Nurse Responsibilities
Closure of School Year 2023-2024

In order to bring closure to the 2023-2024 school year, many tasks need to be completed. Please ensure all items listed below are finished prior to leaving for the summer.

1. Send request home to parents for medication pickup. **DO NOT** send medication home with the student. 52-Medication Disposition.pdf
   *Be sure to reduce **ALL** dose counts to zero once medication is picked up or disposed of.*
   Due Date: May 24, 2024 Completed On:_____

2. Be sure that all School Health Plan (SHP) forms for 2023-2024 have been entered in School Care and uploaded into IC. **Make a list of students with health conditions that have not been put in IC at the end of the year and send to Zone leaders.** Keep a list for yourself in order to follow up with students for the 2024-2025 school year for those that require procedures or Health Services.
   Due Date: May 28, 2024 Completed On:_____

3. Scan 2023-2024 Nurse Office Consent/Medication Authorization forms in Infinite Campus if they were NOT completed in Parent Place.
   Due Date: May 28, 2024 Completed On:_____

4. Check your Over the Counter (OTC) Stock Medications prior to leaving for summer break. Submit requests for any necessary medications (that are listed on the Standing Orders) to the appropriate school personnel. JCPS board procedure 09.2241 AP.1 describes how to dispose of meds. **Dispose of all expired stock meds and dispose of any stock that will expire before August 2024 unless there is programming scheduled at your school site this summer.**
   Due Date: May 28, 2024 Completed On:_____

5. Lock up OTC stock medications, Stock Epipens that are in your Nurse Office (not the set in the yellow boxes), and other supplies (this includes your COVID and or Flu testing kits).
   Due Date: May 28, 2024 Completed On:_____

6. Check your well room supplies prior to leaving for the summer and submit a request to appropriate school personnel for any needed supplies.
   Due Date: May 28, 2024 Completed On:_____

7. Dispose of medication not picked up properly. For inhalers, throw pieces away in separate garbage cans. For tablets, pour glue in the container and allow it to solidify and dispose of in the garbage can. For liquid medications, put cat litter in liquid and allow it to absorb, and dispose of in garbage can. **A witness is required for all medication disposal. Therefore, please have the witness sign**

and document disposal on the back of the authorization form or MAR and document in EdPlan.
Due Date: May 28, 2024 Completed On:_____

8. Sharps containers: If you have full sharps containers with no mailback label, place them in a cardboard box with a "Biohazard" label (to be sent out by Health Services) and send them to the warehouse at the end of the year. "Unofficial" sharps containers may also be disposed of in the same manner. Place an order for a new one prior to the end of the year.
   Due Date: May 28, 2024 Completed On:_____

9. Scan all paper Medication Administration Records (MARs) and Health Service Logs into Infinite Campus that haven't already been electronically entered.
   Due Date: May 28, 2024 Completed On:_____

10. Complete updated computer modules if applicable.
    Due Date: August 2024 Completed On:_____

11. School issued Laptops/Chromebooks are to be stored per school protocol at your school. **If you have a Health Services issued Chromebook/Laptop and are NOT working backpack league over the summer, return it to Health & Wellness at the Stober building (3301 Stober Road) upon your last working day for the school year.**
    Due Date: Last work day Completed On:_____

Please address any concerns or questions you may have with your NP.

Thank you so much for all that you do! You are positively touching the lives of many JCPS students and their families. Thank you!


THANK
YOU!