

# School Nursing Checklist

## Activity, Action, and Screenings for Public Schools

Use this checklist as a guide to meet your training\* and planning needs for the school year.

### Beginning of the School Year

Code of Virginia  
Reference and Guidance  
Documents

#### Local Policy & Protocol Changes

- ✓ Identify and review new practice guidelines, policies, and documents.
- ✓ Identify any changes needed.

\*VDOE has developed training modules for new school nurse orientation and new school nurse coordinators orientation. [Learning & Resource Center for School Health Professionals](#)

[VDOE School Health Guidance and Resources Website](#)

#### Preparation

- ✓ Set up a health room.
- ✓ Send a message to teachers, parents, and guardians introducing yourself and sharing your role in keeping students and schools healthy.
- ✓ Review school enrollment physicals, or student health history forms, follow up and contact parents with any questions or concerns.
- ✓ Direct parents/guardians to download and print the Commonwealth of Virginia School Entrance Health Form MCH 213G from the VDH School Health Website as needed.

[VDH School Health Website](#)

[§ 22.1-270. Preschool Physical Examinations](#)

[Virginia School Health Guidelines](#)

[School Entrance Health Form \(MCH213G\)](#)

[Multiple Languages Available](#)

#### [Instructions](#)

- ✓ Work with parents/guardians, school staff, local health departments, and community health care providers to identify and follow up with students needing school required immunizations (especially middle school –7th grade: HPV, Tdap, & MenACWY and high school –12th grade: MenACWY).

[§ 22.1-271.2 - Immunization Requirements](#)

[§ 32.1-46 - Immunization of Children Against Certain Diseases](#)

<https://www.vdh.virginia.gov/backtoschool/>

- ✓ Immunization resources and optional VDOE Module 2 Immunization Training can be accessed here:

[12VAC5- 110 Regulations for the Immunization of School Children](#)

- [Learning & Resource Center for School Health Professionals](#)
- [VDH Immunization Requirements](#)
- [VDH-Childhood-and-Adolescent-Vaccine-Schedule Infographic](#)
- [Certificate of Religious Exemption](#)

- ✓ Work with students and parents/guardians to update or develop individual health care plans (IHPs), Diabetic Medical Management Plan (DMMP), and emergency care plans (IEPs).

[§ 22.1-274.01:1. Students who are diagnosed with diabetes; self-care; insertion and reinsertion of insulin pump.](#)

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### Preparation continued:

- ✓ Obtain necessary forms, supplies, and medication prior to the start of school.
  - [Virginia Diabetes Council Tool Kit – DMMP and Forms](#)
  - [Seizure Action Plan](#)
  - [AAAAI Asthma Resources](#)
  - [Asthma Emergency Action Plan](#)
  - [Anaphylaxis Emergency Action Plan](#)
- ✓ Obtain necessary provider information and forms for daily/prn medications and health procedures to be administered in the schools setting per local school policy.
- ✓ Confirm forms, IHPs/IEPs, and training methods are current, evidence-based.

### All required training-prior to school start and obtaining medication

- ✓ Train school staff as appropriate regarding health and emergency care plans:
- ✓ All training modules may be accessed at the [VA Student Services-learning Center](#)
- ✓ Epi Pens (Stock Emergency Medication) and provide Epinephrine Accessibility in the School Setting (2 staff members - annual): [Links to anaphylaxis and epinephrine Info](#)
- ✓ Additional Training: [CODE ANA](#)
  - Albuterol Accessibility (Undesignated Stock Emergency Medication) in the Public School Setting:\*Annual Training may be accessed at the <https://vastudentservices-clc.org/learning-center/>
  - [Obtain standing order, MOU and Albuterol inhaler medication and valved holding chamber/Spacers](#)
  - CPR, First Aid, and AED- 2 Staff members (per building) [CPR/AHA Automatic External Defibrillator \(AED\) Guidelines for Schools Redcross.org/take-a-class/cpr/cpr-training /cpr-renewal](#)
- ✓ [Obtain standing order, MOU and Epi Pen medication](#) (Adult and Junior)
- ✓ Train additional school staff (clinic back up) as appropriate regarding medications and procedures to be administered in schools.
  - [Diabetic management and training \(annual\)](#)
  - [Medication administration training \(annual\)](#)
  - Solucortef - [Medication training>Solucortef for Adrenal Insufficiency](#)

#### Code of Virginia Reference and Guidance Documents

[§ 22.1-274.2. Possession and self-administration of inhaled asthma medications and epinephrine by certain students or school board employees](#)

[§ 22.1-274. School health services-Virginia law](#)

[§ 22.1-274.2. Possession and self-administration of inhaled asthma medications and epinephrine by certain students or school board employees](#)

[§ 22.1-274. School Health services. \(E\).](#)

[§ 22.1-274.01:1. Students who are diagnosed with diabetes; self-care; insertion and reinsertion of insulin pump 8VAC20-671-710. Medication and Health 18VAC90-21-30. Content](#)

[§ 54.1-3408. \(H\) Professional use by practitioners.](#)

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- **Naloxone administration training** (Optional- if school board approves)
  - [Naloxone Administration Procedures Form for School Health Personnel](#)
  - [Naloxone Medication \(REVIVE\)](#)
- **VDH Pharmacy** <https://www.vdh.virginia.gov/epidemiology/naloxone/>
- ✓ Provide require training to any additional school staff in:
  - [Universal precautions / bloodborne pathogens \(annual\)](#)
  - [Epilepsy Foundation: Seizure training-first-aid-and-safety](#) (biennial training of all school employees with direct student contact)
- ✓ Other potential health emergencies according to needs in your school
  - Abdominal thrust maneuver (cafeteria workers)
  - G-tube feeding

### Mandated Data Reporting

- ✓ Monitor and establish a plan for conditional enrolled students. Periodically audit current student's immunization records for compliance.

### Immunization Reporting

- ✓ Immunization Status report due to VDH by Oct 15 of each year:
  - Adequately immunized enrolled kindergarten students who have received the following vaccines with the appropriate valid doses, as of the 1st day of school: DTaP, Polio, MMR, Varicella, Hepatitis B, and Hepatitis A
  - Adequately immunized enrolled 7th grade (middle school) students who have received the following vaccines with the appropriate valid doses, as of the 1st day of school: Tdap, MenACWY or MCV4, HPV.  
**\*HPV is mandated by the Code of Virginia for 7th grade students and requires reporting of the number of students who have and have not received the vaccine.**
  - January – Selected Public and Private Schools will need to complete an additional immunization survey: Virginia Annual Immunization Survey is reported to the CDC– If your school division is selected to participate, your principal or superintendent will be notified by mail.
  - Adequately Immunized enrolled High School (12th grade) students who have received the following vaccine with the appropriate valid doses, as of the 1st day of school: MenACWY or MCV4

### Data Collection for Public Schools Only

*Summary of division data submitted by school nurse coordinators or designated nurse and or administrator to report to SSWS.*

#### Code of Virginia

[Best practices for Administration of Naloxone in the School setting](#)

[OSHA Bloodborne Pathogen Training Guidance](#)

[22.1-274.6](#)

[Approved Training Programs Seizures](#)

[Guidelines for Healthcare Procedures in Schools](#)

[School Health Activity Chart](#)

[Virginia Immunization Requirements](#)

[School Required Immunizations-VA Code 32.1- 46](#)

[Immunization Requirements School](#)

[Required Vaccines](#)

[Immunization Requirements](#)

[School Health Services Website](#)

[Single Sign-on Web Server \(SSWS\) link \(Public Schools Only\)](#)

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- ✓ Review (1) School Health Services (chronic conditions, staffing, and disposition) and (2) Vision and Hearing Surveys for the year.
- ✓ Check with your [Single Sign on Web Server \(SSWS\) Administrator](#) (usually in your Central Office) for Administrative Access to SSWS. Please remember your password!
- ✓ Notify school staff of data to be collected and check with your technology department for assistance with pulling this information.
- ✓ The collection window is open until June 30th of the current school year.
- ✓ Scoliosis data should be maintained at the local level. No report to state per VDOE Data.

**Code of Virginia  
Reference and Guidance  
Documents**

## Ongoing Efforts Throughout the School Year

### Mandated Public School Screening

School divisions have flexibility- familiarize and follow school policies regarding screenings.

- ✓ Schedule [hearing](#) and [vision](#) screenings for K, 2 or 3, 7, and 10 grades: Schedule a date for screening within the first 60 days of school start. This needs to be put on the school calendar and may be completed at any time within the school year.
  - Develop a plan for re-screening and referrals as needed.
  - All children, within 60 administrative working days of initial enrollment in a public school, shall be screened in the following areas to determine if formal assessment is indicated: (a) speech, voice, and language; (b) fine and gross motor functions; and (c) vision and hearing.

\* Because all children are required to have a physical examination when they first enter school, it was determined that this requirement would provide adequate screening for kindergarten students.

- ✓ Therefore, the only health screening required to be done for pupils will be for sight and hearing defects... **SUPTS. MEMO. SUPTS. MEMO.**  
No.159, August 19, 1987, Subject: Procedure for Implementing School Law 22.1-273

### Encouraged Screening

- ✓ **Height and weight screening.** There is no specific mandate for annual height and weight screenings in Virginia. However, height and weight measurements are a component of a complete physical examination, included in the comprehensive physical examination required for school entry into kindergarten or elementary school, and the yearly physical examination for participation in competitive sports in the high school.

[Code of Virginia, § 22.1-273](#)

[Code of Virginia § 22.1-214](#)

[8 VAC 20-250-10](#)

[8VAC20-81-50\(c\)](#)

[DOE Support SUPTS MEMOS](#)

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## Activity, Action, and Screenings for Public Schools

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**Speech, voice and language** - Because all children are required to have a physical examination when they first enter school, it was determined that this requirement would provide adequate screening for kindergarten students. SUPTS. MEMO. SUPTS. MEMO. No. 159, August 19, 1987, Subject: Procedure for Implementing School Law 22.1-273

- ✓ **Fine and gross motor skills** - Because all children are required to have a physical examination when they first enter school, it was determined this requirement would provide adequate screening for kindergarten students. SUPTS. MEMO. SUPTS. MEMO. No.159, August 19, 1987, Subject: Procedure for Implementing School Law 22.1-273

### ✓ **Scoliosis Screening**

- Each school board shall implement a scoliosis program which consists of the provision of parent educational information of scoliosis for students in grades 5 through 10 **OR** the implementation of a program of regular screenings for scoliosis for students in grades 5 through 10. School boards shall not impose a fee for any scoliosis program implemented.
- School boards shall not be required to screen students in grades 5 through 10 who have been admitted for the first time to a public school and who have been tested for scoliosis as part of the comprehensive physical examination required by [§22.1-270 of the Code of Virginia](#) or those students whose parents have indicated their preference that their children not participate in scoliosis screening.

\*Encouraged Practices: Teachers at all grade levels are observant of speech defects, postural deviations, hearing impairments, dental defects, visual problems, and significant deviations in height and weight. If observed, they should be recorded on the health record and reported to the school nurse for follow up. SUPTS. MEMO. No. 159, August 18, 1987, Subject: Procedures for Implementing School Law 22.1.1-273

## School Required Immunizations- Conditional Enrollment

- ✓ Monitor and establish a plan for conditional enrolled students. Periodically audit current students' immunization records for compliance.

## Field Trips

- ✓ In preparation for field trips, meet with school administrators, grade level teachers, and other staff members to set expectations and provide detailed instructions for first aid and medication.

### Code of Virginia Reference and Guidance Documents

[8 VAC 20-81-50  
DOE Support SUPTS  
MEMOS](#)

[8 VAC 20-81-50](#)

[Code of Virginia,  
§ 22.1-214](#)

[DOE Support SUPTS  
MEMOS](#)

[Code of Virginia §22.1-270](#)

[8VAC20-690-20](#)

[DOE Support SUPTS MEMOS](#)

[School Immunizations  
Requirements](#)

[Virginia Immunization  
Requirements](#)

[DOE, Medication  
Administration Manual  
for Training Unlicensed  
Personnel](#)

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- ✓ School nurses need advanced notice to adequately prepare for these events. School administrators should support you in this effort.
- ✓ Review Field Trip information in Medication Administration Manual

Code of Virginia  
Reference and Guidance  
Documents

### Miscellaneous

- ✓ Continue referrals and follow up of screening results.
- ✓ Promote COVID and flu vaccinations of staff/students.
- ✓ Review students who have been absent or consistently late and follow up.
- ✓ Continue providing direct care or ongoing supervision of delegation, as appropriate outreach to teachers regarding student health concerns.
- ✓ Review student progress on plan goals and adjust as needed.
- ✓ Document request to parents for additional medication or medical supplies. Check for expired medications.

## End of the Year Wrap Up

### Medication

- ✓ Return medications and any devices to parents. A receipt of items is recommended. Follow instructions for **Disposal of Medication at the end of the school year**. Unused or expired – optional **Return for destruction** to VDH Pharmacy Epinephrine and Albuterol. [Superintendent's Memo 159-15](#).

### Communication

- ✓ Send letters to parent to notify of Immunization Requirements: HPV, Meningococcal (MenACWY), and Tdap requirements for middle school (7th grade) and Meningococcal (MenACWY) for high school (12th grade) students.
- ✓ Send necessary forms home to parents for the upcoming school year -Emergency Action Plans, Diabetic Medical Management Plans and Medication Administration. Students may see healthcare providers over the summer break.
  - [Virginia Diabetes Council Tool Kit – DMMP and Forms](#)
  - [Seizure Action Plan](#)
  - [AAAAI Asthma Resources](#)
  - [Asthma Emergency Action Plan](#)
  - [Anaphylaxis Emergency Action Plan](#)

[School Required Immunizations-VA Code 32.1- 46 Immunization Requirements School Required Vaccines Under links Current Immunization letters \(KG, Middle and High School\)](#)