

Los Angeles Unified School District

Office of the Chief Medical Director District Nursing Services



SCHOOL NURSING ACTIVITIES CALENDAR

Framework	Monthly	COMPLETED/NOTES
	• Sign in & out daily on DNS Employee Payroll Time Record-link provided	
	by your Time Reporter and enter signature and date at month end	
	 Review SharePoint monthly and update/upload documents 	
	• Complete Special Physical Health Care Services Form (Protocols) and send	
	to Nursing Administrator and update as needed	
	Check monthly current Healthcare Provider orders are uploaded and	
	follow up with parent/guardian on medication orders and/or protocol orders prior to expiration date for renewal	
	• Review Forms and Reports Timeline for monthly due date(s)	
	Complete Medication/Protocol Training and Supervision Checklist for	
	Licensed and Unlicensed Assistive Personnel related to documentation and	
	observation of care, at the start of each semester and as needed.	
	Ensure AED monthly inspections are recorded in Arch	
	August	
Standards of Practice	Stay current on evidence-based practice/LAUSD guidelines	
	• Masks are strongly recommended in school nurse offices since these areas	
	provide direct patient care. If a student goes to the school nurse office with	
	symptoms, the student should be given a mask and appropriate PPE should	
	be worn by the school nurse (subject to change).	
Care Coordination	Health Office:	
	• Must be clean, clutter-free, organized, and free of hazards	
	• Identify how privacy will be maintained during in-person and phone conversations	
	• Identify locked cabinet for storage of medications, binders and protocol supplies	
	• Health office supplies: check, organize and order if needed	





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	Daily Student Accountability - Health Office Sign In	
	• Document daily health office visits in Welligent	
	Medications/Protocols:	
	• Review chronic condition and health alert list to identify students who take	
	medications or have protocols	
	 Follow-up on medication and protocol renewal 	
	• Conduct ongoing surveillance to identify new students with special health	
	care needs or chronic conditions and enter into Welligent: chronic	
	conditions & health alerts	
	Schedule medication trainings for unlicensed personnel	
	• Train school staff as appropriate regarding emergency	
	medications and protocols to be administered during school	
	hours	
	Schedule Specialized Physical Health Care Services protocol trainings for	
	HCA/Special Ed. Assistants	
	 Student specific trainings 	
	Complete Confidential Health Information Forms for students with chronic	
	condition/protocols/medication and distribute to teachers	
	• Document daily in Welligent and on School Medication Record Log for	
	students taking medications	
	• Document daily in Welligent and on Nursing Protocol Log for students	
	with protocols	
	Schedule/Organize:	
	Review Immunization requirements with SAA and Clerks	
	Schedule Principal-Credentialed School Nurse Conference	
	• Schedule with Cafeteria Manager, time to issue food handler's certificates	
	to cafeteria staff and discuss students with special diets	
Leadership	Review Forms and Reports Timelines - identify deadlines	
	• If you are being evaluated this year (Stull), select Nursing Administrator(s)	
	as Evaluator in MyPGS	
	• Establish self-care goals and related activities	
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	 Complete Special Physical Health Care Services Form (Protocols) and send to Nursing Administrator Send a message to teachers and parents/guardians introducing yourself and sharing your role in keeping students and schools healthy 	
Quality Improvement	 Review weekly data for trends and make practice adjustments as needed Ensure AED monthly inspections are recorded in Arch 	
Community/ Public Health	Immunization follow-up for students needing required immunizations utilizing CAIR and Vive Concierge	
	• Walk the campus and become familiar with your school campus community	
	SEPTEMBER	COMPLETED/NOTES
Standards of Practice	Review evidence-based guidelines regarding screenings/referrals	
Care Coordination	 Health Office: Must be clean, clutter-free, organized, and free of hazards Daily Student Accountability – Health Office Sign In Document daily health office visits in Welligent Confirm equipment is in working order Printout Welligent (Master Calendar Report 2559) begin to work on Health Assessments and IEP's Provide direct care of students Conduct immunization follow-up conditional or non-compliant utilizing CAIR and Vive Concierge Follow up on failed audios-call parent, send paperwork to audiometry Medications/Protocols: Observe LVN/HCA protocol monthly and complete Medication/Protocol Training & Supervision Checklist 	

SCHOOL DISTRICT	Los Angeles Unified School District Office of the Chief Medical Director District Nursing Services	READ FOR THE WORLD
	Document daily in Welligent and on Nursing Protocol Log for students with protocols Schedule(Opperiod)	
	 Schedule/Organize: Schedule and prepare for vision screenings to begin in October and request dates be entered on master calendar 	
	 Identify members of the school site Crisis Team, nurse to be on this team Orient new personnel (Site administrators, office personnel, teachers etc.) 	
	 regarding health office procedures and workflow Elementary: Organize Kindergarten health cards Secondary: Clear sports physicals as needed Update substitute nurse form and place in Black Health Record Book 	
Leadership	 Continue to advocate for student needs Stull Initial Planning Sheet due in MyPGS (certificated staff) 	
Quality Improvement	 Review weekly data for trends and review documentation of LVN/HCA Ensure AED monthly inspections are recorded in Arch 	
Community/ Public Health	• Continue to provide training to school staff regarding medications, universal precautions, first aid, and other potential health emergencies according to the needs in your school (i.e. seizures, food allergies, emergency medications, including naloxone)	
	OCTOBER	COMPLETED/NOTES
Standards of Practice	Review an evidence-based article that pertains to the treatment or need of your students	
Care Coordination	 Health Office: Must be clean, clutter-free, organized, and free of hazards 	
	• Daily Student Accountability – Health Office Sign In	
	 Review new health record cards Immunization follow-up for students needing required immunizations utilizing CAIR and Vive Concierge 	
	Continue Health Assessments for special education	

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	Continue providing direct care to students	
	• Follow up on failed audios-call parent, send paperwork to audiometry Medications/Protocols:	
	Document daily in Welligent and on School Medication Record Log for students taking medications	
	• Document daily in Welligent and on Nursing Protocol Log for students with protocols	
	Schedule/Organize:	
	Begin vision screenings for mandated grades	
	• Walk the campus, visit classrooms	
	• Locate and review contents of emergency bin supplies, check expiration	
	dates of emergency supply of medications and restock if necessary.	
	Participate in the Great California Shake Out earthquake exercise	
Leadership	Continue to advocate for students' needs	
	• Include short message in PTA/school newsletter/school website and make	
	yourself available to teachers and parent groups for information.	
Quality Improvement	• Review monthly data for trends and review documentation of LVN/HCA	
	• Ensure AED monthly inspections are recorded in Arch	
Community/	Principal-Credentialed School Nurse Conference Form due this month	
Public Health	• Schedule health education classes such as handwashing, as appropriate (tie	
	into current events, season, school needs)	
	Encourage flu vaccinations of staff/students	
	NOVEMBER	COMPLETED/NOTES
Standards of Practice	• Review evidence-based practice that pertains to your students' needs	
Care Coordination	Health Office:	
	• Must be clean, clutter-free, organized, and free of hazards	
	• Daily Student Accountability – Health Office Sign In	
	• Document daily health office visits in Welligent	
	Continue Immunization follow-up for students needing required	
	immunizations utilizing CAIR and Vive Concierge	
	Continue vision screening	
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SING SERVIC		FOR THE
	Continue Health Assessments for Special Education	
	• Follow up on failed audios-call parent, send paperwork to audiometry	
	 Medications/Protocols: Document daily in Welligent and on School Medication Record Log for students taking medications 	
	 Document daily in Welligent and on Nursing Protocol Log for students with protocols 	
	 Schedule/Organize: Review "Safe School Plan." Assess possible safety hazards and communicate with Principal. 	
Leadership	 Identify a professional development opportunity to meet your needs/goals 	
Quality Improvement	 Review weekly data for trends and review documentation of LVN/HCA Ensure AED monthly inspections are recorded in Arch 	
Community/ Public Health	Continue to promote flu vaccinations of staff/students	
	DECEMBER	COMPLETED/NOTES
Standards of Practice	Review LAUSD policy and procedures	
Care Coordination	Health Office:	
	• Must be clean, clutter-free, organized, and free of hazards	
	• Daily Student Accountability – Health Office Sign In	
	• Document daily health office visits in Welligent	
	Continue with vision screening and follow-up	
	• Continue to review new students' Health Record Cards, immunizations	
	Continue providing direct care to students	
	• Follow up on failed audios-call parent, send paperwork to audiometry	
	Continue Health Assessments and IEP's as necessary	
	Medications/Protocols:	
	• Document daily in Welligent and on School Medication Record Log for students taking medications	





YSING SERVIC		FOR THE
Leadership	Prepare for upcoming legislative session/district yearly planning and advocating for policies impacting school nursing	
Quality Improvement	• Review weekly data for trends and review documentation of LVN/HCA	
	• Ensure AED monthly inspections are recorded in Arch	
Community/	Send health messages to staff/parents on appropriate topics	
Public Health	Monitor flu/communicable diseases	
	JANUARY	COMPLETED/NOTES
Standards of Practice	Continue to follow policy and procedure of LAUSD	
Care Coordination	Health Office:	
	• Daily Student Accountability – Health Office Sign In	
	• Document daily health office visits in Welligent	
	• Continue vision screening and follow up	
	• Continue to review Health Record Cards of new students as needed	
	• Continue to follow-up immunizations-all grades utilizing CAIR and Vive	
	Concierge	
	• Complete state immunization report when due	
	Continue to provide direct care of students	
	• Follow up on failed audios-call parent, send paperwork to audiometry	
	Medications/Protocols:	
	• Document daily in Welligent and on School Medication Record Log for	
	students taking medications	
	• Document daily in Welligent and on Nursing Protocol Log for students	
	with protocols	
	Observe LVN/HCA protocol and complete medication/Protocol Training &	
	Supervision Checklist	
Leadership	• Participate, as appropriate, advocating for policies/legislature as related to	
	student health and/or updated evidence-based guidelines	
Quality Improvement	Review monthly data for trends and make practice adjustments as needed	
	Ensure AED monthly inspections are recorded in Arch	
Community/	Monitor flu/communicable diseases	





Public Health	• Submit short message for PTA/school newsletter and/or social media regarding flu season	
	FEBRUARY	COMPLETED/NOTES
Standards of Practice	Continue to follow policy and procedures of LAUSD	
Care Coordination	Health Office:	
	• Daily Student Accountability – Health Office Sign In	
	• Document daily health office visits in Welligent	
	Continue vision screening	
	Continue to provide direct care of students	
	• Follow-up referrals for vision, audio and other physical health defects	
	Continue Health Assessments for Special Education	
	Medications/Protocols:	
	• Document daily in Welligent and on School Medication Record Log for students taking medications	
	 Document daily in Welligent and on Nursing Protocol Log for students with protocols 	
	 Observe LVN/HCA protocol monthly and complete Medication/Protocol Training & Supervision Checklist 	
	Schedule/Organize:	
	Complete Principal-Credentialed School Nurse Conference	
	Begin to inventory Health Office supplies	
	• Clear field trips when needed	
Leadership	• Participate, as appropriate, advocating for policies/legislature as related to student health and/or updated evidence-based guidelines	
	• Identify new community resources needed to meet student needs	
Quality Improvement	Review monthly data for trends and make practice adjustments as needed.	
~ / 1	Look particularly at health disparities that can be addressed	
	• Ensure AED monthly inspections are recorded in Arch	
Community/	Monitor flu/communicable diseases	
Public Health	 Provide classroom, staff and parent/guardian education on appropriate topics 	





	MARCH	COMPLETED/NOTES
Standards of Practice	Continue to follow policy and procedure of LAUSD	
Care Coordination	Health Office:	
	Daily Student Accountability – Health Office Sign In	
	• Document daily health office visits in Welligent	
	Continue vision screening and follow up	
	Continue Health Assessments for Special Education.	
	Continue to provide direct care of students	
	• Follow up on failed audios-call parent, send paperwork to audiometry	
	Medications/Protocols:	
	• Document daily in Welligent and on School Medication Record Log for students taking medications	
	• Document daily in Welligent and on Nursing Protocol Log for students	
	with protocols	
	Schedule/Organize:	
	• Work with teachers to ensure appropriate accommodations for students	
	participating in field trips/camps that may have health concerns.	
Leadership	• Identify new community resources needed to meet student needs	
	Continue to advocate for students needs	
Quality Improvement	• Review weekly data for trends and review documentation of LVN/HCA	
	Ensure AED monthly inspections are recorded in Arch	
Community/	• Provide classroom, staff and parent education on appropriate topics	
Public Health	Monitor flu/communicable diseases	
	APRIL	COMPLETED/NOTES
Standards of Practice	Continue to follow policy and procedure of LAUSD	
Care Coordination	Health Office:	
	• Daily Student Accountability – Health Office Sign In	
	Document daily health office visits in Welligent	

SCHOOL DISTRICTY	Los Angeles Unified School District Office of the Chief Medical Director District Nursing Services	READY FOR THE WORLD
	Continue to provide direct care of students	
	Continue to clear field trips	
	• Follow up on failed audios-call parent, send paperwork to audiometry Medications/Protocols:	
	• Document daily in Welligent and on School Medication Record Log for students taking medications	
	• Document daily in Welligent and on Nursing Protocol Log for students with protocols	
	 Schedule/Organize: Inventory supplies needed for next year Work with teachers to ensure appropriate accommodations for students participating in field trips/camps/extended school year programs that may have health concerns 	
Leadership	Continue to advocate for students needs	
Quality Improvement	Review documentation of LVN's and HCA's	
	Ensure AED monthly inspections are recorded in Arch	
Community/ Public Health	Provide classroom, staff and parent/guardian education on appropriate topics	

	MAY/JUNE	COMPLETED/NOTES
Standards of Practice	• Conduct environmental scan of potential standards or guideline updates that will be forthcoming for next year.	
Care Coordination	 Health Office: Daily Student Accountability – Health Office Sign In Document daily health office visits in Welligent Discard expiring, yellowing or contaminated supplies Order health office supplies for following school year Follow up on failed audios-call parent, send paperwork to audiometry 	





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	Medications/Protocols:	
	• Document daily in Welligent and on School Medication Record Log for	
	students taking medications	
	• Document daily in Welligent and on Nursing Protocol Log for students with protocols	
	• Return all medications to parent/guardian at end of school year	
	• Prepare expired medications for transport to Region Office/DNS	
	• Send reminders to parents to update medications or protocols for the following school year or ESY	
	Schedule/Organize:	
	• Begin updating student care plans for summer programs, ESY and in	
	 preparation for next school year (including transition planning for students) Notify Special Education Resource Nurse for details regarding ESY 	
	• Work with teachers regarding appropriate student field trip/camp health concerns/accommodations	
	• Organize all first aid forms, head injury forms and office referral forms for the user in a container labeled with the data and learn for 7 users	
T 1 1 .	the year in a container labeled with the date and keep for 7 years.	
Leadership	• Send message to school staff and parents/guardians of year's health accomplishments and trends	
Quality Improvement	• Review year's data for trends and identify needs for next year	
	• Ensure AED monthly inspections are recorded in Arch	
Community/ Public Health	• Send notification to parents/guardians of immunizations that will be needed for school entry in the fall.	
	 Share tips with staff and parents/guardians for remaining healthy during summer 	