

## North Central Educational Service District School Nurse Orientation Checklist

**Key:** AAA – American Academy of Audiology; CDC – Centers for Disease Control and Prevention; DEL - Department of Early Learning; HHS – US Department of Health and Human Services; ESD - Educational Service District; NASBE - National Association of State Boards of Education; NASN - National Association of School Nurses; NCHE – National Center for Homeless Education; NCQAC - Nursing Care Quality Assurance Commission; O - Orientation Manual; OSPI - Office of Superintendent of Public Instruction; PNHCC – Professional Nursing and Health Care Council; RCW - Revised Code of Washington; VS - VectorSolutions; SNCA - School Nurse Corps Administrators; SNCM - School Nurse Case Manager; SNOW - School Nurse Organization of Washington; SOS - Secretary of State; WAC - Washington Administrative Code; WIAA - Washington Interscholastic Activities Association; WSNA – Washington State Nurses Association.

Topic	Source	Reviewed
<b>Overview</b>		
▪ School Nursing in K – 12 System		
o How Schools Work & How to Work with Schools	NASBE	
o School Nursing History	NASN	
o WA State School Nurse Corps / NCESD SNC	OSPI, NCESD	
o Class I and Class II District Definitions	OSPI	
▪ District/School Mission & Vision	District	
▪ District/School Organizational Chart / Call Tree	District	
▪ District/School Orientation Manual & Tour	District	
▪ District/School Security Policies (e.g., ID, access, passwords, drives)	District	
▪ District/School Health Services Policies & Procedures	District	
▪ Communication with Superintendent & School Administrators	District	
▪ Communication with School Staff, Teachers, Counselors, Teams	District	
▪ Communication with School Nurse Corps Program	NCESD	
<b>School Nurse Practice</b>		
▪ National Association of School Nurses (NASN)	NASN	
▪ NASN Position Statements	NASN	
o Education, Licensure & Certification of School Nurses (2016)	NASN	
o The Role of the 21 <sup>st</sup> Century School Nurse (2016)	NASN	
▪ NASN School Nurse Scope & Standards	NASN	
▪ School Nurses of Washington (SNOW)	SNOW	
▪ WA State Nurses Association (WSNA)	WSNA	
▪ OSPI Health Services Staffing Model	OSPI	
▪ WA DOH Nursing Commission: Standards, Advisory Opinions & Bulletins	DOH Subscriptions	
▪ Delegation: NCQAC Decision Tree, Rescinding Delegation, UAPs	NCQAC, NASN	
▪ School Nurse Calendar of Activities	OM, SNC Website	
▪ Safe to Practice Policy	NCQAC	
<b>Related Education Systems and Resources</b>		
▪ Essential Academic Learning Requirements (EALR)	OSPI	
▪ Homeless Children & Youth	OSPI	
▪ Migrant & Bilingual Education	OSPI	
▪ WA State Laws Regulating Home-Based Instruction Guide	OSPI	
▪ Early Childhood Education Assistance Program (ECEAP)	WA DEL	
▪ WA School Nurse Case Management	OSPI, NCESD	
▪ School-based Program Directors, Coordinators & Teams	District	
▪ WA State School Directors Association (WSSDA) Model Policies & Procedures	WSSDA	
▪ WA State Department of Children, Youth, & Families (DCYF)	DCYF	
<b>Laws and Regulations</b>		
▪ WA State Legislature Laws & Agency Rules	WA DOH/NC	
▪ School Safety Center: School Safety & Security Related RCWs & WACs	OSPI	
▪ Confidentiality: FERPA & HIPAA	HHS.gov	
▪ Child Abuse Recognition & Reporting	WA DEL, RCW	
▪ DSHS Protecting the Abused & Neglected Child	DSHS	
▪ School Nurse Malpractice Insurance	NASN, Lockton	
▪ WA Guide to Care for Minors without Parental Consent	OM	
▪ Authorization for Exchange of Healthcare Information Forms	District/Agency	
▪ McKinney-Vento Homeless Assistance Act / Homeless Student	NCHE	

Topic	Source	Reviewed
<b>Health Room Management</b>		
▪ Supplies and Equipment (e.g., first aid & trauma supplies, hygiene)	District	
▪ Documentation	District	
▪ Infection Control / Isolation Practices	District	
▪ Student Confidentiality	District	
▪ Security (e.g., locked cabinets, refrigerator, records storage)	District	
▪ Safety (student and staff safety)	District	
▪		
<b>Medication Management</b>		
▪ Guidelines for Medication Administration in Schools Manual	OSPI	
▪ Medication Administration in the School Setting Clinical Practice Guidelines	NASN	
▪ Processes and Forms ( medication authorization, Rx vs. OTC, Rx requirements)	District	
▪ Documentation (electronic, paper)	District	
▪ Medication Administration Training, Delegation & Supervision of Unlicensed Assistive Personnel (UAPs) - Annually & Throughout Year	RCW/OSPI/District	
▪ Medications at Out-of-School & Special Events (sports/band/team/field trips)	NCQAC, OM	
▪ Self-Carry & Self-Administration Guidelines	RCW/OSPI/District	
▪ Meds & Equipment: Insulin Pumps, Continuous Glucose Monitors, Glucagon, Inhalers, EpiPen, Midazolam, Naloxone, Diastat, Epidiolex, Marijuana, G-tubes	RCW/OSPI/District	
▪ Medication Error Reporting and Follow-up	RCW/OSPI/District	
▪ Safe Medication & Sharps Disposal (drop sites, drop boxes, mailers)	RCW	
<b>Emergency Care Plans (ECP)</b>		
▪ Life-Threatening Law	RCW	
▪ Nursing Process	RCW/OSPI/District	
o Assessment: student health hx, assessment, parent contact, provider	RCW/OSPI/District	
o Planning: Development of Emergency Care Plan (ECP)	RCW/OSPI/District	
o Implementation: Annual & PRN Staff Training & Delegation	RCW/OSPI/District	
o Evaluation & Plan Revisions	RCW/OSPI/District	
o Documentation / Data		
▪ Tools		
o Bulletin No. 61-02: Life-Threatening Health Conditions	OSPI	
o OSPI Care of Children with Diabetes Guideline Manual	OSPI	
o OSPI Asthma Guidelines Manual	OSPI	
o OSPI Anaphylaxis Guidelines Manual	OSPI	
o OSPI Life Threatening Food Allergies Manual	OSPI	
o WA IAA Concussion Management Guidelines Manual	WA IAA	
<b>Individual Health Plans (IHP)</b>		
▪ Nursing Process	RCW/OSPI/District	
o Assessment: student health hx, assessment, parent contact, provider		
o Planning: Development of Individual Health Plan (IHP)		
o Implementation: Training & Delegation		
o Evaluation & Plan Revisions		
o Documentation / Data		
▪ Inclusive & Equitable Assessments & Care		
▪ Parent Designated Adult (PDA): Training and Oversight		
<b>Special Education/Section 504 Plans/Home Hospital</b>		
▪ Individuals with Disabilities Education Act (IDEA)	OSPI	
▪ Special Education (SPED)	OSPI	
▪ Development of Individual Education Plan (IEP)	OSPI	
▪ Section 504 Plans	OSPI	
▪ Free and Appropriate Public Education (FAPE)	OSPI	
▪ Home Hospital Instruction		

Topics	Source	Reviewed
<b>Immunization and Communicable Disease Requirements</b>		
▪ OSPI Infectious Disease Control Guide Manual	OSPI	
▪ WA State DOH School Entry Immunization Requirements	DOH, RCW	
▪ WA IIS / School Module Self Study Training Videos & Reference Guides	DOH IIS Portal	
▪ WA State Certificate of Immunization (CIS)	DOH	
▪ WA State Certificate of Exemption (COE)	DOH	
▪ Student Immunizations (district policy, compliance, tracking, reporting)	District	
▪ Staff Immunizations (district policy, compliance, tracking, reporting)	District	
▪ Bloodborne Pathogen Training	District	
▪ District & County Health Department (LHJ) Relationships	NCESD	
▪ Infectious Disease Outbreaks: Reporting & Management	OSPI, DOH	
<b>Health Screenings</b>		
▪ Vision Screening Standards	WAC	
▪ Clear & Credible Pediatric Vision Screening Tutorial (optional; free)	SchoolHealth.com	
▪ Children's Vision Screening Certification (\$175.00)	Prevent Blindness	
▪ Hearing Screening Standards	WAC	
▪ Childhood Hearing Screening Guidelines	AAA	
<b>Whole Child Resources</b>		
▪ Adverse Childhood Experiences (ACEs)	CDC	
▪ School Employee Wellness Guide	CDC	
▪ NASN Position Statements	NASN	
▪ Whole School, Whole Community, Whole Child: Implications for 21 <sup>st</sup> Century School Nurses	NASN	
▪ CDC School Health Index	CDC	
▪ CDC Parent Engagement Guide	CDC	
▪ District Teams: Health & Safety, Wellness	District	
<b>Student Health Records</b>		
▪ Documentation	District	
▪ Electronic Health Records (Skyward, Qmlativ, NASIS)	District IT/NCESD	
▪ WA State School Districts & ESD Records Retention Schedule	WA SOS	
▪ Guidelines for Handling Health Care Information in School Records	OSPI	
<b>Health Education and Counseling</b>		
▪ Health and Physical Education Standards	OSPI	
▪ Comprehensive Sexual Health Education	OSPI	
▪ KNOW Curriculum	OSPI	
▪ School Health Profiles	OSPI	
<b>Student Referrals</b>		
▪ Licensed Healthcare or Dental Provider Referral Process	District	
▪ NCESD School Nurse Case Managers / Regional Migrant Health Case Managers	NCESD / OSPI	
▪ School-based Support Services (behavioral health, drug counseling)	District	
<b>Data: Required Reports and Data Resources</b>		
▪ OSPI District Assessment of Student Health Services (Annual)	OSPI/NCESD	
▪ NCESD SNC Required Reports / Quality Improvement	NCESD	
▪ Healthy Youth Survey Data	Askhys.net	
▪ WA State School Report Card Data	OSPI	
▪ Adolescent & School Health Data	CDC	
▪ Mid-Year and End of Year Superintendent Summary	Self	
<b>Emergencies/Disaster Preparedness</b>		
▪ Emergency Flip Chart	DOH	
▪ How to Respond - Injury & Illness at School	<a href="#">OSPI</a>	
▪ School District Disaster Plans	District	
▪ First Aid / CPR / AED / Bleeding Management (Stop the Bleed)	District	
▪ Combat First Aid / SETT First Aid (SETT: School Emergency Triage Training)	NASN	

Topics	Source	Reviewed
<b>Resources</b>		
▪ NCESD School Nurse Webpages	NCESD	
▪ NCESD School Nurse Google Drive	NCESD	
▪ Student Health Services Guidebook	SNCA	
▪ School Nurse Resource Guide	NCESD	
▪ School Nurse Directory	NCESD	
▪ WA State School Staff Health Training Guide	SNCA	
▪ OSPI Health Services Newsletter & Resources	Self	
▪ NASN School Nurse	NASN	
▪ Journal of School Nursing (JOSN)	NASN	
▪ Journal of School Health (JOSH)	Wiley	
▪ NCESD SNC Lending Library	NCESD	
▪ HEALWA Account (oncall library for WA State practitioners)	Self	
▪ Wiley Online Library Account	Self	
▪ WIN 211	WIN 211	
▪ Washington Connection	WA Connection	
▪ Memberships: SNOW/NASN, WSNA	NCESD / Self	
<b>Certifications and Continuing Education</b>		
▪ WA State Certification: Education Staff Associate (ESA) Certificate	OSPI	
▪ National Board for Certification of School Nurses (NBCSN)	NBCSN	
▪ Regional, State, National Workshops/Conferences	OSPI, DOH, NASN	
▪ UW Nursing Grand Rounds and Continuing Education	UW	
▪ Seattle Children's Grand Rounds & Continuing Education	Seattle Children's	
▪ NASN Learning Center (wide range of trainings & resources)	NASN	
• WA State DiSH (Diabetes in School Health)	DiSH	
• National Training Content (e.g., ADA, ALA, Epilepsy Foundation, SAMPRO)	Multiple	
<b>Accounts and Requirements</b>		
▪ District Email	District IT	
▪ District Telephone	District IT	
▪ VectorSolutions Account & Assigned Online Training Modules	District BO	
▪ Electronic Education Record Account & Appropriate Access	District IT	
▪ District Shared Drive Health Services Folder Access	District IT	
▪ pdEnroller Account	Self	
▪ WA DOH WAIS Account / School Module Access Account	Self / WA DOH	
• NCESD School Nurse Demographic Form	Self	
• NCESD School Nurse Lending Library Agreement	Self	
<b>District Policies / Procedures / Processes</b>		
▪ District Chain of Command	District	
▪ Employment Status (classified, certificated)	District	
▪ District Health Services Team (introductions, work relationships, work model)	District	
▪ Direct Supervisor / Performance Evaluation Process	District	
▪ School Nurse Contract	District	
▪ Developing a Routine Schedule / Schedule Posting	Self/District	
▪ Reporting Off / Reporting Out / Leaving Campus	District	
▪ HR Policies: Lunch, Sick/Vacation Days, Payroll, Expense Approval/Reimbursement	District	
▪ District Health Services Budget	District	
▪ Role Modeling / Lead by Example	Self	

Name: \_\_\_\_\_ District: \_\_\_\_\_ Date: \_\_\_\_\_