

Monthly Checklist for District Health Coordinators

***** This is a sample list intended to help with organization and awareness of upcoming or due items and is not an exhaustive list. Always ensure compliance with your district's policies and procedures.***

July

- ☐ Inspect all Automated External Defibrillators (AEDs) and begin a new inspection checklist for the upcoming school year.
- ☐ Review list of AED trained staff and coaches.
- ☐ Review the building's Emergency Response Plan with administration and designated staff to ensure compliance with KRS 158.162 and KRS 158.838.
- ☐ Review standing orders, meet with medical director to have signed current orders on file.
- ☐ Conduct supply inventory and order additional items as needed.
- ☐ Clean and organize office.
- ☐ Notify staff to complete the medication training course after July 1 for the current school year. Bring completion certificate to school nurse for skills competency check.
- ☐ Send notification to parent/guardian of student with expired immunization record for compliance when school starts. (Alert can be set up in Infinite Campus (IC) for parents.)
- ☐ Prepare for annual training such as staff medication training, CPR/AED/First Aid, AED training, and bus driver emergency medication training as needed.
- ☐ Make copies and forms for the year.
- ☐ Support planning and execution of Back-To-School Fair.
- ☐ Invite local agencies that provide medical services to participate in the district-wide health fair, if applicable and Back-to-School Night.
- ☐ Consider Attending Kentucky School Nurses Association Conference.
- ☐ Make copies of signed district standing orders and distribute them to district nurses.
- ☐ Review health needs of incoming students, clarify with parents as needed, and send provider order forms or care plans via email, mail, or upload into IC OLR (online registration).
- ☐ Record medication and supply expiration dates in the calendar with alerts set one month prior.
- ☐ Review the Records Retention Schedule to ensure full compliance. Dispose of items according to the guidelines and retain all documents required by the schedule.

Items for Data and Report Review

- ☐ Run **Immunization Certificate Report** (Infinite Campus) for expired immunizations and data entry errors.
- ☐ Review **Health Processing** under **Census** to ensure enrolled students are captured in Infinite Campus when district utilizes online registration.
- ☐ Inspect AED units and verify pad and battery expiration dates.

☐ Run **Kentucky Immunization Certificates** and **Health Screening Compliance Report** under **Reports**. Determine follow-up protocol with parents/guardians as a district.

August

- ☐ Report AED number totals into the KDE reporting tool.
- ☐ Compile a list of building-level first aid providers and staff trained in diabetes and seizure care, as required by KRS 158.838 also AED trained users.
- ☐ Create a comprehensive list of student health conditions along with emergency contact information and share it with the transportation director.
- ☐ Complete medication administration training and verify competency using the skills checklist for all delegated staff.
- ☐ Ensure appropriately trained staff are present in building in accordance with KRS158.838. Confirm a trained employee is on duty all day to support emergency diabetes and seizure medication administration (KRS 158.838; KRS 156.502)
- ☐ Conduct bus driving training on emergency medications.
- ☐ Ensure required staff have been trained in CPR/AED/First Aid.
- ☐ Schedule a back-to-school meeting with nurses addressing updated health care plans and current year AED checklist.
- ☐ Attend open houses with copies of medication consent forms available for parents, and be prepared to collect screenings, physical forms and provider orders.
- ☐ Decide which grades will receive hearing and vision screens according to 702 KAR 1:160.
- ☐ Set up alerts in IC when student medication expires to give parent ample notice.
- ☐ Verify provider orders and emergency action plans (EAPs) are on file for all students who require emergency medications.
- ☐ Review emergency medication expiration dates and send parent/guardian a renewal reminder one month before the prescription expires.
- ☐ Store emergency medications in a secure, easily accessible location along with provider orders and a copy placed in a clearly labeled container. If a student carries his/her medication, ensure staff know its location.
- ☐ Enter stock emergency medication counts into IC.
- ☐ Enter health conditions into IC with appropriate flags and alert staff on need-to-know basis.
- ☐ Ensure parental/guardian consent has been secured and on file to treat each student.
- ☐ Ensure all staff training (medication, diabetes, seizure) is completed and certificates with competency checklists are properly filed and staff trained according to KRS 158.838.
- ☐ As provider orders are received, enter the information into IC and scan and upload the documents into the system.
- ☐ Set up Health Office Calendar in IC with scheduled visits.
- ☐ Review annual budget.
- ☐ Complete Cardiac Emergency Response Plan (CERP) and drills prior to each sporting season.
- ☐ Register for regional District Health Coordinators (DHC) meeting conducted by KDE.

Items for Data & Report Review

- ☐ Review **Health Processing** under **Census** to ensure enrolled students are captured in IC when districts utilize online registration.
- ☐ Record student health **Conditions**, set alerts, and share information with staff on a need-to-know basis.
- ☐ Inspect AED units and verify pad and battery expiration dates.
- ☐ Run the **Health Office Visit Report** and ensure every visit has an entered discharge.
- ☐ Run **KY Immunization Certificates** and **Health Screening Compliance Report** under **Reports**. Decide how to follow up with parents/guardians as a district.

September

- ☐ Follow up with staff on delegated skills competency according to the Kentucky Board of Nursing, [Advisory Opinion Statement # 15](#).
- ☐ Host vision, hearing and dental programs as decided on by district.
- ☐ Determine a district-wide process for notifying guardians when students are missing required screenings, such as dental, vision, physical or immunizations.
- ☐ Attend regional DHC meeting.
- ☐ Given the scheduled date for hearing and vision screenings, consider starting them this month to allow time for students to see a provider during fall break if referrals are needed.
- ☐ Review/Enter trained AED users into the Kentucky Department of Education (KDE) AED Reporting Tool according to KRS158.162.

Items for Data and Report Review

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October

- ☐ Review the KDE AED Reporting Tool to confirm that all required staff and coaches have completed AED training and are accurately entered into the system.
- ☐ Follow up on screening referrals after fall break.
- ☐ The AED reporting cycle is Oct. 2–Oct. 1. Enter all AED trained users into the KDE AED Reporting Tool by Nov.1 annually.

- ☐ Superintendent reminder to submit AED compliance letter electronically to KDE by Nov. 1. Verify that the superintendent has completed the annual AED verification letter and submitted by Nov. 1. (KRS 158.162).

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November

- ☐ Ensure all required building-level AED trained staff and coaches (Oct. 2 – Oct. 1) are entered into the KDE tool by Nov. 1.
- ☐ Collaborate with school counselor the possibility of adding a letter about 6th-grade physical requirements to 5th-grade report cards at Christmas break.
- ☐ Complete the Kentucky Department for Public Health (KDPH) Immunization Survey online by Dec. 31. (Run the **Immunization Summary Report** to obtain counts.)
- ☐ Create a list of kindergarten students who are missing dental and vision exams for the current school year by running **Student Health Screening Report**. Send alerts to parents' screenings are due Jan. 1 of current school year.

Items for Data and Report Review

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- ☐ Inspect AED units and verify pad and battery expiration dates.
- ☐ Run the **Health Office Visit Report** and ensure every visit has an entered discharge.
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December

- ☐ Send the 6th-grade physical request letter home with each 5th grader's report card and optionally send an IC alert or One Call; scan all signed letters and upload them into IC as documentation.
- ☐ Notify guardians, according to district policy, of students who do not have the required vision and dental exam on file, due Jan. 1.
- ☐ KDPH Immunization Survey is due, reach out to KDPH for reporting deadline.

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January

- ☐ Review and restock health office supplies to ensure readiness for flu season.
- ☐ Ensure kindergarten dental and vision exams are on file in compliance with KRS 156.160.

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February

- ☐ Ensure required screenings are completed as outlined in 702 KAR 1:160; begin planning to conduct them and consider using Health Occupation Students of America – Future Health Professionals (HOSA) students to assist.
- ☐ Plan Pre-K and Kindergarten screening/registration for March, coordinate with the HOSA sponsor for support, and involve nurses as needed for screenings.

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March

- ☐ Work Pre-K and Kindergarten screening/registration.
- ☐ Plan/schedule medication administration training, skills check and diabetic training for summer programs. Reminder: The new school year begins after July 1, and staff will be required to retake the course for the upcoming school year.
- ☐ Follow up with district nurses to ensure all required data is entered into Infinite Campus before the KDE data pulls in June.
- ☐ Enter district and contract-hired nurse counts. Reminder: Report only full-time and part-time nurses. Do not include substitute nurses in your count.

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April

- ☐ Watch for KDE announcements about the End-of-Year (EOY) Webinar.
- ☐ Begin IC data clean-up in preparation for end-of-year reporting.
- ☐ Review the Records Retention Schedule to ensure full compliance. Dispose of items according to the guidelines and retain all documents required by the schedule.

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May

- ☐ Inform parents' need of current-year provider orders for their child for the next school year.
- ☐ Obtain a list of retained students from school counselors.
- ☐ In mid-May, send home new MD order forms for the upcoming school year with a cover letter, and document the forms were sent home in IC under Health Office Visits.
- ☐ Ensure EpiPens, inhalers, and all emergency medications are sent home with students on the last day of school and arrange with parents for the pickup of any remaining medications.
- ☐ Ensure all cabinets and the medication cart are clear of medications, and all items are disposed of properly. Document all disposal and any unclaimed medications in accordance with district policy and state law.
- ☐ Identify staff assigned to summer school programs and ensure they are properly trained in medication administration, diabetes care, and seizure response.
- ☐ Ensure all IC data is fully entered by June 1, prior to KDE's data-retrieval process.
- ☐ Inspect AED units and verify pad and battery expiration dates.

Items for Data and Report Review

- ☐ Run the HOV report to ensure every visit has an entered discharge.
- ☐ Run **Kentucky Immunization Certificates** and **Health Screening Compliance Report** under **Reports**. Decide how to follow up with parents/guardians as a district.

Before Leaving for the Summer

- ☐ With the Principal, identify staff needing medication-administration, diabetic-care and seizure-response training for the next school year and notify staff of summer or online training options available after July 1.
- ☐ Plan district-wide first aid/CPR training for staff and inform principals of the scheduled dates and which personnel must participate.
- ☐ If sharing health office data, present the end-of-year report to the board.
- ☐ Ensure all health data is fully reviewed and cleaned by June 1.
- ☐ Review current supplies and begin the supply order list to be submitted after July 1.