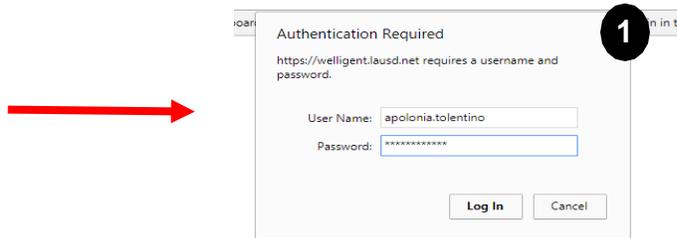


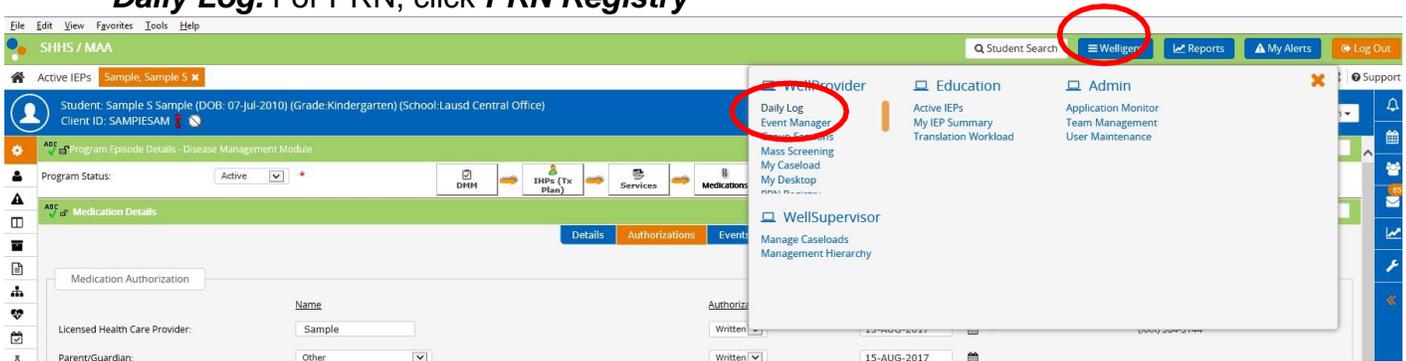
WELLIGENT QUICK REFERENCE GUIDE

Documentation of Medication

Step 1 Log into Welligent at <https://welligent.lausd.net>, using your single sign-on (SSO) account.

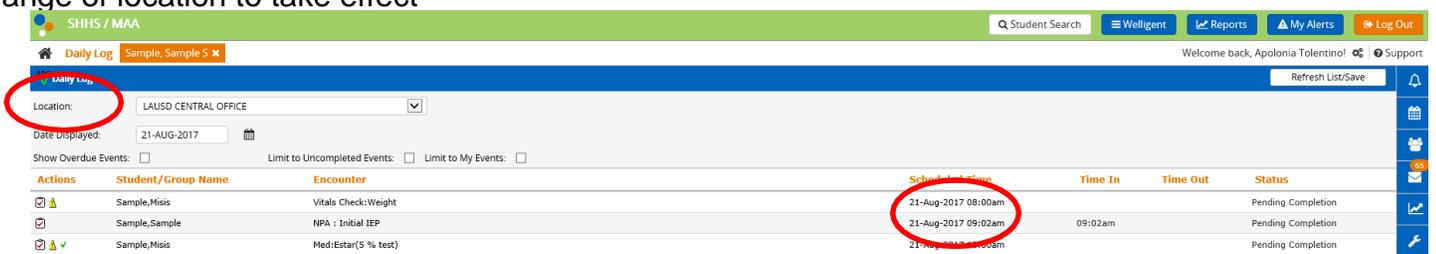


Step 2 Click Welligent or Toolbox (shortcuts). For a scheduled medication, click Welligent **Daily Log**. For PRN, click **PRN Registry**



Step 3 (a) Daily Log

Always verify the **Location (b)** Click Date and Time. It is highly recommended that the location specifies the school name. After changing the location name, click **Refresh List/Save** button for the change of location to take effect



NOTE: Clicking the green check mark in the Daily Log does not meet the requirement for properly documenting administered medication.

Step 4 Medication Details.

Complete the following (a) Time in/Time out (b) Verify Provider's name (c) Status (d) Provider E-Signature (SSO password) (e) Note Adverse reactions noted (f) Observed eight (8) rights box must be clicked before clicking save on a completed medication entry.

When documenting a **PRN medication**, click PRN Registry. Verify Location. Click the green plus to document

Note: The new event in **PRN registry** defaults to current date and time. Therefore, if documenting after the fact, remember to verify the correct date and time the medication was actually administered.

Follow step 4 above.

If an error occurs, the **Status** of the saved medication session note needs to be updated to

Status:

How to change the Status of a signed medication session note, see below.

From the **Daily Log**, click on the **Scheduled Time**

Scheduled Time	Time In	Time Out	Status
01-Mar-2024 06:00am	06:00am	06:05am	Completed

Click on the **Signatures** tab **Signatures Collected** . The last column on the right **Delete**. Click on the trash can icon **Delete?** to delete your signature.



Click on the **Medication Details** tab to change the Status to

Status:

Enter SSO password in the E-Signature field to lock the entry

Provider E-signature:

NOTE: The School Nurse needs to create a new medication event for the provider to document the correct entry.