

# Student Health Services

## 2008-2009 School Health Calendar



### August 2008

- August 4 - 8** Preplanning Week - Clinic and Office Set-up - Clinic Assistants and SHS Staff  
**August 4** SHS Staff Meeting  
**August 5** New Clinic Assistant Orientation  
**August 6** Experienced Clinic Assistant Orientation – Mandatory for all Clinic Assistants  
 North County & South County Sites

**August 11** **FIRST DAY OF SCHOOL – FIRST SEMESTER**

**August 26** SHS Staff Meeting

**August 29** **CPR & AED Classes - Tri-Cities & Northview Clusters**

- Data Enrollment Information/Emergency Information – *Clinic Assistants*
- Immunization Records Intake & Review - *Data Clerks/School Designee*
- Preparation of Medical Alerts/Chronic Illness Reports - *Cluster Nurses, Clinic Assistants & Data Clerks*
- Begin preparation for Mass Vision and Hearing Screenings - Elementary Schools - *Cluster Nurses*
- Update Student Healthcare Plans - *Cluster & Special Needs Nurses*
- Secure Physician Orders for Medically Fragile Students - *Special Needs Nurses*
- Ongoing Identification of High Risk/Medically Fragile Students - *Cluster and Special Needs Nurses*
- Begin Scheduling Staff for Flu Vaccine Clinics - *Cluster Nurses*
- Contact Middle and High School AED Site Coordinators - ensure manuals/supplies are in compliance
- Send Medication Administration Forms Home to Parents & Set-up Medication Administration Forms Logs in Schools
- Begin Coordinating & Conducting In-services to Address Classroom Health Issues - *Cluster & Special Needs Nurses*
- Kick-off Hand-washing Campaign in Elementary Schools - *Cluster and Special Needs Nurses*

### September 2008

**September 1** *Labor Day Holiday – School Closed*

**September 3** SHS Coordinator and Special Needs Nurses Meeting

**September 17** Early Release Day - Clinic Assistant Workshops - Complete Orientation / Skills Checklist

**September 23** SHS Staff Meeting

**September 26** SHS Training - Clinic Assistant Sub Class

**September 30** **CPR & AED Classes - Westlake & Alpharetta Clusters**

- Update Emergency Information for Parent Contact Numbers - *Clinic Assistants & Data Clerks/School Designee*
- Follow-up With Students Needing Immunizations - *Data Clerks/School Designee & Cluster Nurses*
- Conduct Universal Precautions Classes - *SHS Staff*
- Continue AED Training & Refresher Classes - Middle & High Schools - *SHS Staff*
- Begin Mass Vision & Hearing Screening - Elementary Schools
- Continue Scheduling Schools for Flu Vaccine Clinics
- *National Head Lice Prevention Month*

### October 2008

**October 10** **Teacher Workday CPR & AED Classes - Creekside & Chattahoochee Clusters**

**October 15** Early Release Day - SHS Handling Medical Emergency Classes - North & South Clusters

**October 25** Breast Cancer Walk

**October 28** SHS Staff Meeting

**October 29-30** **Bus Driver CPR & AED Classes – North and South County Transportation Centers**  
 - **Cluster and Special Needs Nurses**

- Continue Mass Vision and Hearing Screening - Elementary Schools (Cluster Nurses)
- Continue Scheduling Staff for Flu Vaccine Clinics - *Cluster Nurses*
- Begin Scheduling Middle Schools - Scoliosis Screening Dates - *Cluster Nurses*
- Continue Scheduling and Presenting “Handling Medical Emergency” Classes – *SHS Staff (all schools)*
- *National Fire Prevention and Safe School Prevention Week & Red Ribbon Month*
- *Breast Cancer Month Initiatives*

### November 2008

**November 4** *Election Day – School Closed*

**November 19** Early Release Day – SHS Clinic Assistant Workshops

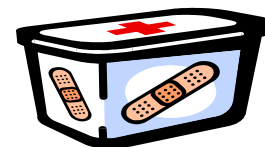
**November 21** **CPR & AED Classes – Riverwood & Banneker Clusters**

**November 25** SHS Staff Meeting

## November 2008, continued

### **November 26-28 Thanksgiving Holiday**

- Continue Mass Vision and Hearing Screening – Elementary Schools - *Cluster Nurses*
- Conduct Flu Vaccine Clinics for Staff – *SHS Staff*
- Continue Scheduling Scoliosis Screening Dates for Middle Schools - *Cluster Nurses*



## December 2008

**December 12 CPR & AED Classes - Creekside & Milton Clusters**

**December 16 SHS Staff Meeting**

**December 19 END OF FIRST SEMESTER**

**December 22 – Jan 2, 2009 Winter Holidays**

- Complete Mass Vision and Hearing Screening - *Cluster Nurses*
- Continue Flu Vaccine Clinics for Staff - *SHS Staff*
- Continue Coordinating the Scoliosis Screening Dates for Middle Schools - *Cluster Nurses*

## January 2009

**January 5 Teacher Workday**

**January 6 FIRST DAY OF SECOND SEMESTER**

**January 19 Martin Luther King, Jr. Holiday**

**January 27 SHS Staff Meeting - Nurses Annual Scoliosis Screening Training**

**January 28 Scoliosis Screening Volunteer Training – South County**

**January 29 Scoliosis Screening Volunteer Training – North County**

**January 30 CPR & AED Classes – Westlake and North Springs Clusters**

## February 2009

**February 16 President's Day Holiday – Schools Closed**

**February 24 SHS Staff Meeting**

**February 25 Early Release Day – Clinic Assistant Workshop**

- Begin Middle Schools Scoliosis Screening - *Student Health Services Staff*
- *National Child Passenger Safety Awareness Week*

## March 2009

**March 13 Teacher Work Day – CPR & AED Classes – Roswell & Creekside Clusters**

**March 24 SHS Staff Meeting**

**March 25 Early Release Day**

**March 30 - 31 Bus Driver CPR & AED Classes – North and South County Transportation Centers - Cluster & Special Needs Nurses**

- Complete Middle Schools Scoliosis Screenings - *Cluster Nurses*
- Immunization Requirements Reminder Letters to Elementary & Middle Schools - *Student Health Services*
- Provide Meningitis Information to Middle and High Schools - *Cluster Nurses*
- *Poison Prevention Month*

## April 2009

**April 6 - 10 SPRING BREAK – Schools Closed**

**April 28 SHS Staff Meeting – Begin Planning the 2009-2010 School Year Calendar**

**April 30 CPR & AED Classes - Centennial & Banneker Clusters**

- Continue to Provide Meningitis Information to Middle and High Schools - *Cluster Nurses*
- National Alcohol and Child Abuse Awareness

## May 2009

**May 6 SHS National School Nurse Day Celebration**

**May 15 SHS Clinic Assistant Workshops**

**May 19 SHS End-of-Year Staff Meeting and Planning Session**

**May 22 LAST DAY OF SCHOOL**

**May 25 Memorial Day Holiday**

**May 26 - 27 Post Planning**

- End of the Year Cleaning and Storage
- Reorder Supplies and Forms
- Letters to Parents Regarding Medication Pick-up and/or Disposal
- Complete all Clinic Reports