

1. State mandated Screenings
 - a. Vision (all grades)
 - b. Height, Weight, and BMI (all grades)
 - c. Hearing (grades K, 1, 2, 3, 7, and 11)
 - d. Scoliosis (grades 6 & 7)
 - e. Physicals (grades K, 6, & 11)
 - f. Dentals (grades 1, 3, & 7)
 - g. Repeat screenings - Many times these students need to be rescreened per mandates.
2. Letters Home Post Screening Completion
 - a. Vision letters (all grades)
 - b. BMI (all grades)
 - c. Hearing referrals
 - d. Scoliosis referrals
 - e. Dental referrals
 - f. Physical referrals
 - g. Follow-ups needed for these letters/referrals
3. Communication
 - a. Parents
 - b. Physicians
 - c. Colleagues
 - d. Faculty
 - e. District aids
 - f. TSS from other agencies
4. Administration of daily medications and prn medications (as needed medications) at multiple times throughout the day.
5. Organization and management of health suite, supplies and equipment for each school.
6. Review Pentamotion Verification Sheets for all students yearly.
7. Managing office visits (Daily numbers vary with the amt. of nursing time in each building. The length of time for each visit may be brief up to an extended period of time.)
8. Maintenance of comprehensive health record for each student K-12
9. Pentamotion Documentation
 - a. Documentation of screenings
 - i. Physicals
 - ii. Dentals
 - iii. Height & Weight
 - iv. Vision
 - v. Hearing
 - vi. Scoliosis
 - b. Updating information (immunizations, medical concerns and alerts, etc.)
 - c. New student entries
 - d. Medications
 - e. Office visits
 - f. Enter Tylenol permission yearly

10. "K" Registration
 - a. Registration process
 - b. Transitional meetings
 - c. Creation of comprehensive health record
 - d. Immunization review and notification to parents when not complete to enter school
 - e. Pentamation documentation
11. Monitor immunizations (e.g. kindergarten, grade 6, and new student entries in all grades)
12. Management of Physician orders (medications and other orders)
13. New student data compilation
14. Access billing
15. Meetings attended
 - a. SAP (Student Assistance Program)
 - b. GAN (Guidance – Administration – Nurse)
 - c. Monthly nurse meetings
 - d. Child Study
 - e. CAASP
 - f. Chapter 15
 - g. IEP/ER/RR
 - h. Safety Committee
16. Reports
 - a. Annual Report to the PA Dept. of Health – continuous data collection
 - b. Accident reports
 - c. Immunization report to the PA Dept. of Health
 - d. Nurse's reports for special education (screenings, IEP/ER/RRs)
17. Screenings for home-schooled and cyber-schooled students
18. Provide health care/information to faculty and staff.
19. Home Visits
20. Follow-up with health-related referrals from office visits
21. Monthly AED checks
22. School Newsletters
23. Management of health records with student withdraws and transfers (health records must be sent to accepting school)
24. Medical emergencies
25. Child abuse reporting
26. Mental health concerns