

Tulsa Public Schools
Division of Teaching and Learning
Department of Special Education and Student Services
Health Services

To: Principals

From: Pamela Butler, RN, MS, JD
Director of Health Services

Through: Taylor L. Young, Ph.D.
Assistant Superintendent for Special Education and Student Services

Date: September 6, 2005

RE: HEALTH SERVICES' TIMELINE 2005-2006***

The following timeline is being provided to Principals for information purposes. The timeline reflects required dates and activities of Health Assistants and School Nurses. This timeline/ calendar is not meant to be exhaustive and will be updated as warranted.

FALL SEMESTER

August 8 and each week through end of school	**Weekly Summary of Clinic Activities from Continuous Learning sites **Weekly Record of Medication Administration from Continuous Learning sites
August 11-12, 2005	*Back to School meetings and training for Health Assistants, including CPR/First Aid
August 15 and each week through end of school	**Weekly Summary of Clinic Activities from Extended Calendar Sites **Weekly Record of Medication Administration from Extended Calendar sites
August 18-19, 2005	*Back to School meetings and training for School Nurses, including CPR/First Aid
August 22 and each week through end of school	**Weekly Summary of Clinic Activities from Traditional Calendar sites **Weekly Record of Medication Administration from Traditional sites
August 22, 2005 Thru End of school	Health personnel can schedule on-site immunizations for students who meet criteria. Also can schedule at ESC based upon need

September 1, 2005 **Report of Vision and Hearing screenings performed in August
**Immunization Summary for August

September 10, 2005 Parent HIV/AIDS Information meeting

September 14, 2005 Parent HIV/AIDS Information meeting

September 15, 2005 Parent HIV/AIDS Information meeting

On or before
September 22, 2005 **List OSHA Training for sites

September 22, 2005 *Monthly Health Meeting for Health Personnel

On or before
September 30, 2005 List of First Responders and designated employees trained to administer medications for sites

October 1, 2005 **Report of Vision and Hearing screenings performed in September
**Immunization Summary for September

October 11, 2005 *Monthly Health Meeting for Health Assistants

October 18, 2005 *Monthly Health Meeting for School Nurses

October 25, 2005 Flu Vaccinations on site and at ESC for employees meeting criteria (based on vaccine availability). Check with School Nurse for criteria and on-site administration if desired.

November 1, 2005 **Report of Vision and Hearing screenings performed in October
**Immunization summary for October
Flu Vaccinations on site and at ESC for employees meeting criteria (based on vaccine availability). Check with School Nurse for criteria and on-site administration if desired.

November 15, 2005 *Monthly Health Meeting for Health Personnel

December 1, 2005 **Report of Vision and Hearing screenings performed in November
**Immunization summary for November

December 13, 2005 *Monthly Health Meeting for Health Personnel

SPRING SEMESTER

January 1, 2006 **Report of Vision and Hearing screenings performed in December

	**Immunization summary for December
January 10, 2006	*Monthly Health Meeting for Health Personnel
February 1, 2006	**Report of Vision and Hearing screenings performed in January
	**Immunization summary for January
February 7, 2006	*Monthly Health Meeting for Health Personnel
March 1, 2006	**Report of Vision and Hearing screenings performed in February
	**Immunization summary for February
March 7, 2006	*Monthly Health Meeting for Health Personnel
April 1, 2006	**Report of Vision and Hearing screenings performed in March
	**Immunization summary for March
April 11, 2006	*Monthly Health Meeting for Health Personnel
May 1, 2006	**Report of Vision and Hearing screenings performed in April
	**Immunization summary for April
May 9, 2006	*Monthly Health Meeting for Health Personnel
May 30, 2006	**Report of Vision and Hearing screenings performed in May
	**Immunization summary for May

* Mandatory Meetings
** Reports submitted by Health Personnel
*** Calendar will be updated as warranted