



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: GENERAL GUIDELINES –SCHOOL NURSE
STATE MANDATED RESPONSIBILITIES

NUMBER: BUL-989

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Student Health and Human Services

DATE: May 10, 2004

POLICY: The guidelines are intended for the Administrator and school staff members in order to clarify School Nurse responsibilities to assure State Mandates relating to student health and academic achievement are prioritized.

MAJOR CHANGES: This bulletin replaces Bulletin No. 6, July 1, 1996, “General Guidelines-School Nurse State Mandated Responsibilities.” Personnel permitted to supervise health and development of students must hold a valid Service Credential. (CEC 49422). Bulletin content has been revised to reflect current policies and procedures.

GUIDELINES: **COMPLETION OF STATE MANDATES EFFECTIVELY**

At the beginning of the school year, it is strongly suggested that a conference be convened involving the School Nurse, the Principal and the School Administrative Assistant regarding the health services program to be implemented during the year. At this time, local school guidelines can be established that will expedite the program in such a way as to provide optimal benefits to students, parents/guardians and staff. Planning should include procedures for coverage of the health office when the School Nurse is not assigned to the school or is otherwise not available. Coverage of the health office should be available while the School Nurse is performing mandated services.

Clerical Assistance: To provide the best possible service to students, parents/guardians and staff, clerical help should be made available to the School Nurse on a continuing basis.

At the time of student enrollment in the school, a health history shall be completed and signed by the parent or guardian. A machine copy of the immunization record and the health history shall be given to the School Nurse in a timely manner for assessment and follow up.

Preferably at the beginning of the school year, and no later than the beginning of the second school month, the School Nurse should be provided with:

- The health records plus California School Immunization Record (CSIR) PM-286 complete with all identifying information for all students new to the District.

ROUTING
Local District
Superintendents
Principals
Administrators
School Nurses



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- The health records for all students transferring from one level to another (elementary to middle school; or middle school to senior high school).
- The health record cards for all students must have current information, including school name, home address, home telephone number, and for elementary schools – grade level and room number. Health cards **MUST** indicate birth date and gender.
- Private Physicians Examination Report Form 966-12-15306, (if applicable for new enrollees).
- Access to alphabetized emergency cards.
- A current computer printout of the students; class schedule.

STATE MANDATES FOR THE SCHOOL NURSE

School Nurses prioritize state mandated tasks in the following order:

Emergency Care: Major emergencies such as accidents, illnesses, or crisis situations that require immediate attention are to be given first priority by the School Nurse at all times. If a major emergency occurs when the School Nurse is not on site immediate action must be taken. For life threatening emergencies involving difficulty breathing, excessive bleeding, head injuries, or an unconscious victim, the Principal/designee should contact the paramedics (911). The Nursing Administrator should then be notified and the Principal/designees shall initiate an incident/accident report. Information and/or a copy of the incident/accident report are to be provided to the School Nurse as soon as possible. Students who are attended by emergency personnel cannot return to school without written clearance from a health care provider. Further, anytime a student is returning to school with sutures, cast, brace, or ace bandage, etc. or any device to assist with mobility/ambulation such as a cane, crutches, walker, wheel chair etc. must have a written clearance and an explanation if there are any restrictions.

Child abuse, Sexual Abuse, Child Neglect: State law requires that **all school employees** who have observed or who have knowledge of a suspected case of child abuse be responsible for reporting the suspicion by telephone and submitting a written report within the specified time (see Office of the Superintendent, Bulletin No. Z-10, August 1, 1996, “Child Abuse Reporting” and General Counsel, Reference Guide No. L-2, “Coordination of District Child Abuse Reporting Procedures and Sexual Harassment Policy”).

The School Nurse, if available, may be called upon for consultation. When the School Nurse has knowledge of a suspected child abuse report, she/he will stamp the student’s health card (SS8572). The School Nurse is also mandated to complete the DOJ 900 report as required by the Penal code in specified circumstances.

Control of Communicable Diseases: The School Nurse or principal/designee can recommend exclusion of students who are suspected as having a communicable



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disease, (see Student Health and Human Services Division, Bulletin No. Z-2 (Rev.), September 4, 2002, "Reporting Communicable Diseases"). In the absence of the School Nurse, the Principal/designee can readmit students who have recovered from minor communicable diseases such as a common cold, pediculosis (head lice), scabies, conjunctivitis, impetigo and chickenpox. Report all communicable diseases to District Nursing Services, (213) 763-8374. If there is a question about the advisability of the student being readmitted, the appropriate Nursing Administrators Office should be contacted.

Prior to any notification regarding a communicable disease other than chickenpox or pediculosis the Director of Nursing Services and Director of Student Medical Services must be consulted.

During some disease outbreaks, the County of Los Angeles Department of Health Services may send a public health nurse to the school. Telephone the Nursing Administrators Office immediately so that a Credentialed LAUSD School Nurse may be deployed to the school site.

A School Nurse who has a multiple school assignment may have limited time at each school for screening of nuisance/conditions diseases. Parent and staff education in the recognition and control of nuisance diseases such as pediculosis is essential and will help to prevent the spread of these diseases. The School Nurse may assist in setting up such educational programs for parents and for the certificated and classified staff. Audiovisual materials for this purpose are available from the appropriate Nursing Administrator's Office.

Administrators are to provide mandated information regarding AIDS/HIV and Hepatitis B infection to all District employees annually (see School Operations, Bulletin No. Z-46 (Rev.) Aug 4, 1998, "Mandate to Provide Information Regarding AIDS/HIV and Hepatitis B Infections to all District Employees"). The School Nurse should be allowed sufficient time during a regular or scheduled staff meeting to provide the mandated information.

Immunization Assessment and Follow-up: Any new or transferring student to an elementary school who is found to be non-compliant with State immunization requirements at the time of enrollment should be referred to the School Nurse. If the School Nurse is not present, staff enrolling the student should refer the student and parent/guardian to their health care provider or to their local Department of Health Services for the required immunization(s), (see Student Health and Human Services Division, Bulletin No. Z-4 (Rev.) June 1, 2001, "Immunization Guidelines for School Admission").

Documented immunizations must be machine copied. In the event that a copy machine is not available, the school site personnel enrolling the student must include the source of information, the date and a signature. The data will be assessed and then transferred to the California School Immunization Record (CSIR) card under



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the supervision of the School Nurse. The CSIR card is a part of the permanent cumulative folder and all identifying information entered on the card should be typed or printed. The CSIR card was mandated in 1978. It is now in effect for Pre-Kindergarten (Children Centers) through grade 12.

Immunizations may be entered, retrieved and printed through the computerized Student Information System (SIS). No labels may be affixed to the CSIR card.

For parents who wish to waive the State immunization requirements, the personal belief exemption should be signed on the back of the CSIR card by the parent/guardian under the supervision of the staff person enrolling the student.

Any request for a medical exemption from immunizations should be referred to the School Nurse for follow up.

When assessing each student's immunization status, the School Nurse will need to give priority to:

- Students in non-compliance
- Students conditionally admitted:
 - The California Administrative Code and Board Rule 2313 requires school administrators to exclude a student who does not meet the immunization requirements within the specified time periods when the following conditions are met:
 1. Parent/Guardian has been informed of public sources of immunization administration
 2. Parent/Guardian has been notified at least 10 school days before the date of exclusion.

When recommending exclusion of students non-compliance and conditionally admitted, the School Nurse, as the administrator's designee must ascertain that adequate community medical resources are available to serve the excluded students. The school administrator should be notified before excluding students. Students who have failed to comply with immunization requirements should be referred to the School Nurse to counsel the parents and assist with compliance.

- An annual State audit for immunizations requires that immunization records are assessed for Kindergarten, 7th grade, State Preschool children, and Early Childhood Centers ages 2 through 4 years. The reports are submitted annually in October to the appropriate Nursing Administrator for submission to the State.
- The State will also conduct random immunization audits. Contact the Nursing Administrator immediately if notified of any immunization audit.

Tuberculosis Screening Assessment and Follow-up: A Los Angeles County requirement mandates that all students new to California schools must present written evidence of a Mantoux Skin Test within one year prior to school entry. *Verbal or parental recall is not acceptable.*



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The School Nurse conducts the Tuberculosis Screening Assessment. The results are submitted annually in December to the appropriate Nursing Administrator for submission to the Los Angeles County Tuberculosis Control Unit (see Student Health and Human Services Division, Bulletin No. Z-21 (Rev.) Feb. 1, 1998, "Tuberculosis Examination Requirement for New Entering Students").

Audiometric Screening: The School Nurse assists the school with arrangements to complete hearing assessments by the school audiometrist. The following grades are screened:

- Elementary
 - Kindergarten
 - Any first entrance to LAUSD not previously screened
 - Second grade
 - Fifth grade
 - Referrals and students with previously identified hearing losses.
- Middle School
 - Eighth grade
 - New enrollees to LAUSD
 - Referrals and students with previously identified hearing losses.
- High School
 - New enrollees to LAUSD
 - Referrals and students with previously identified hearing losses.
- Special Education referrals (except students receiving DHH services)
 - All initial referrals for assessment
 - Tri-annuals
 - Non-public schools

The School Nurse assists students with identified hearing losses by referring students to health care providers and assisting families in receiving care and treatment.

Vision Screening: Vision screening of students is required as follows:

- Elementary:
 - Kindergarten or any first entrance to LAUSD
 - 2nd and 5th grade
 - Students not screened within the previous 3 years
 - Color vision for boys
 - Referrals
- Middle School:
 - Seventh or eighth grade
 - New enrollees to LAUSD, including color vision for boys not previously screened.
 - LAUSD transfer students not screened within the previous 3 years.
 - Referrals



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- High School:
 - New enrollees to LAUSD, including color vision for boys not previously screened.
 - Referrals

Child Health and Disability Prevention Program (CHDP): Students are required by law to have a physical examination within 18 months prior to or no later than 3 months after entering first grade (see Student Health and Human Services Division, Bulletin No. Z-3 (Rev.) April 16, 2001, “Child Health and Disability Prevention (CHDP) Program and Blood Lead Testing”). The law does permit the exclusion of students who are non-compliant on the 91st day after first grade enrollment.

Basic to the program is the concept that many physical and mental disabilities can be prevented, or the impact lessened, with early recognition and treatment of defects.

The LAUSD CHDP Program offers exams in two ways: at permanent school clinic sites and selected elementary schools on a scheduled basis.

Communication with kindergarten and first grade teachers regarding CHDP is important since this helps increase compliance of the mandate.

Clerical assistance by the participating school will help with parent notification of the availability of CHDP, screening the consent forms, and scheduling appointments.

When indicated, the School Nurse will follow up on any referral made by the CHDP team.

Students not eligible for the services of the LAUSD CHDP team should be referred to their health care providers. New students who missed the examination at school but are otherwise eligible for the service should be referred to available school or community health clinics.

The annual CHDP Compliance State Report is completed each December and submitted to the appropriate Nursing Administrator for submission to the State. The Principal must sign this report.

Scoliosis Screening: State law requires that *all girls in grade 7* and *all boys in grade 8* be screened for scoliosis (see Student Health and Human Services Division, Bulletin No. Z-20, February 1, 1998, “Scoliosis Screening”).

In planning for scoliosis screening, consideration should be given to conducting the program throughout the school year.

When enrolling transferring seventh grade girls and/or eighth grade boys, it is important to screen for scoliosis at that time, if it had not been previously completed.

The annual Scoliosis Screening Report is completed each May and submitted to the appropriate Nursing Administrator for submission to the State for Mandated Cost.



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Parent/Guardian Notification of Possible Health Defects: Parents/guardians must be notified of all possible health defects detected by school health personnel. To best serve the needs of the student, notification should be made promptly by telephone, when possible, with follow up by U.S. mail.

Referrals and Follow up of Possible Health Defects: Students whose parents/guardians have health care providers should be referred to their provider for remediation. Parents/guardians who do not have health care resources should be counseled and referred to their local health care agency. PTSA School Health Centers or LAUSD School Based Health Centers may be used when appropriate and available. Families may be referred to the LAUSD CHAMP Office (866) 742-2273 for assistance in applying for Medi-Cal or other health programs.

Special Education Service: The School Nurse provides select health information to the Student Study Team and the IEP Committee to consider appropriate educational placement. New Federal Law relating to confidential health information referenced partially in the Health Information Portability Protection Act (HIPPA); and the California Department of Consumer Affairs, including the Board of Registered Nurses now severely restricts the transfer of confidential health information by licensed health care providers.

When health issues are a primary concern, the School Nurse is a necessary member of the team and plays an important role in the consensus process.

Record Keeping and Documentation: The School Nurse must record all data affecting the student's health status in clear, concise, objective terms on the appropriate health or medical forms. This is an ongoing responsibility of the School Nurse that relates to every student in the school.

Counseling and Individualized Health Education: Counseling and individualized health education is an integral part of the School Nurse's responsibilities and is interwoven with all state mandated tasks.

School Nurses provide health education and training annually regarding:

- Bloodborne Pathogens Plan, AIDS/HIV and Hepatitis B infection to all District employees
- Growth and Development/Maturation to specified grades
- Medication administration training
- Accommodation and planning for students with disabilities
- First Aid Procedures Flip Chart Training (and CPR/AED when applicable)
- Training and supervision for specialized physical health care services (CEC 49423.5)

Confidential Report of Student Accident/Employer's Report of Occupational Injury or Illness: The School Nurse may assist in completing the Confidential



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Report of Pupil Accident Form: 74.43 by identifying the injury and describing any first aid that she/he provided at the time of the accident. The School Nurse may also help with the notification to the parent/guardian. All other items on the report are administrative responsibilities.

The School Administration is responsible for completing the State of California Employer's Report of Occupational Injury or Illness Form 5020.

Health Office Referrals: With the exception of major emergencies, the first hour of the first class period of the day in a health office should be set aside to give the School Nurse the opportunity to assist students who might need to be excluded for a communicable disease and to readmit students who have been ill or injured.

In secondary schools, the physical education department should process one to three-day parent/guardian requests for a student to be excused from a physical education class. The School Nurse should review all physician requests in excess of three days and notify the physical education teacher as soon as practical.

School staff that make Health Office referrals should carefully screen the need for referrals to avoid unnecessary loss of student's classroom participation. A referral form must accompany all student referrals, except in times of emergency. Discipline problems should be referred to the appropriate administrative office.

AUTHORITY: This Bulletin outlines policies and procedures of the Los Angeles Unified School District. Information in this Bulletin is based upon Federal, State, County, and City Laws and Regulations; The Nurse Practice Act, and numerous Codes which include but are not limited to: The Administrative Code, The Business and Profession code, The Education Code, The Health and Safety Code, The Penal Code, The United States Code, and the Welfare and Institutions Code.

**RELATED
RESOURCES:**

- Student Health and Human Services Division, Bulletin No. Z-2 (Rev.), September 4, 2002, "Reporting Communicable Diseases"
- Student Health and Human Services Division, Bulletin No. Z-3 (Rev.) April 16, 2001, "Child Health and Disability Prevention (CHDP) Program and Blood Lead Testing"
- Student Health and Human Services Division, Bulletin No. Z-4 (Rev.) June 1, 2001, "Immunization Guidelines for School Admission"
- Office of the Superintendent, Bulletin No. Z-10, August 1, 1996, "Child Abuse Reporting"
- General Counsel, Reference Guide No. L-2, "Coordination of District Child Abuse Reporting Procedures and Sexual Harassment Policy"
- Student Health and Human Services Division, Bulletin No. Z-20, February 1, 1998, "Scoliosis Screening"



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- Student Health and Human Services Division, Bulletin No. Z-21 (Rev.) Feb. 1, 1998, “Tuberculosis Examination Requirement for New Entering Students”
- School Operations, Bulletin No. Z-46 (Rev.) Aug 4, 1998, “Mandate to Provide Information Regarding AIDS/HIV and Hepatitis B Infections to all District Employees”
- California School Immunization Record (CSIR) PM-286
- Confidential Report of Pupil Accident Form: 74.43
- Employer’s Report of Occupational Injury or Illness Form 5020
- Private Physicians examination Report Form (Item # 966-12-15306; LAUSD Supplies & Equipment)
- First Aid Procedures Flip Chart (Item # 966-12-78998; LAUSD Supplies & Equipment)

ASSISTANCE: For assistance or further information please contact Karen Maiorca, Director, District Nursing Services, at (213) 763-8374.