Colorado School Nurse Monthly Priorities Calendar

COLORADO
Department of Education

This planning tool is designed to help Colorado school nurses prioritize responsibilities throughout the school year. Because school nursing roles vary across settings, activities should be adapted to local needs, policies, and district expectations. Student safety remains the highest priority and activities may need to be reprioritized to address urgent health concerns, emergencies, infectious disease outbreaks, or other emerging needs.

Current guidance and resources: Colorado Department of Education (CDE) School Nursing and Health

For questions regarding school nursing practice and resources, contact the CDE School Nurse Specialists.

August

Nursing Process Step	Activities
Assessment & Identification	☐ Prioritize/review student health registration information ☐ Review medication orders and ensure complete and current ☐ Collect and begin reviewing immunization records for compliance and prepare notices for non-compliant students ☐ Identify students needing supports
Planning & Care Coordination	☐ Develop Healthcare Plans (HCPs), including Individualized Healthcare Plans (IHPs) and Emergency Action Plans (EAPs), as appropriate ☐ Develop health reports for Individualized Education Plans (IEPs) and/or 504 meetings ☐ Determine health conditions distribution process ☐ Review health and safety protocols ☐ Plan for delegation needs including process for notification of upcoming field trips
Implementation	☐ Organize trainings for school staff ☐ Delegate nursing tasks to Unlicensed Assistive Personnel (UAPs) ☐ Attend IEP and 504 meetings ☐ Provide classroom/staff first aid supplies ☐ Communicate CDHPE's How Sick is Too Sick guidance to parents
Evaluation & Quality Improvement	☐ Set up/review documentation and data collection system
Professional Practice & Program Management	☐ Complete all "Tips to Help Get Started" on the CDE School Nurse Basics page ☐ Inventory/order supplies and set up health office ☐ Review health office procedures and board policies ☐ Meet key personnel ☐ Determine who maintains CPR/First Aid/AED records and conducts trainings ☐ Complete preschool/Child Care Health Consultant requirements as applicable

September

Nursing Process Step	Activities
Assessment & Identification	☐ Review evidence-based screening guidelines ☐ Follow up on newly enrolled students and student health concerns referred by staff ☐ Review immunization records for compliance
Planning & Care Coordination	☐ Participate on SPED, 504, wellness and concussion teams as appropriate ☐ Identify community resources (e.g. vision, hearing, medical, mental health, child protection, nutrition, etc.) ☐ Continue HCPs/review orders and IEP/504 development
Implementation	☐ Communicate health concerns with appropriate staff ☐ Organize vision and hearing screenings ☐ Communicate immunization law requirements with administrators
Evaluation & Quality Improvement	☐ Review incomplete checklist from previous month ☐ Complete monthly report and review trends, if applicable

Professional Practice & Program Management	☐ Review licensure and induction information
	☐ Review Medicaid billing role if your district participates
	☐ Consider NASN/CASN membership
	☐ Consider AED program involvement
	☐ Continue UAP supervision, trainings and medication log review
	☐ Review School Health Office Manual resources from the CDE School Nurse Basics page, including:
	  ☐ CDE's Colorado Medication Administration Guidelines
	  ☐ CDPHE's Infectious Disease Guidelines
	  ☐ CDE's Emergency Guidelines for Schools

October

Nursing Process Step	Activities
Assessment & Identification	☐ Monitor causes of absenteeism and coordinate with administration/truancy
Planning & Care Coordination	☐ Review procedures for communicating with families ☐ Continue immunization reviews, HCPs/orders, IEPs/504s, UAP supervision
Implementation	☐ Start required CDPHE Immunization Data Reporting (open Oct 1 - Jan 15) ☐ Promote flu clinics and vaccinations ☐ Continue screenings and referral/result letters
Evaluation & Quality Improvement	☐ Review incomplete checklist items from previous months ☐ Review monthly data trends and report, if applicable
Professional Practice & Program Management	☐ Apply for CDE Special Service Provider (SSP) license if haven't already ☐ Continue professional development

November

Nursing Process Step	Activities
Assessment & Identification	☐ Review immunization status ☐ Continue student follow-up for health concerns
Planning & Care Coordination	☐ Continue HCPs/orders, IEPs/504s and UAP supervision
Implementation	☐ Continue screenings and referrals ☐ Distribute immunization notices if not already completed ☐ Share disease prevention information with parents ☐ Provide health resources and consultation for school community ☐ Share cold weather safety tips
Evaluation & Quality Improvement	☐ Continue required CDPHE Immunization Data Reporting (open Oct 1 - Jan 15) ☐ Review monthly data and reports, if applicable
Professional Practice & Program Management	☐ Continue professional development

December

Nursing Process Step	Activities
Assessment & Identification	☐ Follow up on vision and hearing referrals ☐ Continue student follow-up
Planning & Care Coordination	☐ Continue HCPs/orders, IEPs/504s and UAP supervision
Implementation	☐ Provide health education ☐ Provide immunization records to December graduates
Evaluation & Quality Improvement	☐ Continue immunization reporting ☐ Review monthly reports
Professional Practice & Program Management	☐ Review health office procedures and policies ☐ Meet with evaluator for mid-year review ☐ Continue professional development

January

Nursing Process Step	Activities
Assessment & Identification	☐ Monitor infectious disease rates ☐ Review new student health intake forms and screenings
Planning & Care Coordination	☐ Notify new teachers of health needs after schedule changes ☐ Prepare standardized testing accommodations ☐ Continue HCPs/orders, IEPs/504s
Implementation	☐ Provide infection-control resources ☐ Provide health education ☐ Follow up referred concerns
Evaluation & Quality Improvement	☐ Complete CDHPE immunization reporting by January 15 ☐ Review monthly reports
Professional Practice & Program Management	☐ Update registration documents ☐ Continue UAP supervision, PD and medication review

February

Nursing Process Step	Activities
Assessment & Identification	☐ Review newly enrolled student information ☐ Arrange optional screenings and consents
Planning & Care Coordination	☐ Distribute required CDPHE annual immunization parent letter by April 15th
Implementation	☐ Provide health education ☐ Follow up health concerns
Evaluation & Quality Improvement	☐ Review record retention procedures ☐ Review monthly reports
Professional Practice & Program Management	☐ Register for Spring CASN conference ☐ Review budget ☐ Inventory/restock supplies ☐ Continue registration updates ☐ Continue PD

March

Nursing Process Step	Activities
Assessment & Identification	☐ Review newly enrolled student information
Planning & Care Coordination	☐ Review field trip notification and delegation needs ☐ Distribute required CDPHE annual immunization parent letter by April 15th
Implementation	☐ Follow up health concerns referred by staff
Evaluation & Quality Improvement	☐ Consider emergency response drill ☐ Review monthly reports
Professional Practice & Program Management	☐ Maintain continuing education portfolio ☐ Inventory supplies ☐ Continue registration updates ☐ Continue PD

April

Nursing Process Step	Activities
Assessment & Identification	☐ Identify students needing Extended School Year (ESY) health services ☐ Identify summer school health service needs ☐ Prepare incoming student health record review
Planning & Care Coordination	☐ Prepare CDE Health Data Report ☐ Distribute required CDPHE annual immunization parent letter by April 15th
Implementation	☐ Share prom/graduation/field day safety resources ☐ Provide immunization records to graduating students ☐ Prepare for incoming students
Evaluation & Quality Improvement	☐ Review monthly reports
Professional Practice & Program Management	☐ Start fall supply list ☐ Inventory supplies ☐ Continue registration updates ☐ Continue PD

May

Nursing Process Step	Activities
Assessment & Identification	☐ Review new student health concerns and screenings
Planning & Care Coordination	☐ Prepare next school year activities ☐ Obtain standing orders for next school year
Implementation	☐ Arrange medication pickup ☐ Dispose of medications per policy ☐ Transfer health records ☐ Send immunization reminders
Evaluation & Quality Improvement	☐ Submit CDE Health Data Report ☐ Complete end-of-year nursing report
Professional Practice & Program Management	☐ Complete evaluation process ☐ Celebrate School Nurses Day ☐ Send equipment for calibration ☐ Inventory supplies ☐ Continue PD

June/July

Nursing Process Step	Activities
Assessment & Identification	☐ Review incomplete checklist items from prior months
Planning & Care Coordination	☐ Identify nurse role in registration and back-to-school events
Implementation	☐ Plan staff education and in-services before school starts
Evaluation & Quality Improvement	☐ Review AED program readiness
Professional Practice & Program Management	☐ Attend NASN conference and other PD if able ☐ Review policies and procedures