procedures Manual			
District		School district manual (electronic/paper/combination)	
TDOE		Guidelines for Healthcare in a School Setting	
SBE		School and Student Health Services Rule	
Supplies			
District		Review of supplies and equipment (e.g., first aid supplies, hygiene)	
District		Process and individual responsible for ordering health office supplies	
District		Budget for supplies	
District		Refrigerator temperature checks if used for medication storage	
District		Security (locked cabinets, refrigerator, records storage)	
Calendar of Duties			
District		District calendar of duties	
District		Beginning/end-of-year activities	
Cleaning & Disinfecting			
District		Prepare, clean, and stock clinic room	
District		Infection control	
Care Coordination			
District		Privacy/Confidentiality <ul style="list-style-type: none"> • HIPAA • FERPA • Other applicable privacy/confidentiality laws 	
District		School district consent for release of information	
Immunization and Communicable Disease			
District		School district policy and procedure related to immunization compliance	Tennessee Immunization Requirements Tennessee Department of Health Communicable and Environmental Disease Rules (1200-14-01)
TDOH		Tennessee Immunization Certificate	
TennIIS		TennIIS User Guidance and Training Resources	
TDOH		Tennessee Department of Health Annual Kindergarten Immunization Compliance Assessment	
TDOH		Tennessee Department of Health Disease Reporting	
District		Local/regional health department contact	
TDOH/District		Infectious/Communicable Disease Outbreaks (reporting and management)	
District		Bloodborne Pathogens (BBP)	
District		Training requirements	
District		Sharps/Medical Waste disposal	
District		Exposure Control Plan	
Students with Chronic Health Conditions			
District		School district's protocol/procedure for student health plans, including plan evaluation and revisions <ul style="list-style-type: none"> • Individual Health Plans (IHPs) • Emergency Care Plans (ECPs)/Emergency Action Plans (EAPs) 	
District		Identify students with health conditions	
District		Communicate information to appropriate staff (legitimate education interest)	

District		Chronic health condition planning, resources, and training documents	
Medications During the School Day			
District		School district medication administration policy, guidelines, protocols, and procedures and forms (e.g., prescription vs nonprescription, authorization forms) <ul style="list-style-type: none"> • Medication error reporting • Self-carry and self-administration procedures 	
District		Documentation (including documentation process for substitute nurses)	
District		School Supply of medications	
District		Medication administration training, delegation, and supervision of unlicensed school staff	
Special Education/Section 504 Plans			
District		Role in the special education and Section 504 processes	Special Education and Section 504 Toolkit for School Nurses
District		Meet special education staff/504 coordinator	
District		Attend IEP/Section 504 team meetings when appropriate	
District		Identify students with 504 plans with nursing services	Special Education and Section 504 Toolkit for School Nurses
District		Participate in child find	
Health Screenings			
TDOE		Tennessee Department of Education Health Screening Guidelines	
District		School district protocol/procedure	
District		NASN VSP Sight for Students	
District		Student referrals and referral process	
Triaging Students			
District		Review and follow school district policy, procedures for first aid and communicable disease	
District		Determine if the student can return to class or if the student is too ill/injured to remain in school in accordance with district policy and procedure	
Documentation and Data			
District		School district policy and procedure	
District		Electronic Health Records/Student Information System (e.g., Skyward, SNAP, etc.)	
TN State Board of Education		TN Records Retention Schedule	
District		Annual Health Services Survey	
Field Trips			
District		School district policy/protocol/procedure for determining the need for a nurse to attend the field trip or if tasks can be delegated safely and in accordance with applicable laws.	
District		First aid kit	
District		Documentation for medication/procedures	
School Nursing Practice			
Scope of Practice			
TBON		Tennessee Board of Nursing (TBON) Rules	
Laws and Regulations Pertaining to School Health Services			
TDOE		Tennessee Department of Education School Health Laws	<i>Document not guaranteed to be up-to-date</i>
USDOE		McKinney-Vento Toolkit: A Guide for Homeless Liaisons, LEA, and Schools	
HHS		Confidentiality: FERPA and HIPAA	
Delegation			

NCSBN		National Council of State Boards of Nursing (NCSBN) Delegation Guidelines	
School Nurse Evaluation			
District		Staff development and evaluation requirement	School Nurse Competencies & Evaluation
District		Professional Development	
District		Regional, State, National Workshops/Conferences	
District		NASN Learning Center	
Related Resources			
TDOE		TN Department of Education	
NASN		Improving Care Coordination for Students with Chronic Health Conditions	
DCS		TN Department of Children's Services (DCS)	
Self		Membership: NASN/TASN	

School Nurse Yearly Planning Calendar⁴

This non-exhaustive checklist can be used as a guide to meet the training and planning needs of school nurses for the school year.

Beginning of the School Year	Reference and Guidance Documents
<p>Local Policy, Protocol, and Procedure Changes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify and review new practice guidelines, policies, laws, and documents. <input type="checkbox"/> Review student handbook/faculty handbook. <input type="checkbox"/> Identify any changes as needed. <p><i>*TDOE offers virtual training for new school nurses. Contact the state school nurse consultant for information regarding scheduled training dates for the school year. This virtual training does not replace the training requirements and responsibilities of the school district.</i></p>	<ul style="list-style-type: none"> • TDOE Coordinated School Health Website, Health Services Component • Guidelines for Healthcare in a School Setting
<p>Preparation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Set up the school nurse clinic/health office. <ul style="list-style-type: none"> • Identify how privacy will be maintained during in-person and phone conversations. • Identify a place for secure storage of all medications and health records. <input type="checkbox"/> Confirm that equipment is in working order (e.g., eye chart(s), mechanical vision tester, audiometer). Request repairs if needed. Order and stock first aid supplies. <p><i>Connecting with School Staff and Families</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet with the principal. <input type="checkbox"/> Communicate with school staff regarding the school nurse’s role and rules for the clinic/health office. <input type="checkbox"/> Identify custodial staff. Determine how to contact a custodian when needed. <input type="checkbox"/> Identify the contact for the special education department in the school building. <input type="checkbox"/> Identify the 504 coordinator <input type="checkbox"/> Send a message to school staff and parents/guardians introducing yourself and sharing your role in keeping students healthy, safe, and ready to learn. <input type="checkbox"/> Identify which school teams/committees you should be a member of (e.g., cardiac emergency response team, school safety team, etc.) <p><i>Documentation and Review</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Familiarize yourself with your school district’s health services documents and forms and student health records that are used. <input type="checkbox"/> Direct parents/guardians to complete the school district’s school health questionnaire/health history form and health examination form, as applicable. (in accordance with district policy and procedure). <input type="checkbox"/> Identify and follow up with parents/guardians of students needing school-required immunizations. Review the immunization status of new students. 	<ul style="list-style-type: none"> • Tennessee Department of Health Childcare - 12th Grade Immunizations • Tenn. Code Ann. § 49-50-1602 • Chronic Health Conditions Toolkit • School Nursing Procedure Tools & Resources

⁴ Adapted from the Virginia Department of Health’s [School Nursing Checklist](#), 2022

<ul style="list-style-type: none"> • Immunization resources can be found k-12 website • Childhood and Adolescent Vaccine Schedule <p><input type="checkbox"/> Work with the parent/guardian and student (as applicable) to update/develop individualized healthcare plans (IHPs) and emergency care plans (ECPs)/emergency action plans (EAPs).</p> <p><input type="checkbox"/> Obtain necessary forms, supplies, and school supplies of medication (e.g., stock epinephrine auto-injectors) prior to the start of school.</p> <p><input type="checkbox"/> Obtain learning needs and necessary training based on identified student health conditions/needs.</p> <p><input type="checkbox"/> Review and prepare for all medication/treatment orders.</p> <ul style="list-style-type: none"> • Obtain necessary medication/procedure authorization forms and health care provider information for daily/PRN (as needed) medications and healthcare procedures to be administered in the school setting in accordance with school district policy. • Develop a daily schedule for medication administration. <p><input type="checkbox"/> Review disaster and emergency response plans. Identify the chain of command during emergency/disaster events. Check AED in accordance with district policy.</p> <p><input type="checkbox"/> Prepare substitute nurse book/manual.</p> <p><input type="checkbox"/> Monitor causes of absenteeism among students throughout the school year</p> <p>Report suspected/diagnosed communicable diseases to the county health department as appropriate.</p> <p><i>Training</i></p> <p><input type="checkbox"/> Train school staff as appropriate regarding health and emergency care plans.</p> <p><input type="checkbox"/> Provide BBP training for faculty/staff (as applicable).</p> <p><input type="checkbox"/> Provide staff training for medication administration, cardiopulmonary resuscitation (CPR), and first aid.</p> <p><i>If you are assigned to more than one school:</i></p> <p><input type="checkbox"/> Work with your supervisor to determine each school's work schedule and provide the schedule to the principal and secretary.</p> <p><input type="checkbox"/> Provide telephone numbers to school staff.</p>	
<p>Immunization Reporting</p> <p><input type="checkbox"/> Work with your school district's school health services supervisor related to the Tennessee Department of Health Kindergarten Immunization Audit.</p> <p><i>*The annual audit is typically due around the Martin Luther King, Jr. Holiday in January.</i></p>	<ul style="list-style-type: none"> • Contact Information: School.Imm@tn.gov • Immunization Reports & Data
<p>Data Collection and Sharing</p> <p><input type="checkbox"/> Work with your school district's school health services supervisor related to the annual Health Services Survey.</p> <ul style="list-style-type: none"> • Review the annual Health Services Survey data collection tool for the year. The school health services supervisor receives the data collection tool from the Department of Education and should notify the school nurse(s) of the data to be collected. Check with your technology department for assistance with pulling the information. <p><input type="checkbox"/> Submit a written monthly report of school nurse activities, student/staff nursing visits to stakeholders, and other relevant health services data points (e.g., principal, school staff, parents/guardians, etc.).</p>	<p>CSH Reports & Data</p>

<input type="checkbox"/> Submit an annual health services report to the school principal and administration.	
Ongoing Efforts During the School Year	
Health Screenings <input type="checkbox"/> Schedule health screenings in accordance with district policy. <ul style="list-style-type: none"> • Schedule dates for screenings as soon as possible. • Develop a plan for re-screening and referrals, as needed. Document results and referrals. 	Tennessee School Health Screening Guidelines
Field Trips <input type="checkbox"/> In preparation for field trips, meet with school administration, teachers, and other school staff to outline expectations and provide instructions/trainings for first aid and medication administration <ul style="list-style-type: none"> • School nurses should receive advanced notice for field trips to adequately prepare. School administration should support you in this effort. <input type="checkbox"/> Review the Field Trip Guidance	
Miscellaneous <input type="checkbox"/> Continue health screening referrals and follow-up. <input type="checkbox"/> Review students who are chronically absent due to health conditions/health concerns. <input type="checkbox"/> Provide direct care or ongoing supervision of delegation. <input type="checkbox"/> Review student progress on IHP goals and modify them as needed. <input type="checkbox"/> Document requests to parents/guardians for additional medication/supplies/forms. <input type="checkbox"/> Check for expired medications and dispose of expired medications in accordance with school district policy.	
End of the Year Wrap Up	
Medication <input type="checkbox"/> Return medications and medical supplies/devices to parents/guardians. Documentation receipt indicating return is recommended.	State Board Rule 0520-01-13
Communication <input type="checkbox"/> Notify parents/guardians of upcoming school year immunization requirements. <input type="checkbox"/> Send necessary forms home to parents/guardians for the upcoming school year (e.g., medication/procedure authorization forms). Students often see health care providers over the summer break.	

School Nurse Activities Calendar⁵

This example calendar can be used to create a school-level personalized calendar to meet the student and school needs. School nurses are encouraged to share personalized activity calendars with school administrators and supervisors to highlight the variety of school nurse responsibilities.

First Month of the School Year

- Identify and review new practice guidelines, policies, and documents that support evidence-based practice for students with chronic health conditions. Identify any changes in practice needed.
- Identify students with chronic health conditions using active surveillance.
- Prioritize students with chronic health conditions who need an individualized healthcare plan (IHP) and emergency care plan (ECP):
 - Secure healthcare provider medical orders to support the development of the student's IHP and ECP.
 - Schedule a meeting with identified students and their parents/guardians to identify what school health services are needed.
 - Obtain consent to exchange student health information between the school and healthcare provider.
 - Develop IHPs and ECPs for prioritized students with chronic health conditions.
 - Obtain needed health supplies to implement each student's IHP and ECP.
 - Include recommended immunizations in the student's IHP.
- Provide tiered staff education. See the [Chronic Health Conditions Toolkit](#) for additional information.
 - Tier 1 education for all school staff
 - Tier 2 education to select staff that interact with students with known chronic health conditions
 - Tier 3 education to select staff (e.g., unlicensed assistive personnel) that will support implementing nursing care tasks for students at school
- Set up documentation system for the year:
 - Identify required and self-imposed reporting and deadlines for the school year and include health-related data points, as well as education-related data points (e.g., attendance, academic progress).

September/October

- Finalize IHP and ECP development for identified students.
- Begin implementation and documentation of student IHPs; revise as needed to meet health and education outcomes.
- Provide ongoing supervision of select staff who are implementing nursing care tasks.
- Develop a plan for accomplishing personal/professional goals.
- Include a short message in the school communication channel(s) introducing yourself and your role in supporting student health and academic success for all students.
- Recommend influenza vaccine for all school personnel and students, if medically appropriate.

⁵ Adapted from NASN's Improving Care Coordination for Students with Chronic Conditions, 2020

- Review monthly data trends.

November

- Implement and document student IHPs; revise as needed to meet health and education outcomes.
- Provide ongoing supervision of select staff who are implementing nursing care tasks.
- Recommend influenza vaccine for all school personnel and students.
- Review monthly data trends.

December

- Implement and document student IHPs; revise as needed to meet health and education outcomes.
- Provide ongoing supervision of select staff who are implementing nursing care tasks.
- Recommend influenza vaccine for all school personnel and students.
- Review monthly data trends.

January - May

- Implement and document student IHPs; revise as needed to meet health and education outcomes.
- Provide ongoing supervision of select staff who are implementing nursing care tasks.
- Provide refresher Tier 1 and 2 training as needed. See the [Chronic Health Conditions Toolkit](#) for information on Tier level training.
- Recommend influenza vaccine for all school personnel and students.
- Review monthly data trends.
- Summarize data trends for the year (e.g., process and outcome measure data for student IHPs, absenteeism) and meet with the principal/district supervisor to share a summary.

Last Month of the School Year

- Send health supplies and medications home.
- Connect families to needed resources.
- Finalize supervision and evaluation of select staff who were implementing nursing care tasks; document.
- Share tips with staff, families, and students for remaining healthy during the summer break.
- Review and evaluate student healthcare plans.
- Begin updating student healthcare plans in preparation for the next school year; include transition planning as appropriate
- Review the [End-of-Year Checklist](#)

End-of-Year Checklist⁶

This is a non-exhaustive list of tasks to be completed by the school nurse towards the end of the school year. School districts may modify this form as needed to ensure compliance with local school district policies and procedures. Deadlines (e.g., specific dates/months) may be added to align with school district timelines.

Health Screenings

- Ensure all health screening results/referrals are provided to parents/guardians.
- Ensure all health screening results/re-screening results and referral status are documented and shared with Coordinated School Health.

Health Services Survey⁷

- Complete the health service survey and share it with appropriate school district stakeholders (e.g., director of schools, consulting health care provider, school board, etc.). School-level data can also be shared with school-level stakeholders (e.g., principals, parents/guardians, teachers, and staff).

Medications

- Send medication pick-up end-of-school-year letter to parents/guardians.
 - Document pick-up of medication by parents/guardians.
 - Discard/dispose of medication not picked up and document in accordance with school district policy.
- Send medication request information (e.g., medication authorization/consent forms) to parents/guardians for the next school year.
- Dispose of medical waste (e.g., sharps).

Health Plans

- Send health forms to parents/guardians to review with health care providers.
- Review/update student health goals on IHPs.

Physical Examinations/Immunizations

- Send physical examination/immunization requirement notification to parents/guardians.
- Seventh-grade Tdap reminder letter to parents/guardians.

Supplies

- Complete/confirm supply order for next school year.
- Request equipment calibration or repair if needed.
- Check expiration dates for stock epinephrine, naloxone, and school supply of OTC medications.

⁶ Adapted from the New York Center for School Health's End-of-School-Year Checklist and Lawrence County School's End-of-Year Checklist

⁷ The Health Services Survey is submitted annually by school districts, charter schools, and accredited nonpublic schools.

- Check AED pads/battery expiration (if the responsibility of the school nurse). Notify appropriate staff as needed.
- Turn in/store equipment/supplies in accordance with district policy.

Health Records

- Prepare records for transfer (e.g., students leaving the district).
- Store/secure/dispose of records in accordance with the record retention schedule.
- Work with graduating seniors who may need immunization records for higher education.

Substitute Nurse Overview

School Health Services Overview
Guidelines for Healthcare in a School Setting <ul style="list-style-type: none">• School district policies• School Health Office Protocols and Procedures Manual• Standing orders/consulting health care provider• Rules and Regulations of the Tennessee Board of Nursing
Substitute School Nurse Practice
Observation of students with communicable disease
Logging visits, procedures, and assessments
Emergency care and first aid
Communicating with parents/guardians
Emergency information/contacts for students
Confidentiality and privacy
Documentation of concerns/problems for the building school nurse

Additional Resources

[NASN's Learning Center](#) is a powerful and interactive learning management system that provides access to online educational activities, toolkits, podcasts, and more. The system is designed to allow you to track and manage your learning journey on an individual basis. Nursing Continuing Professional Development (NCPD) courses under 3 hours are free for NASN members.

NASN's [Framework for 21st Century School Nursing](#)[™] illustrates key principles of professional practice and brings focus to priority school nursing activities. NASN's [back-to-school checklist for school nurses](#) provides practical application. The [School Nursing Scope and Standards, 4th Edition](#) is the authoritative statement of duties school nurses should competently perform.

NASN's [Prioritizing School Nursing Practice Activities](#) is a resource that school nurses can consult as they formulate independent nursing judgment for their practice or when participating in policy discussions in their districts. This document is not intended to provide clinical standards or guidelines. The school nurse is responsible for complying with applicable federal, state, and local laws, regulations, and policies.

NASN's [School Nurse Yearly Goals Worksheet](#) can be used by the individual school nurse to set year-long goals, including their personal and professional development within their role.

NASN provides additional resources in their [Back-to-School Toolkit](#), updated annually.

[School Nursing: Scope and Standards of Practice, 4th Edition](#) are authoritative statements on the duties that school nurses should competently perform.

[School Nursing: A Comprehensive Text](#), produced in cooperation with NASN, includes comprehensive coverage of the multiple facets of school nursing—from the foundations of practice and the roles and functions of a school nurse through episodic and chronic illness and behavioral issues, to legal issues and leading and managing within school settings.

[The NASN's Framework for 21st Century School Nursing Practice](#) creates an overarching structure that includes concepts integral to the complex clinical specialty practice of school nursing. The Framework provides a graphic illustration of the key principles of professional school nursing practice, reflecting the organization's stance on evidence-based best practices and providing a focus on priority school nursing activities. The Framework is an invaluable tool for advancing the practice of school nursing, emphasizing the student-centered activities school nurses perform to support student health, safety, and readiness to learn. NASN believes it has a responsibility to its members and the public it serves to develop, and routinely evaluate a framework for professional school nursing practice.

References

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