



Los Angeles Unified School District

Medical Services Division District Nursing Services Branch

Our mission is to strengthen and facilitate the educational process by improving and protecting the health status of children and by identifying and assisting in the elimination or modification of health-related barriers to learning.

Guidelines for Credentialed School Nurses for Principal-Credentialed School Nurse Bi-Annual Conferences

The purpose of this Bi-Annual Principal-Credentialed School Nurse conference is to provide an opportunity for the credentialed school nurse and school site administrator to review activities that are expected of the credentialed school nurse to provide safe and effective health services to students and school community while complying with mandates. Spring semester mandatory conference will be a time to update and make adjustments to plans and elicit support to reach identified goals.

Due: Friday, October 4, 2024 (Fall Semester) & Friday, February 14, 2025 (Spring Semester)

(NON-NEGOTIABLE) MANDATED RESPONSIBILITIES FOR ALL SCHOOL NURSES

Mandated Responsibilities for Credentialed School Nurses

State Mandated Responsibilities and District Policies for Credentialed School Nurses

School Nurses must prioritize the following mandated tasks:

- Emergency Care such as: serious accidents, illness, or crisis situations which are to be given first priority by the Credentialed School Nurse (CSN).
- Child Abuse and Neglect Reporting
- Suicide Risk Assessment
- Medication Administration, Protocols and Diabetic Care
 - Orders are complete and in compliance with District guidelines
 - Orders are current and uploaded into Welligent (DMM)
- Utilize Incident System Tracking Accountability Report (iSTAR) for serious incidents as appropriate with "Designee N" access
- Control of Communicable Diseases
- Immunization Assessment and Follow-up: Review non-compliant lists in Welligent, check SCRL/CAIR database, and call parents as appropriate and exclude non-compliant students
- Parent/Guardian Notification of Possible Health Defects with Referral and Follow-up
- Special Education Services/IEPs & Health Assessments
- Electronic Record Keeping and Documentation (Welligent): Enter medications, protocols, health alerts, parent conferences, etc.
- Participate as School Re-Entry Team Member in collaboration with other members
- Issue Food Handler's Certificate to appropriate school site staff
- Complete iFieldtrip clearances
- Other duties as assigned

****School staff are also required to respond to emergency situations, report child abuse and neglect, and conduct or refer for suicide risk assessments.***

GUIDELINES FOR CREDENTIALLED SCHOOL NURSES

Welligent System/Disease Management Module

Every CSN uses the Welligent System/Disease Management Module (DMM) to document the following mandated responsibilities with 100% compliance:

- Medications & specialized physical health care services (SPHCS) orders (AKA treatments/protocols) and administration of each medication and/or protocol
- Chronic health conditions & health alerts
- Communicable disease exclusions
- Health assessments & the accompanying PLP
- Counseling and Individualized Health Education
- Vision, hearing & immunization screening results & follow-up
- Notable readmissions, health office visits, serious accidents or injuries
- Sports Physicals and Return to Play/Concussion (high schools only) *per current guidance from Coordinator of Interscholastic Athletics dated June 1, 2022*

Potential Supplemental Services

- Focus on students with frequent health office visits
- Participate in New School Nurse Orientation and Mentee Trainings
- Focus on students with high absenteeism related to health conditions
- Coordination of referral services
- Participation in parent groups
- Classroom visitations
- Staff development
- Student Support and Progress Team (SSPT)
- School Attendance Review Board (SARB)
- School Site Crisis Team Member
- Health education programs (Nurses no longer provide 5th/6th grade growth and development lessons)
- Increased participation in the school community (e.g., Back-to-School Night, college and career fairs, etc.)
- Student Telehealth Services (where applicable)

- ❖ ***School Nurse may be pulled from assignment by the Nursing Administrator to assist with neighboring school sites or programs to meet the health needs of students.***
- ❖ ***District-allocated school nurses time is to be utilized to perform state mandated responsibilities as outlined above. These funds are NOT to be used for activities such as health office management or services that can be assigned to trained unlicensed staff as stated in the General Fund School Programs Handbook.***

GUIDELINES FOR CREDENTIALIAED SCHOOL NURSES

FIRST SEMESTER CONFERENCE: Fall 2024

<hr/> Credentialed School Nurse Name	<hr/> Credentialed School Nurse Signature
<hr/> Principal or Administrative Designee Name	<hr/> Principal or Administrative Designee Signature
<hr/> School	<hr/> School
<hr/> Conference Date	<hr/> Conference Date

SECOND SEMESTER CONFERENCE: Spring 2025

<hr/> Credentialed School Nurse Name	<hr/> Credentialed School Nurse Signature
<hr/> Principal or Administrative Designee Name	<hr/> Principal or Administrative Designee Signature
<hr/> School	<hr/> School
<hr/> Conference Date	<hr/> Conference Date

GUIDELINES FOR CREDENTIALLED SCHOOL NURSES

The General Guidelines for School Nurse State Mandated Responsibilities are contained in BUL-989.1, May 13, 2013, Student Health and Human Services Division. These guidelines are intended for Principals, the Administrator in charge of the Health Office in Secondary Schools, School Staff Members, and School Nurses in order to clarify School Nurse Staff situations and to assure that State Mandated Responsibilities relating to student health and academic achievement are met. Frequently discussed topics are highlighted next.

General Personnel Guidelines

Confirm on-site hours for staff and the location of the sign-in record. Reporting On and Off Duty: “All employees shall, upon each arrival to and departure from their assigned work location, enter their initials on a form provided by the District.” (Collective Bargaining Agreement Article IX 2.0)

Nutrition and Lunch Periods: “Each employee shall, except in emergencies or special situations requiring intensive supervision, be entitled to a duty-free lunch period...” (*Collective Bargaining Agreement Article IX 5.0*) Designate coverage provided to release the School Nurse. During the Nurse’s absence, students should be directed to an alternate office. “If a Nurse’s scheduled duty free 30 minute lunch break is interrupted for emergencies or special situations, compensatory time shall be granted or the lunch period extended so that the situation is handled in an equitable manner.” (*Collective Bargaining Agreement Article IX 11.0a2*)

General Workday Provision: *School Nurses have a 7-hour on-site obligation per UTLA Collective Bargaining Agreement (language pending).*

Provide a list of meeting dates, places and times to the Administrator to ensure planning for coverage. The Local District Nursing Office may be contacted for emergency assistance if necessary. **Staff Meetings, Staff Development Meetings:** “The District shall provide an in-service training program or permit attendance at an accredited institution in order to help Nurses meet their licensing renewal requirements. Such a program will be partially on a released time basis and partially after-hours.” (*Collective Bargaining Agreement Article IX 11.0a1*)

Access to School Facilities: Employees shall have equal access to all telephones, restrooms, lounges and lunch areas with the understanding that such access rights must be exercised in a reasonable manner. Employees shall also have equal access to on-site parking spaces, except that parking spaces are to be reserved as follows:

- a. For identified handicapped staff members and for handicapped visitors as provided by law.
- b. For the school nurse, near the school entrance.
- c. No more than two spaces in elementary, three spaces in secondary, and three spaces in adult schools shall be reserved for staff having official school business requiring individuals to leave the school premises and return during school hours on a specific day. (Collective Bargaining Agreement Article XXXI 9)