

ULAP Project Calendar

UPCOMING PROJECTS		
A u g u s t	☐ Daily/Weekly/Monthly Tasks (See Below) ☐ CPR/First Aid/AED train (if not already certified) prior to SPHCP Training ☐ 1:1 SPHCP Training and Monitoring with RN ☐ Updating immunization records ☐ Tdap: 7 th grade IZ Audit of files ☐ TK/Kinder: IZ Audit of files ☐ CHDP/Oral Health File Audit ☐ Update food allergies (cafeteria supervisor, office copy) ☐ Support teachers of students with health concerns ☐ Organize & Distribute First Aid Zip Lock bags to staff ☐ SPHCP Binder Organization/Med Schedule Updates (RN review) ☐ FACES sheet (Picture, DOB, diagnosis of SPHCP Students)	Assist with DEADLINES: 1 st day of school: ☐ Tdap compliance ☐ TK/K IZ compliance ☐ Handout Teacher Welcome Back Letters (box or in person depending on site) Assist with preparation of STAFF TRAINING: ☐ Stock Epi & Glucagon (Best Practice = All Teacher In-Service Day) ☐ RN Consult and Organize Individualized SPHCP Binder
S e p t	☐ Daily/Weekly/Monthly Tasks (See Below) ☐ Audit Office/First Aid Supplies ☐ Assist with Mandated Vision & Hearing Screening	Assist with DEADLINES: ☐ K IZ compliance ☐ TDAP IZ compliance ☐ Epi Volunteer Training (if not completed 1 st day bk)
O c t	☐ Daily/Weekly/Monthly Tasks (See Below) ☐ Assist with parent phone calls for IZ compliance ☐ CHDP/Oral Audit – K/1 st grade letters by backpack	Assist with DEADLINES: None
N o v	☐ Daily/Weekly/Monthly Tasks (See Below) ☐ Establish date w/teachers for Elementary Handwashing Education/Sick Simon (Read book only; RN provide education)	Assist with DEADLINES: ☐ Data collection for IZ reports Due to the state (TK/K & 7 th)
D e c	☐ Daily/Weekly/Monthly Tasks (See Below) ☐ Assist w/Referral Follow Up – vision and hearing	Assist with DEADLINES: None
J a n	☐ Daily/Weekly/Monthly Tasks (See Below) ☐ Postcard Letters for Tdap – 6 th grade only ☐ Oral Health Audit follow up; send letters home via bkpk; phone calls to parents – offer resources and reminder PRN	Assist with DEADLINES: None
Feb	☐ Daily/Weekly/Monthly Tasks (See Below)	Assist with DEADLINES: None
M a r c h	☐ Daily/Weekly/Monthly Tasks (See Below) ☐ Letters for Tdap – 6 th grade only ☐ Order Office/First Aid Supplies (teacher first aid supplies)	Assist with DEADLINES: ☐ K Oral Health Report Data collection
A p r i l	☐ Daily/Weekly/Monthly Tasks (See Below) ☐ Letters for Tdap – 6 th grade only ☐ Parent Phone Calls/Letter for End of Yr Med Pick-Up	Assist with DEADLINES: None
M a y	☐ Daily/Weekly/Monthly Tasks (See Below) ☐ Prep materials for teacher first aid kits ☐ Follow up on K w/o CHDP & 6 th w/o Tdap	Assist with DEADLINES: ☐ Data collection for Hearing Report due by 6/30 ☐ Data collection for Dental Report (SCOHR) due by 5/31
June	☐ Daily/Weekly/Monthly Tasks (See Below)	Assist with DEADLINES: ☐ Hearing Report Completed Date:
July	SUMMER SCHOOL	
Assist with Daily SPHCP Tasks		
ENTER ULAP/SITE SPECIFIC SPHCP SCHEDULE		
Example: 8:15AM – (Room/Building) – (Student Initials) Breakfast/Lunch Coverage		
* PRN Low/High Monitoring for Diabetics – Q15Min until Blood Glucose in normal range (Approx 30-1hr for low treatment)		
Assist with Daily/Weekly Tasks		Assist RN with Monthly/Yearly Tasks
☐ SPHCP – scheduled & PRN (Main daily responsibility) ☐ Minor First Aid ☐ Illness/Injury Documentation		☐ Mandated Screenings V/H (Ongoing) ☐ Chart/File Screening Results (Ongoing) ☐ Assist to send referrals home & putting copies on SIS (Ongoing)

ULAP Project Calendar

☐ SPHCP Binder Maintenance/Audit ☐ SPHCP Face Sheet Maintenance ☐ Inputting health data to SIS ☐ Assist V/H screenings ☐ Parent phone calls as appropriate	☐ Health Concerns – notify RN of concerns brought up by teachers (Ongoing) ☐ Weekly/Monthly SPHCP sign-off and skills check with RN ☐ Maintain organization of SPHCP & Emergency Binders ☐ Screenings: Vision, Hearing, (TK/K,2,5,8,10) & Color Vision (1 st Males) ☐ Audit and Reporting Data to RN for: K Oral, K CDPH, Immunizations, Hearing
---	--