



Los Angeles Unified School District
 Medical Director Services Division
 District Nursing Services Branch



SCHOOL NURSING ACTIVITIES CALENDAR

Framework	Monthly	COMPLETED/NOTES
	<ul style="list-style-type: none"> • 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	August	
<i>Standards of Practice</i>	<ul style="list-style-type: none"> • 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). 	<input type="checkbox"/> <input type="checkbox"/>
<i>Care Coordination</i>	<p>Health Office:</p> <ul style="list-style-type: none"> • 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



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	<ul style="list-style-type: none"> • Continue providing direct care to students • Follow up on failed audios-call parent, send paperwork to audiometry <p>Medications/Protocols:</p> <ul style="list-style-type: none"> • 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 <p>Schedule/Organize:</p> <ul style="list-style-type: none"> • 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Leadership</i>	<ul style="list-style-type: none"> • 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. 	<input type="checkbox"/> <input type="checkbox"/>
<i>Quality Improvement</i>	<ul style="list-style-type: none"> • Review monthly data for trends and review documentation of LVN/HCA • Ensure AED monthly inspections are recorded in Arch 	<input type="checkbox"/> <input type="checkbox"/>
<i>Community/ Public Health</i>	<ul style="list-style-type: none"> • Principal-Credentialed School Nurse Conference Form due this month • Schedule health education classes such as handwashing, as appropriate (tie into current events, season, school needs) • Encourage flu vaccinations of staff/students 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
NOVEMBER		COMPLETED/NOTES
<i>Standards of Practice</i>	<ul style="list-style-type: none"> • Review evidence-based practice that pertains to your students' needs 	<input type="checkbox"/>
<i>Care Coordination</i>	<p>Health Office:</p> <ul style="list-style-type: none"> • 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



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	<ul style="list-style-type: none"> • Continue Health Assessments for Special Education • Follow up on failed audios-call parent, send paperwork to audiometry <p>Medications/Protocols:</p> <ul style="list-style-type: none"> • 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 <p>Schedule/Organize:</p> <ul style="list-style-type: none"> • Review “Safe School Plan.” Assess possible safety hazards and communicate with Principal. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Leadership</i>	<ul style="list-style-type: none"> • Identify a professional development opportunity to meet your needs/goals 	<input type="checkbox"/>
<i>Quality Improvement</i>	<ul style="list-style-type: none"> • Review weekly data for trends and review documentation of LVN/HCA • Ensure AED monthly inspections are recorded in Arch 	<input type="checkbox"/>
<i>Community/ Public Health</i>	<ul style="list-style-type: none"> • Continue to promote flu vaccinations of staff/students 	<input type="checkbox"/>
DECEMBER		COMPLETED/NOTES
<i>Standards of Practice</i>	<ul style="list-style-type: none"> • Review LAUSD policy and procedures 	<input type="checkbox"/>
<i>Care Coordination</i>	<p>Health Office:</p> <ul style="list-style-type: none"> • 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 <p>Medications/Protocols:</p> <ul style="list-style-type: none"> • 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 protocol 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



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	MARCH	COMPLETED/NOTES
<i>Standards of Practice</i>	<ul style="list-style-type: none"> Continue to follow policy and procedure of LAUSD 	<input type="checkbox"/>
<i>Care Coordination</i>	<p>Health Office:</p> <ul style="list-style-type: none"> 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 <p>Medications/Protocols:</p> <ul style="list-style-type: none"> 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 <p>Schedule/Organize:</p> <ul style="list-style-type: none"> Work with teachers to ensure appropriate accommodations for students participating in field trips/camps that may have health concerns. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Leadership</i>	<ul style="list-style-type: none"> Identify new community resources needed to meet student needs Continue to advocate for students needs 	<input type="checkbox"/> <input type="checkbox"/>
<i>Quality Improvement</i>	<ul style="list-style-type: none"> Review weekly data for trends and review documentation of LVN/HCA Ensure AED monthly inspections are recorded in Arch 	<input type="checkbox"/> <input type="checkbox"/>
<i>Community/ Public Health</i>	<ul style="list-style-type: none"> Provide classroom, staff and parent education on appropriate topics Monitor flu/communicable diseases 	<input type="checkbox"/> <input type="checkbox"/>
	APRIL	COMPLETED/NOTES
<i>Standards of Practice</i>	<ul style="list-style-type: none"> Continue to follow policy and procedure of LAUSD 	<input type="checkbox"/>
<i>Care Coordination</i>	<p>Health Office:</p> <ul style="list-style-type: none"> Daily Student Accountability – Health Office Sign In Document daily health office visits in Welligent 	<input type="checkbox"/> <input type="checkbox"/>



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	<ul style="list-style-type: none"> Continue to provide direct care of students Continue to clear field trips Follow up on failed audios-call parent, send paperwork to audiometry <p>Medications/Protocols:</p> <ul style="list-style-type: none"> 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 <p>Schedule/Organize:</p> <ul style="list-style-type: none"> 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Leadership</i>	<ul style="list-style-type: none"> Continue to advocate for students needs 	<input type="checkbox"/>
<i>Quality Improvement</i>	<ul style="list-style-type: none"> Review documentation of LVN's and HCA's Ensure AED monthly inspections are recorded in Arch 	<input type="checkbox"/> <input type="checkbox"/>
<i>Community/ Public Health</i>	<ul style="list-style-type: none"> Provide classroom, staff and parent/guardian education on appropriate topics 	<input type="checkbox"/>

	MAY/JUNE	COMPLETED/NOTES
<i>Standards of Practice</i>	<ul style="list-style-type: none"> Conduct environmental scan of potential standards or guideline updates that will be forthcoming for next year. 	<input type="checkbox"/>
<i>Care Coordination</i>	<p>Health Office:</p> <ul style="list-style-type: none"> 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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

