

Student Health Services

2009-2010 School Health Calendar

August 2009

August 10 **FIRST DAY OF SCHOOL**

August 13 **New SHS Clinic Assistants Orientation: 9AM - 4PM @ The Meadows Operations Center**

August 14 **SHS Back-To-School Planning Staff Meeting: 10:00AM – 1PM @ The Meadows Operations Center**

August 18 **Experienced Clinic Assistant Orientation (Cluster Meetings)**

August 25 **SHS Staff Meeting: 10:00AM – 1PM @ The Meadows Operations Center**

August 28 **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*
- *Begin Scheduling Flu Mist Clinics for Students*

September 2009

September 2 **GRITS Training (North/South Counties)**

September 7 **LABOR DAY HOLIDAY – Schools Closed**

September 9 **SHS Coordinator Meeting with the Special Needs Nurses**

September 16 **EARLY RELEASE DAY - Clinic Assistant Workshops - Complete Orientation/Skills Checklist**

September 18 **CPR & AED Classes - Creekside & Alpharetta Clusters**

September 22 **SHS Staff Meeting: 10:00AM – 1PM @ The Meadows Operations Center**

September 25 **SHS Training - Clinic Assistant Subs Class**

September 28-29 **Bus Driver CPR & AED Classes**

North and South County Transportation Centers - Cluster and Special Needs Nurses

- 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 2009

October 9 **TEACHER WORKDAY (students off)**

October 14 **EARLY RELEASE DAY - SHS Handling Medical Emergency Classes - North & South County Clusters**

October 21 **CPR & AED Classes - Westlake & Chattahoochee Clusters**

October 24 **Breast Cancer Walk**

October 27 **SHS Staff Meeting: 10:00AM – 1PM @ The Meadows Operations Center**

- 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 2009

November 18 **EARLY RELEASE DAY – SHS Clinic Assistant Workshops**

November 20 **CPR & AED Classes – Riverwood & Banneker Clusters**

Student Health Services
2009-2010 School Health Calendar

November 2009 (continued)

November 23 SHS Staff Meeting: 10:00AM – 1PM @ The Meadows Operations Center

November 25-27 THANKSGIVING HOLIDAY (Schools Closed)

- 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*
- Pilot the Flu Mists Clinics for Children/Students



December 2009

December 9 CPR & AED Classes – Langston Hughes & Milton Clusters

December 15 SHS Staff Meeting: 10:00AM – 1PM @ The Meadows Operations Center

December 18 END OF FIRST SEMESTER

DECEMBER 21 – JAN 1, 2010 WINTER HOLIDAYS (Schools Closed)

- 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 2010

January 4 TEACHER WORKDAY (students off)

January 5 FIRST DAY OF SECOND SEMESTER

January 18 MARTIN LUTHER KING, JR. HOLIDAY (Schools Closed)

January 26 SHS Staff Meeting - Nurses Annual Scoliosis Screening Training - 10:00AM – 4:00PM @ The Meadows

January 27 Scoliosis Screening Volunteer Training – South County

January 28 Scoliosis Screening Volunteer Training – North County

January 29 CPR & AED Classes – Westlake and North Springs Clusters

February 2010

February 12 STUDENT/TEACHER HOLIDAY (Schools Closed)

February 15 PRESIDENTS DAY HOLIDAY (Schools Closed)

February 23 SHS Staff Meeting: 10:00AM – 1PM @ The Meadows Operations Center

February 24 EARLY RELEASE DAY – Clinic Assistant Workshop (students dismissed early)

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

March 2010

March 12 TEACHER WORK DAY – CPR & AED Classes – Roswell & Creekside Clusters (students off)

March 23 SHS Staff Meeting: 10:00AM – 1PM @ The Meadows Operations Center

March 24 EARLY RELEASE DAY (students dismissed early)

March 30 - 31 Bus Driver CPR & AED Classes – North/South 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 2010

April 5 -9 SPRING-BREAK (Schools Closed)

April 27 SHS Staff Meeting: 10:00AM – 1PM @ The Meadows (Begin Planning the 2010-2011 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 2010

May 6 SHS National School Nurse Day

May 12 CPR & AED Classes – Johns Creek Cluster (North County)

May 14 SHS Clinic Assistant Workshops

May 18 SHS End-of-Year Staff Meeting and Planning Session & Staff Meeting

May 21 LAST DAY OF SCHOOL

May 24-25 TEACHER WORKDAYS

May 31 MEMORIAL DAY HOLIDAY

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