



# 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 3, 2025 (Fall Semester) & Friday, February 13, 2026 (Spring Semester)**

#### (NON-NEGOTIABLE) MANDATED RESPONSIBILITIES FOR ALL SCHOOL NURSES

##### State Mandated Responsibilities and District Policies for Credentialed School Nurses

- ❖ ***District-allocated School Nurse time is to be utilized to perform state mandated responsibilities as outlined below.***
- ❖ ***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.***

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 Diabetes Care Management
  - Orders are Complete and in Compliance with District Guidelines
  - Orders are Current and Uploaded into Welligent Disease Management Module (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 School and Child Care Roster Lookup (SCRL) and California Immunization Registry (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 Field Trip 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 and Specialized Physical Health Care Services (SPHCS), Orders (AKA treatments/protocols) and Administration of each Medication and/or Protocol
- Provide Supervisor's Signature on Protocol Session Notes Completed by Licensed Vocational Nurses (LVNs) and Health Care Assistants (HCAs)
- Chronic Health Conditions and Health Alerts
- Communicable Disease Exclusions
- Health Assessments and the Accompanying Present Level of Performance (PLP)
- Counseling and Individualized Health Education
- Vision, Hearing and Immunization Screening Results and 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*

❖ ***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.***

### Additional School Support Services

- School Site Crisis Team Member
- Student Support and Progress Team (SSPT)
- School Attendance Review Board (SARB)
- Focus on Students with Chronic 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
- Health Education Programs (Nurses no longer provide 5<sup>th</sup>/6<sup>th</sup> 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 Available and at the School Nurse's Discretion

# GUIDELINES FOR CREDENTIALLED SCHOOL NURSES

## FIRST SEMESTER CONFERENCE: Fall 2025

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Credentialed School Nurse Name

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Credentialed School Nurse Signature

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Principal or Administrative Designee Name

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Principal or Administrative Designee Signature

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School

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School

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Conference Date

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Conference Date

## SECOND SEMESTER CONFERENCE: Spring 2026

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Credentialed School Nurse Name

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Credentialed School Nurse Signature

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Principal or Administrative Designee Name

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Principal or Administrative Designee Signature

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School

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School

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Conference Date

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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/sign-out 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 of not less than thirty (30) minutes, as scheduled by the site administrator” (*Collective Bargaining Agreement Article IX 5.0*). **Coverage should be 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 exclusive of unpaid lunch per UTLA Collective Bargaining Agreement.*

**Provide a list of meeting dates, places and times to the Administrator to ensure planning for coverage. The Region Nursing Office may be contacted for emergency assistance if necessary.**

**Staff Meetings, Professional 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 3.0*).