Orientation Checklist For CT School Nurses

Note: For full accessibility, ensure this document is exported to PDF via the File > Download > Microsoft Word (.docx) route and follow Adobe Acrobat Pro's accessibility guidelines.

Nurse Name: _____ Hire Date: _____
Supervisor: _____ School: _____

This checklist outlines professional, clinical, and legal competencies for new school nurses, aligned with district policies and Connecticut State guidelines. The supervisor and orientee should initial each completed item. We strongly recommend monthly progress meetings for the first two years to support professional development and competency. The school nurse orientation should be overseen and completed by a school nurse supervisor (preferred) or, at a minimum, by a seasoned school nurse.

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Orientation Task	Initials	Intro Date	Mastery Date
Phase 1: Administrative, HR, & Building Orientation			
Job Description & Contractual Terms: Review specific roles, obligations, dress code, lunch parameters, working hours.			
Time & Attendance: Set up logins for time-tracking software and review leave policies. Call out structure for sick/personal days or substitute coverage.			
Professional Frameworks: CT Competency in School Nurse Practice CT Nurse Practice Act NASN Scope & Standards, 4th ed. Understand that yearly performance appraisals are based on these standards.			
Building Logistics: Introductions to Principal & Main Office, Special Ed, Counselors, Psychologists, Security, SBHCs and Custodians. Map of school buildings.			
Continuing Education: Complete 15 hours of Continued Education every 2 years from sources like: ASNC, NASN, CNA (Offers New School Nurse Orientation), NEUSHA & SHIELD			
Communication & Collaboration: Keep school administration and nurse supervisor informed of all pertinent situations.			
Human Resources: **Nursing:** Annual RN license, CT RN Suicide Prevention & Mental Health Health Screening 2 hours/6 years. Malpractice Insurance, CPR certification verification. Within 30 days of hire, IEP/504 Training mandatory. **Staff:** Injuries-Workers Comp Claims State & District mandated trainings (Mandated Reporter, Sexual Harassment, Bloodborne Pathogens, Bullying). How are district employees trained: Seizures, EpiPens, Narcan, etc			
Phase 2: Technology, Systems, & Software			

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Email & Network access: Appropriate use of work email. Join nurse listservs and school distribution groups (Community resources; local health department). Copier & Faxing. CSDE/School Nurse Monthly CoP Zoom Meeting			
Medical Devices: District School Devices for monitoring students with Diabetes (Dexcom, Libre) Personal Cell Phones are prohibited.			
Student Information Systems: e.g., PowerSchool, SNAP, Athletics, Student Hall Passes, ParentSquare, DOJO			
State Registries: CTWiz for DPH Immunizations CT-SEDS, IEP Info for Special Education			
Support: Foreign Language Communication Support, Interpreters, Devices (Ex: pocketalk)			
EHR Management: Maintain excellent daily health office charting; health conditions, screenings, physicals. Who has access to EHR in District.			
Medication Charting: Input orders and execute securely, PIN number. Keep controlled medication records for three years.			
Phase 3: Health Office Operations & Emergency Preparedness			
Daily & School Year Timeline: Prioritize daily work and maintain control of the health room. Appropriate visits, referrals to school staff, data tracking. Annual Surveys: CT School Health Survey, School Immunization Survey, PreK Immunization Survey & Triennial Asthma Survey (SBASS)			

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Security & Supplies: Key controls for medication cabinets; inventory office & nursing supplies. Weekly count of controlled medication. Expiration dates of medications & equipment.			
Emergency Preparedness: Calling 911 District procedure. Walkie Talkies, AED monthly testing and locations, Emergency Running Bags & Care Plans, Stop The Bleed Bags, To Go-Kits, fire/lock down drill roles. Student Accident Reports-School Insurance Claims Security Guards/Resource Officers School Bus Accidents-District procedure Who also is CPR certified in your building? PMT student holds Center for School Safety and Crisis Preparation			
Clinical Operations: Clinical Procedure Guidelines for CT School Nurses Cumulative Health Records Guidelines District Medical Advisor - When to contact vs Nurse Supervisor When to contact student's healthcare provider Who are your Nursing Supports District Standing Orders (Oxygen & Nebulizers) District Policies related to Health Services Field Trips Guidance School Nurses-How to notify the school nurse? Internal School Health Forms Student Physical restrictions-coordination w/ Staff, Athletics, etc Insulin Pump-Diabetes App training Sports Physicals-Nurse's responsibility & Athletic Trainer involvement			
Medications at School: Keep accurate and organized medication orders CT Medication Administration Regulations CT Medication Authorization Form CT Controlled Medication Storage & Security Medication Administration in Schools-NASN Clinical Procedure Medication Errors-What is the District procedure?			
Essential Health Office Resources: CSDE-School Nursing Webpage School Nursing: A Comprehensive Text School Nurse Resource Manual, 11th ed. Managing Infectious Diseases in Child Care and Schools, 7th Ed			

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Legal Resource for School Health Services, 2nd Ed School Nurse Administrators Leadership and Management Individualized Healthcare Plans for the School Nurse			
Phase 4: Regulatory Foundations & Special Education			
Legal & Compliance: HIPAA/FERPA, Municipal Records Retention Schedule M8, Legal Issues–Special Educational			
Special Education: Nursing role in 504/IEP/PPT teams; know who your case managers are for student advocacy. Child Find. Transition Students up to age 22.			
Care Planning: Discussion on District's Individualized Health Care Plans (IHCP example) and Emergency Care Plans. Field Trip & Transportation considerations. District procedures for Before/After Care & PreK students. Substitute Nurse Information			
Office of Early Childhood: PreK vs Daycare Health & Safety in Schools			
Delegation: Understand Fundamental Principals RN supervision of LPNs and Health Aides; assessment limits. Field Trips & medication delegation.			
Phase 5: Programs, Screenings, & Calendar Tasks			
Health Screenings: Guidelines for Health Screenings: Vision, Hearing and Scoliosis, Referrals & Follow Up			
Compliance Audits: Physical Exams and Immunization compliance; Enrollment exceptions with McKinney-Vento and Military families			
Professional growth: NASN/ASNC membership & NBCSN certification			

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Signatures & Verification

Orientee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Created in collaboration by the Connecticut State Department of Education (CSDE) and the Association of School Nurses of Connecticut (ASNC), this document establishes a standardized foundation of resources, training guidelines, and essential support to prepare and empower new school nurses across Connecticut schools.

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