

NCESD School Nurse Activities Calendar

AUGUST

COMPLETED	<i>National Health Observances: Children's Eye Health and Safety Month, Gastroparesis Aware</i>
Framework: Standards of Practice	
	<ul style="list-style-type: none"> Identify and review new practice guidelines, policies, forms and documents (particularly immunization and medication forms).
	<ul style="list-style-type: none"> Identify any needed health services practice or process changes.
	<ul style="list-style-type: none"> Develop implementation plan to incorporate into health services practice.
Framework: Care Coordination	
Health Room Set-up	
	<ul style="list-style-type: none"> Ensure necessary supplies have been ordered. Inspect and put away.
	<ul style="list-style-type: none"> Ensure necessary supplies have been ordered. Inspect and put away.
	<ul style="list-style-type: none"> Prepare health room visit documentation; health room log or office visits in Skyward or Qmlative (Include training on documentation of office visits when training office staff)
	<ul style="list-style-type: none"> Ensure necessary staff, including nurse, has access to health information content in Electronic Health Record (EHR)
	<ul style="list-style-type: none"> Ensure stock of blank health condition assessment and order forms (Consider condition specific "packets")
	<ul style="list-style-type: none"> Discard remaining medications (epi pens, inhalers) still in the office unless parent picks up.
	<ul style="list-style-type: none"> Medication Management
	<ul style="list-style-type: none"> ✓ Review all medication that will be administered at school before beginning nurse delegation to staff
	<ul style="list-style-type: none"> ✓ Ensure that all incoming medications have HCP order forms, parent authorization, are packaged correctly and unexpired
	<ul style="list-style-type: none"> ✓ Ensure safe and secure storage of medications
	<ul style="list-style-type: none"> ✓ Count medications (with parent or second staff member) and set up documentation procedure for administering. EHR or Medication Administration Record (MAR). Preferred method is EHR.
	<ul style="list-style-type: none"> ✓ Provide information to teachers about specific students taking medications, if appropriate.
	<ul style="list-style-type: none"> ✓ Create system for tracking medication expiration dates (Start with emergency meds)
Identify and prioritize students with special health care needs	
	<ul style="list-style-type: none"> Review new health registration forms- Contact parents of students with newly identified conditions
	<ul style="list-style-type: none"> Review health forms returned from current students
	<ul style="list-style-type: none"> Prioritize health conditions
	<ul style="list-style-type: none"> Students with life-threatening conditions, such as diabetes, anaphylaxis, seizure conditions and asthma are priority.

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	<ul style="list-style-type: none"> • Students with emergency medications.
	<ul style="list-style-type: none"> • All students who need IHP/ECP and/or 504 plans. *Call parents if no orders are received.
Develop, revise and/or update IHP/ECP and 504 plans. *all students with a life-threatening condition must have an IHP/ECP in place prior to starting school.	
	<ul style="list-style-type: none"> • Review received medical paperwork for updated health condition assessment forms and new orders (medications authorization, asthma, anaphylaxis or seizure plans, diabetes care orders.)
	<ul style="list-style-type: none"> • Determine what paperwork is still needed
	<ul style="list-style-type: none"> • Contact parents to obtain or update health condition assessment
	<ul style="list-style-type: none"> • Obtain medication, treatment, equipment or dietary orders, detailed in authorization forms, by working with parent and/or provider. Ensure all documents have appropriate signatures.
	<ul style="list-style-type: none"> • Develop/update IHP/ECP/504's
	<ul style="list-style-type: none"> • Distribute plans to all staff who "need to know"- either by hard copy or electronic access (ensure staff are able and know how to access if using electronic plans)
	<ul style="list-style-type: none"> • Provide student specific training to all staff working directly with student *See Specific Training and delegation for school staff.
Provide general health training for all school staff (Coordinate with building Admin)	
	<ul style="list-style-type: none"> • Explain role of school nurse and availability
	<ul style="list-style-type: none"> • Provide contact information, location and hours
	<ul style="list-style-type: none"> • Inform who to contact if school nurse is not available
	<ul style="list-style-type: none"> • Discuss when to send students to the nurse. Minor first aid (classrooms will be supplied with gloves, band aids, etc.) Shared goal is to keep students in class.
Discuss health care plans	
	<ul style="list-style-type: none"> • How to access
	<ul style="list-style-type: none"> • Confidentiality
	<ul style="list-style-type: none"> • Storage and accessibility to subs and para's
Discuss field trip planning	
	<ul style="list-style-type: none"> • Provide training on epi pen and inhaler administration
	<ul style="list-style-type: none"> • Remind that RN must train any staff members who accompany students who may need medications
	<ul style="list-style-type: none"> • Remind staff that a 2-week prior notice of field trips is expected for purposes of planning and training
Discuss emergency procedures	

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	<ul style="list-style-type: none"> Health emergency recognition, response and procedure for calling 911 (nurse and building administrator develop agreed-upon criteria for staff to call nurse and/or to call 911).
	<ul style="list-style-type: none"> Evacuation plans for students with health care needs (i.e.; medications, supplies, equipment), including fire and other safety drills. *Emergency medications must be taken out during drills
	Discuss Allergy Awareness
	<ul style="list-style-type: none"> Minimizing allergen exposure
	<ul style="list-style-type: none"> Classroom signs, allergy aware tables, ensuring appropriate snacks and treats for field trips and parties.
	General Medication Training (Health room assistants, Admin. assistants, office staff)
	<ul style="list-style-type: none"> Annual medication training at administrative assistant's meeting- Connect with lead admin. assistant as early as possible to determine date of meeting.
	<ul style="list-style-type: none"> Identify, train and delegate to individuals (at least 2 per building) who will be responsible for administering routine and emergency medications.
	<ul style="list-style-type: none"> Explain legal documentation requirements and procedure
	Student Specific Training and Delegation
	<ul style="list-style-type: none"> Provide student specific training to staff working directly with students who have IHP's/ECPS/504 plans. Coordinate department training with program directors for food services and transportation. Be sure to consider staff such as counselors, librarian, music teachers, resource room, before/after school program personnel, coaches, etc.
	<ul style="list-style-type: none"> Review plan with staff and answer questions
	<ul style="list-style-type: none"> Delegation of nursing tasks
	<ul style="list-style-type: none"> Routine medication administration
	<ul style="list-style-type: none"> Emergency medication administration
	<ul style="list-style-type: none"> Nursing procedures/treatments (gastrostomy tubes, clean intermittent catheterization, diabetes care).
	<ul style="list-style-type: none"> Document all training and file (Who was trained, what they were trained on and date)
Framework: Leadership	
	<ul style="list-style-type: none"> Identify goals for the year: student-based goals, professional goals, self-care goals.
	<ul style="list-style-type: none"> Identify required and self-imposed reporting deadlines for the year.
	<ul style="list-style-type: none"> Meet key personnel: administrators, secretaries, Special Ed teachers, custodians, psychologist, counselors, 504 coordinator, program advisors. Introduce yourself to teachers and parents.
	<ul style="list-style-type: none"> Post your work calendar (e.g., days/times at each building, professional development days) and contact protocols.

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Framework: Quality Improvement	
	<ul style="list-style-type: none"> • Confirm forms, IHPs/ECPs, and training methods are current and evidence-based.
	<ul style="list-style-type: none"> • Set up health services documentation system for the year (e.g., Skyward, pen/paper). If using an electronic system, ensure access to health information content for nurse and unlicensed assistive personnel.
	<ul style="list-style-type: none"> • Ensure school nurse contact information, health forms and health information are up-to-date on district webpages and social media. (Collaborate with IT team)
	<ul style="list-style-type: none"> • Download WA State diagnosis codes if not already in system.
	<ul style="list-style-type: none"> • Identify and complete training/updates on health services systems (e.g., Skyward, WAIS- School Module, Simple Report)
	<ul style="list-style-type: none"> • Initiate system to monitor expiration date of medications.
Framework: Community/Public Health	
	<ul style="list-style-type: none"> • Continue to develop and/or update IHPs/ECPs and 504's
	<ul style="list-style-type: none"> • Conduct ongoing surveillance to identify students with special health care needs and/or chronic conditions.
	<ul style="list-style-type: none"> • Provide direct care or ongoing supervision of delegated nursing tasks according to health care and procedure plans and as needed.
	<ul style="list-style-type: none"> • Review immunization records for compliance. Work with parents/guardians, school staff, and community health care providers to identify and follow up with students requiring immunizations.
	<ul style="list-style-type: none"> • Register for a WA IIS or School Module account (if no current account).
	<ul style="list-style-type: none"> • Assess roles and responsibilities related to COVID efforts.

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SEPTEMBER

COMPLETED	National Health Observances: Fruits and Veggies - More Matters Month, Childhood Obesity Awareness Month, National Suicide Prevention Week, School Backpack Awareness Day
Framework: Standards of Practice	
	<ul style="list-style-type: none"> Review evidence-based guidelines regarding screenings/referrals.
Framework: Care Coordination	
	<ul style="list-style-type: none"> Complete priority activities from previous month. (Identifying health conditions, IHP development and training)
	<ul style="list-style-type: none"> Develop emergency contact plan for school personnel when you are not available.
	<ul style="list-style-type: none"> Check fall field trip schedule and plan ahead (parent consents, medication training, staff training, staff tools (care plans, summary action pages, etc.).
Framework: Leadership	
	<ul style="list-style-type: none"> Continue to advocate for student needs.
	<ul style="list-style-type: none"> Develop a plan for accomplishing professional and self-care goals.
	<ul style="list-style-type: none"> Develop a plan of communication for Superintendent/Supervisor on Health Services updates.
	<ul style="list-style-type: none"> Arrange regular meetings with student support staff, counselors, etc.
	<ul style="list-style-type: none"> Develop a calendar of continuing education and standard meeting dates/times.
Framework: Quality Improvement	
	<ul style="list-style-type: none"> Review monthly data for trends; adjust as needed.
	<ul style="list-style-type: none"> SNC Districts: Collaborate on district site visit date.
	<ul style="list-style-type: none"> Check medication expiration dates
Framework: Community/Public Health	
	<ul style="list-style-type: none"> Send home conditional status letters to students that are not compliant with immunizations- communicate to building administration number of students out of compliance.
	<ul style="list-style-type: none"> Work with administrators and district staff on organizing required screenings for October
	<ul style="list-style-type: none"> Reserve equipment (if needed) through NCESD SNC Lending Library, Lions Club, or other sources.
	<ul style="list-style-type: none"> SNC Districts: Set date for vision/hearing screening events in October and create schedule (grades K-3, 5 and 7)
	<ul style="list-style-type: none"> Identify screening team (may use school staff and/or volunteers)
	<ul style="list-style-type: none"> Determine who performs District AED maintenance. If nurse responsibility, check for expiration dates on pads and batteries and schedule routine checks.

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OCTOBER	
COMPLETED	National Health Observances: Bullying Prevention Month, Cardiac Awareness Month, Dental Hygiene Month
Framework: Standards of Practice	
	<ul style="list-style-type: none"> Review an evidence-based article that pertains to the treatment or needs of a student.
Framework: Care Coordination	
	<ul style="list-style-type: none"> Complete priority activities from previous months. (Identifying health conditions, IHP development and training)
	<ul style="list-style-type: none"> Continue to provide direct care and/or ongoing supervision of delegated nursing tasks, as appropriate according to health care and procedure plans, and as needed.
	<ul style="list-style-type: none"> Finalize schedule for Vision and Hearing Screening
	<ul style="list-style-type: none"> Prepare paperwork for screening (classroom list/rosters)
	<ul style="list-style-type: none"> Ensure completion of screenings by end of month
	<ul style="list-style-type: none"> Begin re-screenings and referrals (mail letters to parents)
Framework: Leadership	
	<ul style="list-style-type: none"> Continue to advocate for students' needs.
	<ul style="list-style-type: none"> Include short message in Board/PTA/School Newsletter. Be available to teachers/parent groups
	<ul style="list-style-type: none"> Consider SNOW Conference attendance.
Framework: Quality Improvement	
	<ul style="list-style-type: none"> Review monthly data for trends; adjust as needed.
	<ul style="list-style-type: none"> Check medication expiration dates
Framework: Community/Public Health	
	<ul style="list-style-type: none"> Ensure WA State DOH immunization report completed, to be submitted by November 1st.
	<ul style="list-style-type: none"> Follow up on students "out of compliance" – phone calls, letters
	<ul style="list-style-type: none"> Prepare for exclusion, working with building admin.
	<ul style="list-style-type: none"> Enter all student immunization dates into EHR by the end of month
	<ul style="list-style-type: none"> Identify & follow-up on students who have been absent or chronically late for more than 5 days.
	<ul style="list-style-type: none"> Encourage flu vaccinations of staff & students.
	<ul style="list-style-type: none"> Check AEDs

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NOVEMBER

COMPLETED	National Health Observances: American Diabetes Month, Great American Smoke Out
Framework: Standards of Practice	
	<ul style="list-style-type: none"> Review an evidence-based article that pertains to the treatment or needs of a student.
Framework: Care Coordination	
	<ul style="list-style-type: none"> Ensure completion and submission of State Immunization reports for pre-school and K-12, November 1st.
	<ul style="list-style-type: none"> Continue to provide direct care and/or ongoing supervision of delegated nursing tasks, as appropriate.
	<ul style="list-style-type: none"> Outreach to teachers regarding students' health concerns.
	<ul style="list-style-type: none"> Discuss plans for nurse involvement in HIV/Puberty classes
Framework: Leadership	
	<ul style="list-style-type: none"> Identify a professional development opportunity to meet your needs/goals.
Framework: Quality Improvement	
	<ul style="list-style-type: none"> Review monthly data for trends; adjust practice as needed.
	<ul style="list-style-type: none"> Provide health services leadership to school teams as available.
	<ul style="list-style-type: none"> Check medication expiration dates.
Framework: Community/Public Health	
	<ul style="list-style-type: none"> November 1: WA State Immunization report submission.
	<ul style="list-style-type: none"> Continue distributing parent letters regarding vision and hearing outcomes and referrals.
	<ul style="list-style-type: none"> Prepare immunization compliance notices to be mailed, if not completed.
	<ul style="list-style-type: none"> Continue to promote flu vaccinations of staff/students.
	<ul style="list-style-type: none"> Check AEDs

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DECEMBER

COMPLETED

National Health Observances: Safe Toys and Celebrations Month, Handwashing Awareness Week, Influenza Vaccination Week

Framework: Standards of Practice

- Review one new guideline or standard or evidence-based material related to SN practice and identify one area to incorporate into practice.

Framework: Care Coordination

- Review second semester class/teacher changes for middle and high school students with health plans, distribute plans to new teachers and provide training.
- Continue to provide direct care and/or ongoing supervision of delegated nursing tasks, as appropriate.
- Review student progress on plan goals and adjust as needed.
- Send reminders to teachers regarding class parties and allergy awareness.

Framework: Leadership

- Prepare for upcoming legislative session/district yearly planning and advocating for policies impacting school nursing.
- Professional portfolio work.

Framework: Quality Improvement

- Review monthly data for trends; adjust practice as needed.
- Identify particular students or student populations who are seen more often.
- Identify student health disparities.

Framework: Community/Public Health

- Complete referrals and follow up of screening results.
- Send health messages to staff/parents on appropriate topics.
- Monitor flu/communicable diseases.
- Identify and support at-risk students (high rate of absenteeism, arrive late/leave early, disparities).
- Check AEDs

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JANUARY

COMPLETED

National Health Observances: Winter Sports TBI Awareness Month

Framework: Standards of Practice

- Continue working on implementation plan.

Framework: Care Coordination

- Ensure second semester teachers for middle and high school student receive health plans and training.
- Identify new students that may need vision/hearing screening
- Continue to provide direct care and/or ongoing supervision of delegated nursing tasks, as appropriate.
- Outreach to teachers regarding student health concerns.

Framework: Leadership

- Advocate for policies/legislature related to student health and/or updated evidence-based guidelines.
- Professional portfolio work.

Framework: Quality Improvement

- Review monthly data for trends and make practice adjustments as needed.
- Submit mid-year health services report to Administration, including status of any unmet student health needs, particularly life-threatening health conditions.
- Check medication expiration dates

Framework: Community/Public Health

- Monitor flu/communicable diseases.
- Submit short message for PTA/school newsletter and/or social media regarding flu season.
- Continue to work with at-risk students
- Check AEDs

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FEBRUARY

COMPLETED

National Health Observances: National Dental Health Month, National Children's Dental Health Month, ADA Foundation Give Kids a Smile Day, American Health Month

Framework: Standards of Practice

- Continue working on implementation plan.

Framework: Care Coordination

- Continue to provide direct care and/or ongoing supervision of delegated nursing tasks, as appropriate.
- Outreach to teachers regarding student health concerns.
- Work with teachers to identify students at risk.
- Conduct inventory/order health room supplies if needed

Framework: Leadership

- Advocate for policies/legislature related to student health and/or updated evidence-based guidelines.
- Identify new community resources needed to meet student needs.

Framework: Quality Improvement

- Review monthly data for trends; adjust practice as needed. Look particularly at health disparities that can be addressed.
- Prepare data for OSPI District Assessment.
- Check medication expiration dates.

Framework: Community/Public Health

- Monitor flu/communicable diseases.
- Provide classroom, staff and parent/guardian education on appropriate topics.
- Continue to work with at-risk students.
- Check AEDs

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MARCH	
COMPLETED	<i>National Health Observances: National Nutrition Month, National School Breakfast, National Poison Prevention Week</i>
Framework: Standards of Practice	
	<ul style="list-style-type: none"> Continue working on implementation plan.
Framework: Care Coordination	
	<ul style="list-style-type: none"> Remind staff that a 2-week prior notice of field trips is expected for purposes of planning and training
	<ul style="list-style-type: none"> Work with teachers to ensure appropriate accommodations for students participating in field trips/camps that may have health concerns.
	<ul style="list-style-type: none"> Prepare for Kindergarten students: attend Kindergarten roundups, provide parent instruction on health services (required immunizations, chronic condition notification), begin care plans, and communicate student referral needs with parents.
	<ul style="list-style-type: none"> Review of students with bee sting allergies, check epi pens are on hand and unexpired.
	<ul style="list-style-type: none"> Remind teachers and provide refresher training on epi pen.
	<ul style="list-style-type: none"> Continue to provide direct care and/or ongoing supervision of delegated nursing tasks, as appropriate.
Framework: Leadership	
	<ul style="list-style-type: none"> Identify new community resources needed to meet student needs.
	<ul style="list-style-type: none"> Continue to advocate for student needs.
Framework: Quality Improvement	
	<ul style="list-style-type: none"> Review monthly data for trends; adjust as needed.
	<ul style="list-style-type: none"> Submit annual OSPI Health Services District Assessment
	<ul style="list-style-type: none"> Check medication expiration dates
Framework: Community/Public Health	
	<ul style="list-style-type: none"> Identify incoming kindergarten students; send parent letters about required immunizations.
	<ul style="list-style-type: none"> Identify 6th grade students; send parent letters about required and recommended immunizations.
	<ul style="list-style-type: none"> Provide or schedule classroom, staff and parent education on appropriate topics (HIV/AIDS, sexual health, maturation/puberty).
	<ul style="list-style-type: none"> Monitor flu/communicable disease activity.
	<ul style="list-style-type: none"> Continue to work with at-risk students.
	<ul style="list-style-type: none"> Check AEDs

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APRIL - MAY - JUNE	
COMPLETED	<i>National Health Observances: Child Abuse Prevention Month, National Asthma & Allergy Awareness Month, Testicular Cancer Awareness Month, Youth and HIV Awareness Day</i>
Framework: Standards of Practice	
	<ul style="list-style-type: none"> • Continue working on implementation plan.
Framework: Care Coordination	
	<ul style="list-style-type: none"> • Continue to provide direct care and/or ongoing supervision of delegated nursing tasks, as appropriate. Outreach to teachers regarding student health concerns.
	<ul style="list-style-type: none"> • Inventory supplies needed for next year.
	<ul style="list-style-type: none"> • Continue working with teachers to ensure appropriate accommodations for students participating in field trips/camps/extended school year programs that may have health concerns.
	<ul style="list-style-type: none"> • Review and revise individual student plans to ensure transitional planning needs are addressed.
Framework: Leadership	
	<ul style="list-style-type: none"> • Continue to advocate for students needs and (as appropriate) budget for new school year.
	<ul style="list-style-type: none"> • Develop the school year summary: successes, challenges, recommendations (use DA data, trends).
	<ul style="list-style-type: none"> • Schedule meeting with Superintendent/Supervisor to: <ul style="list-style-type: none"> ✓ Develop the school year summary: successes, challenges, recommendations (use DA data, trends). ✓ Request evaluation and set goals for next year. ✓ Plan next year's dates for staff training, delegation training, vision and hearing screenings. ✓ Inform about professional development desires. ✓ Provide input on next year's budget: equipment, supplies, professional development.
	<ul style="list-style-type: none"> • Policy and procedure review as time permits.
Framework: Quality Improvement	
	<ul style="list-style-type: none"> • Review monthly data for trends; adjust practice as needed.
	<ul style="list-style-type: none"> • Schedule appointment with principal/supervisor to share data and activities for the year.
	<ul style="list-style-type: none"> • Check medication expiration dates
Framework: Community/Public Health	
	<ul style="list-style-type: none"> • Provide classroom, staff and parent/guardian education on appropriate topics.

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	<ul style="list-style-type: none">• Continue to work with at risk students (absent, arrive late/early dismissal, disparity).
	<ul style="list-style-type: none">• Discuss summer program RN coverage with principal/supervisor.
	<ul style="list-style-type: none">• Check AEDs

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MAY/JUNE	
COMPLETED	<i>May/June: National Health Observances: Food Allergy Action Month, Youth Traffic Safety Month, Asthma and Allergy Awareness Month, Children's Mental Health Awareness Week, Physical Fitness and Sports Month, Walk and Bike to School Day</i>
Framework: Standards of Practice	
	<ul style="list-style-type: none"> Evaluate implementation plan. Scan for potential standards or guideline updates that will be forthcoming next year.
	<ul style="list-style-type: none"> Review/revise documents for next year: health plan, immunization notifications, medication forms, authorization forms, parent communications, etc.
	<ul style="list-style-type: none"> Rescind delegation in writing at end of school year.
Framework: Care Coordination	
	<ul style="list-style-type: none"> Provide 12th grade graduates with Senior Letter, immunizations and health records.
	<ul style="list-style-type: none"> Follow-up on any outstanding referrals.
	<ul style="list-style-type: none"> Begin updating student care plans for summer programs and in preparation for next school year (including transition planning when changing buildings, changing districts, moving to higher education).
	<ul style="list-style-type: none"> Include student health information form in summer registration packets for new students.
	<ul style="list-style-type: none"> Notify families of students with medication at school of when to pick up (not before the last day of school)
	<ul style="list-style-type: none"> Sign out all medications released to families, include count and family signature
	<ul style="list-style-type: none"> Include all necessary forms in the return-to-school packet for current students and remind parents to obtain new forms for the following year
	<ul style="list-style-type: none"> Dispose of all medication not picked up by parent/guardian
	<ul style="list-style-type: none"> Assist Superintendent/Principal in identifying summer school RN coverage (if applicable).
	<ul style="list-style-type: none"> 5th grade parent information letters about vaccines (Tdap, HPV, Meningococcal)
	<ul style="list-style-type: none"> Prepare a working list of health alert/health plans for next year.
	<ul style="list-style-type: none"> Perform a closing health room inventory and reorder in preparation for next year.
	<ul style="list-style-type: none"> Plan for kindergarten registration program.
	<ul style="list-style-type: none"> Calibrate equipment, replace batteries as applicable.
	<ul style="list-style-type: none"> Send ECP and other health plan forms (e.g., med and treatment authorization forms) to parents.
	<ul style="list-style-type: none"> Complete filing. Archive files or move files to next grade level as applicable.

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Framework: Leadership	
	<ul style="list-style-type: none"> • Send message to school staff about the year's health accomplishments and trends.
Framework: Quality Improvement	
	<ul style="list-style-type: none"> • Review year's data for trends and identify needs for next year.
	<ul style="list-style-type: none"> • Meet with Superintendent/Supervisor to share data, accomplishments and trends, activities and plans for next year.
	<ul style="list-style-type: none"> • Complete Medicaid billing (if applicable).
	<ul style="list-style-type: none"> • Evaluate outcomes for at-risk students.
	<ul style="list-style-type: none"> • Ensure health forms on websites are updated for the following year.
Framework: Community/Public Health	
	<ul style="list-style-type: none"> • Send notification letters to parents about fall immunizations.
	<ul style="list-style-type: none"> • Share tips with staff and parents for remaining healthy during summer.

NOTES: