



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: General Guidelines – Credentialed School Nurse State Mandated Responsibilities

NUMBER: BUL-989.1

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

MAJOR CHANGES: This Bulletin replaces BUL-989.0 General Guidelines-School Nurse State Mandated Responsibilities. The Bulletin content has been revised to reflect current policies and procedures. When the term School Nurse is used, this refers to Credentialed School Nurse.

GUIDELINES: I. IMPLEMENTATION OF THE SCHOOL HEALTH SERVICES PROGRAM
Personnel permitted to supervise health and development of students must hold a valid Service Credential. (CEC 49422).

A. Conference

At the beginning of the school year, a conference is strongly recommended involving the School Nurse, principal, and school administrative assistant regarding the school health services program to be implemented during the year.

1. School health and safety guidelines can be established to provide optimal benefits to students, parents/guardians and staff.
2. 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.

B. Clerical Assistance

Clerical assistance is recommended and should be made available to the School Nurse on a continuing basis for schools with high enrollment.

1. At the time a new student enrolls, the parent or guardian will complete the forms listed below. The office staff will provide these forms promptly to the School Nurse for assessment and follow up:

ROUTING
ESC Superintendents
Principals
School Nurses
School Administrative Assistants



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- a. Permanent Health History (Commodity Code # 966-12-15292)
 - b. A copy of the student's immunization record
2. Preferably at the beginning of the school year and no later than the beginning of the second school month, the School Nurse shall be provided with:
- a. The Health Record (Commodity Code 966-12-15301) for new students. Health information of students who transfer from another school district shall be requested and provided to the School Nurse.
 - b. The Health Record of students transferring within LAUSD from one level to another (elementary to middle school, or middle to senior high school).
 - c. The Health Record shall have current information: student name, birth date, gender, home address, home telephone number, and school name, date of entry, grade level and room number (elementary school only).
 - d. California School Immunization Record (CSIR – PM 286) complete with identifying formation for all students new to the District.
 - e. Examination by Private Physician (Commodity Code 966-12-15306) if applicable for new enrollee or Report of Health Examination for School Entry (Form PM 171A). Refer to [BUL-2514.1 Child Health and Disability Prevention Program and Blood Lead Testing](#).
 - f. Access to an alphabetized Student Emergency Information Form. Refer to [BUL-5091.1 Student Emergency Information Form](#).
 - g. A current printout of the student class schedule.

II. STATE MANDATES FOR THE CREDENTIALLED SCHOOL NURSE

School Nurses prioritize state mandated tasks in the following order:

A. Emergency Care

1. 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.
2. 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 Emergency Medical Services (EMS) or (Dial: 9-1-1).
3. The Field Nursing Coordinator should then be notified and the principal/designee shall initiate an Incident System Tracking Accountability Report ([ISTAR](#)).



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4. The site School Nurse should be notified as soon as possible.
 5. Students who received emergency care may not return to school without written clearance from a health care provider.
 6. Students returning to school with sutures, casts, braces, or ace bandages, etc. or any device to assist with mobility/ambulation such as a cane, crutches, walker, wheelchair etc. must have a written clearance and an explanation if there are any restrictions. Refer to [Nursing Form 33.12, Readmission of Pupils with Ace Bandages, Sutures, Braces, Casts, Crutches, Wheelchairs, and other Ambulatory Assisted Devices.](#)
- B. Child Abuse, Sexual Abuse, and Child Neglect
1. State law requires that all school employees who have observed or who have knowledge of a suspected case of child abuse must report the suspicion by telephone and submit a written report within the specified time. Refer to [BUL-1347.2 Child Abuse and Neglect Reporting Requirements](#); [BUL-3349.0 Sexual Harassment Policy \(Student-To-Student, Adult-To-Student, and Student-To-Adult\)](#); [BUL-3357.1 Employee-to-Student Sexual Abuse and Related Discipline Policy](#)
 2. The School Nurse, if available, may be called upon for consultation. The School Nurse is also mandated to complete the [CAL EMA 2-900 Medical Report: Suspected Child Physical Abuse and Neglect Examination](#) as required by the Penal Code in specified circumstances.
- C. Control of Communicable Diseases
1. The School Nurse or principal/designee can recommend exclusion of students who are suspected of having a communicable disease. Refer to [BUL-1937.1 Reporting Communicable Diseases.](#)
 2. Report all communicable diseases to District Nursing Services, (213) 202-7580. If there is a health question regarding a student's readmission, contact the appropriate Field Nursing Coordinator's office.
 3. Students may be excluded for head lice at the end of the school day, but readmitted after appropriate treatment is instituted. The presence of nits alone (after treatment) is not an absolute indication for exclusion and children should not be absent from school for extended periods of time due to this treatable condition.
 4. In the absence of the School Nurse, the principal/designee can readmit students who have recovered from minor communicable diseases/conditions such as a common cold, flu, conjunctivitis, impetigo and chickenpox/pediculosis (head lice) or scabies.
 5. Prior to any notification regarding a communicable disease/condition other than chickenpox or pediculosis, the Director of Nursing Services and Director of Student Medical Services must be consulted.



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6. During some disease outbreaks, the County of Los Angeles Department of Health Services may send a Public Health Nurse to the school. Please notify your Field Nursing Coordinator and District Nursing Services Communicable Disease Unit (213) 202-7580 immediately if this occurs.
 7. A School Nurse who has multiple school assignments may have limited time at each school for screening health conditions.
 - a. Educating parents and staff how to recognize signs and symptoms of communicable conditions will help control its prevalence.
 - b. Some of the conditions include, but are not limited to, pediculosis, scabies, impetigo, etc.
 - c. 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 Field Nursing Coordinator's office.
 8. Administrators are mandated to provide information regarding [Bloodborne Pathogens Exposure Control Plan](#) (AIDS/HIV and Hepatitis B infection) to all District employees annually (see Health and Safety Code Part 1 of Division 1, Section 199.81, Chapter 1.15). The School Nurse should be allowed sufficient time during a regular or scheduled staff meeting to provide the mandated information.
- D. Immunization Assessment and Follow-up
1. 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 not be allowed to enroll.
 2. 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). Refer to [BUL-1660.6, Immunization Guidelines for School Admission](#).
 3. Written personal immunization record; the health care provider or health agency administering the immunizations must give a written record to the student or parent/guardian containing the following information:
 - a. Full legal name of child
 - b. Birth date of child
 - c. Type of vaccine(s) administered
 - d. Date of each immunization (month/day/year), or health care provider's written indication that the child had the disease, or lab report indicating that the child has immunity for the disease.
 - e. Name of health care provider or health agency administering vaccine(s)
 - f. A variety of written records such as the Pupil Accounting Record



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- (PAR), California State Immunization Record (CSIR) or PM 171A “Report of Health Examination for School Entry” may be used for this purpose, but the Immunization Record is most often used.
- g. At the time of enrollment, school personnel should make a photocopy of the written record. The copy should be kept with the student’s health record. *School personnel will enter immunization data along with other enrollment information in the Integrated Student Information System (ISIS) and on the student’s health record.*
 - h. Immunizations may be retrieved and printed through the computerized Student Information System (ISIS). You may also assess, retrieve, or print immunizations from the Welligent (Electronic Health Record) for auditing purposes. **DO NOT ENTER IMMUNIZATIONS** into Welligent.
4. Immunization Waiver
- a. 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.
 - b. Request for a medical exemption, temporary or permanent, from immunizations should be referred to the School Nurse for follow up as necessary.
5. When assessing each student’s immunization status, the School Nurse will need to give priority to:
- a. Students in non-compliance
 - b. Students conditionally admitted:
 - (1) 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:
 - (a) Parent/Guardian has been informed of public sources of immunization administration.
 - (b) Parent/Guardian has been notified at least 10 school days before the date of exclusion.
 - (2) When recommending exclusion of students in non-compliance and/or conditional admission, the School Nurse as the administrator’s designee, must notify the school administrator before excluding students.
6. An annual State audit for immunizations requires that immunization records are assessed for Kindergarten, 7th grade, State Preschool, and Early Childhood Centers ages 2 through 4 years. The reports are submitted annually in October to the appropriate Field Nursing Coordinator for submission to the State.



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7. The State may also conduct random immunization audits. Contact the Field Nursing Coordinator immediately if notified of any immunization audit.
- E. Audiometric Screening
- The School Nurse assists the school with arrangements to complete hearing assessments by the school audiometrist and assists students with identified hearing loss by referring students to health care providers and assisting families in receiving care and treatment. The following grades are screened:
1. Elementary
 - a. Kindergarten
 - b. Any first entrance to LAUSD not previously screened
 - c. Second grade
 - d. Fifth grade
 - e. Referrals and students with previously identified hearing loss
 2. Middle School
 - a. Eighth grade
 - b. New enrollees to LAUSD
 - c. Referrals and students with previously identified hearing losses
 3. High School
 - a. New enrollees to LAUSD
 - b. Referrals and students with previously identified hearing loss
 4. Special Education referrals (except students receiving DHH services)
 - a. All initial referrals for assessment
 - b. Triennial IEP, unless parental permission is denied (per EC 3027)
 - c. Out of state 30-day placement
 - d. Non-public school Triennial
 - e. Pre-School transition IEP does not require an update audiometric screening
- F. Vision Screening is required as follows:
1. Elementary
 - a. Kindergarten or any first entrance to LAUSD
 - b. Second and fifth grade
 - c. Students not screened within the previous 3 years
 - d. Color vision for boys
 - e. Referrals
 2. Middle School
 - a. Seventh or eighth grade
 - b. New enrollees to LAUSD, including color vision for boys not previously screened.
 - c. LAUSD transfer students not screened within the previous 3 years.



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- d. Referrals
- 3. High School
 - a. New enrollees to LAUSD, including color vision for boys not previously screened.
 - b. Referrals
- G. Child Health and Disability Prevention Program (CHDP)
 - 1. 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. Refer to [BUL-2514.1 Child Health and Disability Prevention \(CHDP\) Program and Blood Lead Testing](#)
 - 2. 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.
 - 3. The LAUSD-CHDP Program offers exams in two ways: at permanent school clinic sites and selected elementary schools on a scheduled basis.
 - a. Contact your School Nurse for school-based clinic sites. Communication with kindergarten and first grade teachers regarding CHDP is important since this helps increase compliance of the mandate.
 - b. When indicated, the School Nurse will follow up on any referral made by the CHDP team.
 - c. Consent forms for the LAUSD-CHDP program should be included in the kindergarten/first grade enrollment packet. Refer to [BUL-2514.1 Child Health and Disability Prevention \(CHDP\) Program and Blood Lead Testing](#).
 - 4. Students not eligible for the services of the LAUSD-CHDP program should be referred to their health care providers.
 - 5. New students, who missed the examination at school but are otherwise eligible for the service, should be referred to available school-based or community health clinics.
- H. Scoliosis Screening
 - 1. State law requires that *all girls in grade 7* and *all boys in grade 8* be screened for scoliosis (see Education Code Section 49452.5).
 - 2. While planning for scoliosis screening, consideration should be given to conducting the program throughout the school year.
 - 3. When enrolling transferring seventh grade girls and/or eighth grade boys, it is important to screen for scoliosis at that time, if not previously completed.
 - 4. The annual Scoliosis Screening Report is completed each May and submitted to the appropriate Field Nursing Coordinator for submission to the State for Mandated Cost. School Nurses must



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document scoliosis screening results in Welligent (Mass Screening).

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

- J. Referrals and Follow up of Possible Health Defects
 1. Students whose parents/guardians have health care providers should be referred to their provider for remediation.
 2. Parents/guardians who do not have health care resources should be counseled and referred to their local health care agency.
 3. LAUSD School-Based Health Centers, School Wellness Centers, or PTA Health Centers may be used when appropriate. Contact the School Nurse or LAUSD-CHDP Program at (213) 202-7533.
 4. Families may be referred to the LAUSD CHAMP Office (866) 742-2273 for assistance in applying for Medi-Cal or other health programs.

- K. Special Education Service
 1. The School Nurse provides select health information to the Student Study Team and the IEP Committee to consider appropriate educational placement.
 2. 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.
 3. Refer to [BUL-2030.1 Guidelines for an Individualized Health Assessment and the Participation of the Credentialed School Nurse in the Individualized Education Plan \(IEP\) Process](#)

- L. Record Keeping and Documentation
 1. The School Nurse will record all data affecting the student's health status in clear, concise, and objective terms in the electronic health record.
 2. This is an ongoing responsibility of the School Nurse that relates to every student in the school.

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



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- N. School Nurses provide Health Education and Annual Training regarding:
1. [Bloodborne Pathogens Exposure Control Plan](#); AIDS/HIV and Hepatitis B infection to all District employees
 2. Growth and Development/Maturation to specified grades
 3. Medication administration training, refer to [BUL-3878.2 Assisting Students with Prescribed Medication at School](#)
 4. Accommodation and planning for students with disabilities, refer to [BUL-4692.1 Section 504 and Students/Other Individuals with Disabilities](#)
 5. First Aid Procedures training (and CPR/AED when applicable)
 6. Training and supervision for specialized physical health care services (CEC 49423.5)
- O. Confidential Report of Student Accident/Employer's Report of Occupational Injury or Illness
1. The School Nurse may assist in completing the Incident System Tracking Accountability Report ([ISTAR](#)) by identifying the injury and describing any first aid that she/he provided at the time of the accident.
 2. The School Nurse may also help with the notification to the parent/guardian.
 3. All other items on the report are administrative responsibilities.
- P. Health Office Referrals
1. With the exception of major emergencies, the first hour 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.
 2. In secondary schools, the physical education department should process parent/guardian requests for a student to be excused for one to three days from a physical education class. The School Nurse will review all Licensed Health Care Provider requests in excess of three days and notify the physical education teacher as soon as practical.
 3. School staff that makes health office referrals should carefully screen the need for a referral to avoid unnecessary loss of the student's classroom participation. A referral form must accompany all student referrals, except in times of emergency.
 4. Referrals which relate to discipline should be referred to the appropriate school-site 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,



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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:

- [BUL-1347.2 - Child Abuse and Neglect Reporting Requirements](#)
- [BUL-1660.6 - Immunization Guidelines for School Admission](#)
- [BUL-1937.1 - Reporting Communicable Diseases](#)
- [BUL-2030.1 - Guidelines for an Individualized Health Assessment and the Participation of the Credentialed School Nurse in the Individualized Education Plan \(IEP\) Process](#)
- [BUL-2514.1 - Child Health and Disability Prevention \(CHDP\) Program and Blood Lead Testing](#)
- [BUL-3349.0 - Sexual Harassment Policy \(Student-To-Student, Adult-To-Student, and Student-To-Adult\)](#)
- [BUL-3357.1 - Employee-to-Student Sexual Abuse and Related Discipline Policy](#)
- [BUL-3878.2 - Assisting Students with Prescribed Medication at School](#)
- [BUL-4692.1 - Section 504 and Students/Other Individuals with Disabilities](#)
- [BUL-5091.1 - Student Emergency Information Form](#)
- [Bloodborne Pathogens Exposure Control Plan](#) – LAUSD OEHS, January 1997
- California Education Code 49452.5 Scoliosis Screening Mandate
Mandated Information Regarding AIDS/HIV and Hepatitis B Infections to all District Employees see [Communicable Disease in Schools, A Reference Guide, 3rd Edition, 2005](#)
- California School Immunization Record (CSIR) PM-286
- Incident System Tracking Accountability Report ([ISTAR](#))
Examination by Private Physician (Commodity Code # 966-12-15306; LAUSD General Stores Distribution Catalog)
- [Report of Health Examination for School Entry \(Form PM 171A\)](#) Refer to BUL-2514.1 Child Health and Disability Prevention (CHDP) Program and Blood Lead Testing
- First Aid Procedure (flip chart procedural manual) - Commodity Code # 966-12-78998; LAUSD General Stores Distribution Catalog

ASSISTANCE: For assistance or further information, please contact District Nursing Services at (213) 202-7580.