

PASADENA UNIFIED SCHOOL DISTRICT



HEALTH PROGRAMS PROCEDURE GUIDE

2016-2017

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This book addresses just some of the current challenges facing the nurse in the school setting. Without the help of the above mentioned agencies and individuals, this valuable resource would not have been possible.

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PROGRAM OUTLINE

The Pasadena Unified School District through its Board of Education has maintained a long history of support for a comprehensive school health program. The program is designed to protect and promote the health and well being of all students and staff. This procedure guide for the health service staff is only one part of a comprehensive school health system that includes health education, physical education services, psychological counseling services, a safe and healthy school environment, and health promotion for staff, parents, and community involvement.

A school based health program provides for early identification of health problems and expertise and leadership from the school nurse in triage and treatment for injury and illness.

The following activities are the responsibility of each school nurse:

- Assessing school community Health Programs and educational needs.
- Providing mandated vision, hearing, and scoliosis screening, referral and follow-up as necessary.
- Ensuring adequate immunization status of students.
- Assisting in ensuring that special education pupils with extended learning and/or physical disabilities will be placed in appropriate classes or classroom settings.
- Providing nursing expertise to students, families, and staff as appropriate.
- Providing support and leadership regarding child abuse, case finding, reporting, and follow-up.
- Conducting health appraisals, screening, and follow-up.
- Providing teachers with resource materials and background for health-related education classes.
- Providing personal health counseling to students, parents, and staff as appropriate.
- Assisting families in need to obtain medical and social services.
- Implementing innovative programs which build upon student strengths and ensure optimal learning.
- Acting as liaison between the school and community resources.
- Providing health-related input and expertise to related district programs.
- Assessing the acutely ill and injured, and providing treatment and referral through the district clinic and other resources.
- Case Management

The primary goal is to strengthen and facilitate the educational process by improving and protecting the health status of students and staff.

Primary Health Care Clinic, 351 S. Hudson, Room 130

The Pasadena Unified School District Primary Health Care Clinic, staffed by Nurse Practitioners, provides medical services for uninsured children, preschool through high school. Children receive complete physical examinations, CHDP exams, sports and camp physicals, and medical care for illness and injury. Other services include immunizations, tuberculosis screening tests, counseling, and health education. Referrals and appointments are made through school nurses and health clerks. This Clinic has a Title I outreach worker to assist families with accessing MediCal, Healthy Families, California Kids, and other health care plans for medical homes for children.

Drug Prevention

As part of a Comprehensive Health Education program, students receive instruction in drug prevention at all grade levels. The programs help students build self-esteem, improve peer relationships and learn to make healthy, drug-free choices.

POSITION TITLE: **CREDENTIALLED SCHOOL NURSE**
JOB DESCRIPTION

RESPONSIBLE TO: Director of Health Programs

QUALIFICATIONS:

- California licensure as a Registered Nurse
- Baccalaureate Degree
- Health Services Credential. (Possession of a Preliminary Credential may be acceptable.)

ROLE: Strengthens the educational process through a comprehensive health program which focuses on improvement and protection of the health of pupils and school personnel in accordance with state law and district policy and procedures.

POSITION
RESPONSIBILITIES:

1. Identifies student health problems through case findings, and screening procedures.
2. Counsels students, parents and school personnel about illness, physical defects, social and potential health problems.
3. Refers students needing medical or dental care. Assists families to solve financial, transportation and other barriers to health care.
4. Completes health assessment of Special Education candidates including social and emotional components of the family setting. Is a member of the I.E.P. team.
5. Conducts a communicable disease program directed toward the control of communicable disease in the school, including immunization assessment and compliance.
6. Maintains health records of students and documents care provided.
7. Informs teachers of health problems of students and suggests ways of preventing complications and enhancing a student's achievement potential.
8. Provides emergency care for seriously ill and injured students.
9. Counsels parents, pupils and school staff regarding health related attendance problems. Assists with Home Teaching referrals.

10. Supervises the administration of medications according to district policy.
11. Confers and communicates with physicians and other health professionals.
12. Assists site staff in the referral process for suspected child abuse.
13. Serves as a liaison to community agencies.
14. Supports professional health career programs.
15. Reports health problems of students and school environment to administrators. Assists in the identification of safety and health hazards.
16. Maintains first aid supplies including kits for classroom.
17. Supervises work of clerical personnel and student helpers in health office.
18. May participate in teaching school personnel First Aid and CPR to meet immediate needs of students and staff.
19. Serves as a resource and consultant in health education. Teaches health education topics in the classroom.
20. Maintains professional competence through participation in in-service education activities.

POSITION TITLE:

**CREDENTIALLED SCHOOL NURSE/
NURSE PRACTITIONER JOB DESCRIPTION**

RESPONSIBLE TO:

Director of Health Programs

**MINIMUM
REQUIREMENTS:**

- 1. Master's degree with a major in nursing from an appropriately accredited institution of higher learning and completion of an accredited nurse practitioner program.
- 2. Must hold a valid California Registered Nurse license and a valid California Nurse Practitioner license.
- 3. California Health Services Credential.

**DESIRABLE
QUALIFICATIONS:**

- 1. Two years experience as a nurse practitioner.
- 2. Two years experience as a school nurse and/or public health nurse.
- 3. Holds national professional certification.
- 4. Knowledge of bilingual, bicultural healthcare and health practices.
- 5. Experience working with an urban, multiethnic population.
- 6. Knowledge of state and federal regulations regarding funding sources for provision of medical care.
- 7. The ability to communicate effectively in both written and oral forms.
- 8. The ability to work effectively and cooperatively with professionals, paraprofessionals and community groups.
- 9. Availability of private transportation.

RESPONSIBILITIES:

Under direction of the Director of Health Programs and supervising physicians per protocols, provides health services. The nurse practitioner performs assessments, makes a diagnosis, develops and implements a treatment plan including student and family education, provides follow-up and evaluation of client status and interacts with professional colleagues to provide comprehensive care. The nurse practitioner is qualified to perform all duties described under the school nurse job description in addition to the above responsibilities according to assignment. The major focus of school nursing is prevention of disabilities through early detection and correction of health problems and provision of a comprehensive service/education program for staff, parents and students. In addition the nurse practitioner is responsible for maintaining school based clinic including supervising staff, clinic operations, quality assurance,

managing funding, and grant writing.

- EXAMPLES OF DUTIES:**
1. Performs direct primary care such as complete physical examinations, including head to toe exam, ordering indicated lab work and studies, immunizations, and anticipatory guidance on all children.
 2. Employs strong focus on adolescent health care and prevention through identification of at risk behaviors utilizing the Guidelines for Adolescent Practice.
 3. Conducts preventive screening procedures based on age and history.
 4. Performs evaluation, diagnosis, treatment and follow-up for common acute and routine chronic illness.
 5. Furnishes pharmacological agents and non-pharmacological therapies per protocol.
 6. Identifies needs of the individual, family and/or community as a result of the evaluation of the collected data, and facilitates appropriate utilization of the healthcare system.
 7. Updates and records changes in health status.
 8. Maintains communication with parents, school staff, and involved community practitioners or agencies to promote needed treatment and secures reports of findings pertinent to educational planning.
 9. Administers immunizations and TB tests for all students, employees and volunteers within the district.
 10. Provides employee pre-employment physical examinations.
 11. Consults and serves as a resource person to teachers, staff, and administrators involved in the school programs.
 12. Provides in-classroom health education.
 13. Participates in quality assurance review on a periodic basis including regular chart review
 14. Nurse practitioners combine the roles of provider, educator, manager and consultant. They act as a preceptor with numerous educational institutions i.e.: UCLA, USC, CSULA, and Azusa Pacific.
 15. Performs other duties, as assigned.

SPECIFIC SERVICES PROVIDED BY THE CERTIFICATED SCHOOL NURSE

1. Hearing Assessment.
2. Vision assessment.
3. General health assessment of children.
4. Counseling students with physical, social and emotional problems.
5. Counseling parents regarding health problems affecting the student's achievement.
6. Assisting parents with appropriate referrals for further diagnosis and treatment of their child's health problems.
7. Assisting families with financial barriers to treatment.
8. Consulting with teachers regarding student's health problems and their adjustment in the classroom.
9. Continuous monitoring of community resources to meet student's needs.
10. Managing communicable disease outbreaks in conjunction with the Pasadena Health Department or the County Health Department.
11. Assisting school personnel in the recognition of signs and symptoms of communicable disease.
12. Consulting with teachers on up-to-date and scientific health information.
13. Assisting teachers with resources for health education.
14. Giving lessons in health education in the classroom.
15. Staff in-services on a variety of health topics.
16. Providing Mantoux skin tests for students and employees at the district clinic.
17. Assessment, referral and administration of required immunizations for students at the district clinic.
18. Providing American Red Cross First Aid and CPR Training for students and staff.
19. Certifying student illness for admission to home teaching.
20. Certifying student illness in special attendance problems, and counseling student and parents.

SERVICES PROVIDED BY THE CERTIFICATED SCHOOL NURSE (CONTINUED)

21. Screening of students referred to Student Study Team to identify or rule out problems that may interfere with achievement in the classroom.
22. Health assessment, including neuromaturational development, of students referred for evaluation by Guidance Team.
23. Referral for complete physical examination (excluding X-ray and special tests requiring laboratory work) to the district clinic for the student who qualifies financially under CHDP and Medi-Cal requirements.
24. Specialized physical health care services to qualifying student (e.g., catheterization, tracheostomy care, gavage feeding).
25. Crisis intervention.
26. Bereavement counseling of students dealing with death or other serious loss.
27. Assisting school staff in preparing for earthquakes and other disasters.
28. IEP assessment, screening and written report.

Services may be obtained by referral from a teacher, psychologist, speech therapist or any other staff person, student self-referral, physician or other private practitioner referral, community agency referral, or parent request.

MANDATED SCHOOL NURSING ACTIVITIES ON DISTRICT TIME

School nursing activities are mandated in the California Education Code (CEC) Title 5 or Health and Safety Code (H & SC). Health Education is also mandated and the school nurse initiates, facilitates, and serves as a resource to the classroom teacher. Mandates include special education assessment which is under the direction of that department.

MANDATES

PRIORITIES OF THE DAY

CEC 49400	a. Crisis intervention: Child abuse, rape, serious traumas, serious illness, pregnancy, suicide attempts, drug ingestion, and other emotional crisis as well as needed screening.
H & SC 3380 3389	b. Immunizations and reporting of immunizations (students need immunization to be admitted to school).

PROGRAM PRIORITIES

CEC 49452	1. Vision (including color) and hearing screening, referral and follow-up.
455, 456	2. Identification of other health problems, referral and follow-up.
C E C 49452.5	3. Communicable disease control (i.e., pediculosis, scabies, shigella and childhood diseases).
C E C 49400	4. Scoliosis screening, referral and follow-up.
	5. Dental disease identification, referral and follow-up.
	6. Attendance counseling of students and parents regarding health related absences (home visits on request from principal).
	7. Follow-up on all identified problems including those identified in the CHDP examinations.
	8. Annual and other special reports, maintenance of student records including special education records and other reports.
	9. Life process and other health education activities.
	10. Dental education at appropriate elementary grade levels.

A definition of diligent care (CEC 49400) has come from the State Department of Education:

“A public education agency does have the responsibility of ensuring that all pupils receive “diligent care” related to their health needs and physical development (see Education Code Section 49400 et. Seq.). This means that public education agencies must be involved in screening, consultation and referral activities which will assist parents in obtaining proper medical treatment for their child.”

HEALTH OFFICE MONTHLY ACTIVITIES SUGGESTED GUIDELINES

AUGUST

1. Before school begins or as soon as possible, discuss current mandatory immunization guidelines with office staff. Confirm need for written verification of Immunization status. Clarify procedure for referral to Health Programs Immunization Clinic.
2. Compile a list of students with waivers of immunizations. This must be current if exclusions become necessary.
3. Check supply of forms, first aid supplies and arrange health room cupboards.
4. Prepare/distribute first aid kits and latex gloves to the classroom and noon-duty personnel. Gloves distributed to all staff per OSHA guidelines.
5. Begin preparing a list of students with significant health problems - Health Concerns list. Distribute to appropriate staff, maintaining confidentiality rights of students. Serious health problems should have treatment strategies outlined. Copy to be sent to Health Programs Coordinator.
6. Make a list of students with parental waivers excluding first aid/medical treatment. Post a list of those names on the inner door of the first aid cabinet.
7. Visit each classroom, introduce yourself and explain your function and procedures.
8. If possible, attend the first staff meeting to become acquainted with new teachers. This meeting often occurs before school begins.
9. Request office staff to inform you of any new student who reports a physical problem at the time of enrollment. Review enrollment forms.
10. Notify all office personnel of daily schedule for nurse, health clerk, and procedures to follow when emergencies occur. Obtain current school nurse on call list.
11. Set up file or notebook to expedite follow-up activities on students.
12. Review special education class lists for needed assessments and required designated instructional services. Determine timeline.
13. Plan conferences with teachers to inform them of individual student health needs.

HEALTH OFFICE MONTHLY ACTIVITIES (CONTINUED)

AUGUST (CONTINUED)

14. Send CHDP letters home to all 1st graders who do not have CHDP certificates. Check CHDP worksheet from previous year. Check procedures for CHDP program. May send letter informing parents of CHDP availability and qualifying requirements for students in grade 2-12.
15. Become familiar with the cumulative health records of each student so you may understand individual health status and develop intervention strategies. Prepare health folders for students new-to-district.
16. List all students requiring medication in school. Train staff that will be responsible in the absence of nurse and Health Programs assistant. Complete sign-off sheet.
17. List all students requiring assistance with specialized health procedures. Train staff that will assist student and complete sign-off sheet.
18. Schedule with principal time to present certificated and classified staff in-services on mandated subjects (e.g., blood borne pathogens & child abuse identification and reporting).
19. Monthly report due.

SEPTEMBER

1. Begin Kindergarten immunization audit report. Forms will come from the Health Department. Instructions for completing should be followed closely. Submit to coordinator for district compilation.
2. Continue nurse-teacher conferences so the teacher is current with health needs of students.
3. Attend staff meetings if relevant to health programs.
4. Schedule and conduct hearing and vision testing. Make appropriate referrals. Record results of testing programs on health folder as soon as possible and develop format for keeping yearly totals up-to-date. (**Annual reports due June 1st.**)
5. Meet with parent groups. Discuss health education articles for their newsletters. Offer assistance such as participation in health education programs for meetings.
6. Continue follow-up on previously referred students including special education.
7. Initiate vision and hearing on all new enrollees. Report results to teachers. Discuss with teachers their observations before contacting parents to report deviations.

HEALTH OFFICE MONTHLY ACTIVITIES (CONTINUED)

SEPTEMBER (CONTINUED)

8. Continue immunization program monitoring.
9. Attend parent night presentations for 5th, 6th, 7th, & 9th grade Human Growth Lessons.
10. Schedule 5th grade Human Growth lessons.
11. Provide Coordinator of Health with updated copy of Health Concerns list.
12. Monthly reports due.
13. **As soon as possible**, schedule vision and hearing screening date. Grades K, 2nd, 5th, 8th, and Special Education students.

OCTOBER

1. Test vision and hearing of all new enrollees if it hasn't been done within the last two years.
2. Continue to follow-up on all referrals.
3. Continue follow-up on CHDP letters of first graders and others, as appropriate.
4. Continue immunization program monitoring.
5. Continue vision and hearing screening.
6. Schedule scoliosis screening at middle schools. 7th grade girls and 8th grade boys are mandated and will be done by the Screening Team in January or February.
7. Attend annual CPR recertification class.
8. Monthly report due.
9. Schedule Kindergarten hand washing class.

HEALTH OFFICE MONTHLY ACTIVITIES (CONTINUED)**NOVEMBER**

1. Continue testing, referral and follow-up on new and referred students. Record those receiving care.
2. Restock first aid boxes whenever needed.
3. Continue immunization program monitoring.
4. Continue follow-up on CHDP program. Secure waivers where appropriate.
5. Gather data for CHDP report (due to state January 15th). 100% compliance is mandated.
6. Prepare for the dental education/inspection program in February. Gather materials, confirm with dentist. Organize parent volunteers.
7. Continue vision and hearing screening.
8. Monthly report due.

DECEMBER

1. Schedule dental education class for 1st graders
2. Conduct dental inspections with volunteer dentist. Refer for care.
3. Be alert for early signs of communicable disease. Staff and parent education is an important part of communicable disease control (appropriate for all year, but winter months are frequently flu months.)
4. Evaluate progress in testing program. Continue testing, referrals and follow-up.
5. Continue immunization program monitoring.
6. Continue immunization follow-up on referrals including special education.
7. Monthly report due.

JANUARY

1. Send CHDP letter to kindergarten students and assist in scheduling at clinic.
2. Schedule color vision on K or 1st grade males. Complete and record.

HEALTH OFFICE MONTHLY ACTIVITIES (CONTINUED)

3. Conduct mandated scoliosis screening. Refer and record.
4. Monthly report due.

FEBRUARY

1. Schedule 6th grade human growth lessons.
2. Continue immunization program monitoring.
3. Continue testing and referral for vision, hearing and scoliosis on new and referred students.
4. Continue follow-up on all referrals including special education.
5. Continue Health Education.
6. Monthly report due.

MARCH/APRIL

1. Complete all follow-up on referrals for any assessment or screening.
2. Monthly reports due.

MAY/JUNE

1. Enlist teacher cooperation in encouraging parents and children to follow up with identified health problems during summer vacation.
2. Forward copies of students with health problems who are being promoted to middle school/high school to nurses at these schools.
3. Request that teachers and other personnel return first aid kits issued in August. Clean and store kits.
4. Store equipment left at site in a locked cabinet or area.
5. Return audiometers to health office for calibration. Return any equipment needing repair.

HEALTH OFFICE MONTHLY ACTIVITIES (CONTINUED)

6. Submit the following reports to Health Programs:
 - Health Concerns list of promoted students (also send to receiving site)
 - Immunization Concerns List of promoted students (also send to receiving site)
 - Annual Vision Report
 - Annual Hearing Report
 - Scoliosis and Orthopedic Screening Report
 - Monthly Report
 -
7. Make sure special education students attending summer school have health concerns documented in Aeries database.

ORIENTATION CHECKLIST
SCHOOL NURSE

**THIS IS A GUIDELINE CHECKLIST TO ASSIST SCHOOL NURSES IN COMPLETING
THEIR ORIENTATION RESPONSIBILITIES.**

I. IMMUNIZATIONS

Contact - Immunization Clinic Facilitator/Health Programs Coordinator

- _____ Procedure for referrals to Area Clinics
- _____ Completion of Kindergarten Immunization Audit
- _____ Mantoux Audit
- _____ Students with immunizations waivers
- _____ Immunization recording on student files
- _____ Familiarization with immunization clinic (In-service training in immunization and mantoux procedures)

II. VISION AND HEARING SCREENING

Contact - Health Resource Specialist/Screening Team Facilitator

- _____ In--service on Snellen and Kindergarten screenings
- _____ In-service on Audiometers
- _____ Scheduling and organizing classroom time
- _____ Referrals
- _____ Recording results
- _____ Color vision on K or 1st grade males

III. HEALTH EDUCATION TO STUDENTS (Examples)

Contact - Unit Leaders

A. Kindergarten Handwashing Lessons (Communicable disease prevention)

- _____ Scheduling classroom presentations
- _____ Availability of prepared lesson plans, i.e., Scrubby Bear
- _____ Acquisition of Health Education materials
- _____ Observation of other nurses

B. First Grade - Dental Health

- _____ Scheduling classroom presentations
- _____ Availability of prepared lesson plans
- _____ Acquisition of Health Education materials
- _____ Observation of other nurses
- _____ Scheduling screening with assigned dentist
- _____ Referrals
- _____ Organizing parent volunteers for dentist screening
- _____ Familiarization with resource Policy/Procedure Manual

C. Fifth Grade Family - Growth and Development

- _____ Information to parents/staff via letter
- _____ Scheduling classroom presentations
- _____ Acquisition of Health Education materials
- _____ Availability of prepared lesson plans and videos
- _____ Observation of other nurses

IV. SPECIAL EDUCATION**A. School Nurse Role in Special Education**

- _____ Health assessment done by school nurse
- _____ Medical referrals and follow up
- _____ Writing of Goals/Objectives for I.E.P. (Individualized Education Program) as related to medical/health needs
- _____ Visitation to facilities/classroom
- _____ Referral and screening process
- _____ Completion of Monthly Report and State School Register D.I.S. book

B. Programs available (Upon completion of Special Ed. Assessment)

- _____ Special Day Class (SDC)
- _____ Resource Specialist Program (RSP)
- _____ Adaptive Physical Education
- _____ Pre-K and Preschool Program
- _____ California Children's Services (CCS)

V. CHILD HEALTH AND DISABILITY PREVENTION PROGRAM (CHDPP) Contact - CHDP Clinic Lead Nurse Practitioner

- _____ Parent permission release for physical exam
- _____ CHDP eligibility
- _____ Scheduling at health clinic
- _____ Review procedures for CHDP Program
- _____ School nurse follow-up on medical/health referral as needed
- _____ Familiarizing self to clinic
- _____ CHDP Annual Report due December for 1st Graders

VI. REFERRAL SERVICES WITHIN THE COMMUNITY

- _____ Assisting parents with appropriate referrals
- _____ Assisting families with financial barriers to treatment
- _____ Monitoring of community resources
- _____ Referrals and follow-up

VII. YOUNG AND HEALTHY**Contact - Staff at Young and Healthy**

- _____ Eligibility
- _____ Familiarization with forms and referral procedures

VIII. SUSPECTED CHILD ABUSE**Contact - Health Programs Coordinator**

- _____ Understanding how child abuse is handled in PUSD
- _____ State and Federal Law
- _____ Assisting site staff in recognition and referral process for suspected child abuse cases

IX. MEDICATIONS**Contact - Health Programs Coordinator**

- _____ Listing of all students at your site requiring medication while at school
- _____ Daily Log/Sign-off sheet
- _____ Orientation of appropriate school personnel on absence of school nurse

_____ Proper administration and storage of prescribed medications

X. EMERGENCY PROTOCOL/FIRST AID

Contact - Health Programs Coordinator

_____ Providing emergency care/when to call 911
 _____ In-service to site staff on emergency first aid
 _____ What to do when parent cannot be contacted
 _____ Emergency Card/Letter to parents
 _____ Accident Report
 _____ Classroom first aid box

XI. UNDERSTANDING CHAIN OF COMMAND

_____ Faculty
 _____ Administrators

XII. SUPERVISION OF CLERICAL PERSONNEL

Contact - Health Programs Coordinator

_____ Orienting health clerk
 _____ Supervising and coordinating work of health clerk
 _____ Familiarization with health clerk duties

XIII. HOME TEACHING SERVICES

Contact - Home and Hospital School Health Programs Assistant/Clerk

_____ Certifying student's illness
 _____ Admission to home teaching/monitoring of services
 _____ Completion Reports

XIV. COMMUNICABLE DISEASE

Contact - Coordinator

_____ Inter-communication with county or city health department
 _____ Education of site staff on signs and symptoms of communicable disease
 _____ Notification to parents

XV. LEA MEDI-CAL BILLING

Contact - Health Programs Medi-Cal Program Assistant

_____ Provider I.D. number
 _____ Purposes and procedures for completing forms
 _____ Eligible services
 _____ System/partnership with Health Clerk
 _____ Form completion and follow through responsibilities

XVI. GENERAL INFORMATION

Contact - Health Programs

Secretary

_____ Evaluations
 _____ Mileage/travel reimbursement
 _____ Ordering supplies
 _____ Daily Log/monthly tally

**PASADENA UNIFIED SCHOOL DISTRICT EVALUATION/
SUPERVISION NON INSTRUCTIONAL CERTIFICATED EMPLOYEES**

The Superintendent or designee shall ensure that certificated employees have access to written regulations related to the evaluation of their performance in their assigned duties. (Education Code 35171)

(cf. 4116 - Probationary/Permanent Status)

(cf. 4315.1 - Competence in Evaluation of Teachers)

Non instructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities. (Education Code 44662)

Evaluations shall include recommendations, if necessary, as to areas of improvement in the employee's performance. If an employee is not performing satisfactorily according to standards approved by the Board, the Superintendent or designee shall so notify the employee in writing, describing the unsatisfactory performance. The Superintendent or designee shall also confer with the employee, make specific recommendations as to areas of improvement, and provide assistance to the employee. (Education Code 44664)

Non-instructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation is made. Before July 30 of the year in which the evaluation takes place, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

POSITION TITLE: HEALTH CLERK
JOB DESCRIPTION

RESPONSIBLE TO: Director of Health Programs

QUALIFICATIONS:

1. CPR and First Aid principles and techniques (certification required)
2. Child Abuse reporting requirements and procedure
3. Confidentiality of medical information
4. General clerical and record keeping procedures
5. Correct English grammar, spelling and usage

ROLE:

Under the direction of the Health Programs Coordinator and the supervision of the school nurse, assists in the daily operation of the School Health Office; administers first aid to ill and injured students, and performs a variety of clerical duties relating to the school health program.

POSITION

RESPONSIBILITIES:

1. Admits and supervises ill and injured students in the Health Office. Performs routine first aid and screens ill students. Notifies parents of injuries and students too ill to remain in school. Maintains a daily log with adequate documentation.
2. Communicates significant illnesses or injuries to school nurse and/or building administrator. Administers CPR immediately when necessary. Fills out accident reports.
3. Screens student records for adequate immunizations. Communicates needs to parents and excludes students for non-compliance according to policy. Prepares kindergarten immunization audit and TB report under supervision of school nurse. Maintains an accurate list of students exempted from immunization requirement.
4. Reviews records for CHDP documentation. Follows up with parents and CHDP clinic to schedule appointments and complete paperwork. Maintains a worksheet of all K and 1st grade students who have not provided proof of the required physical examination.
5. Administers medication supplied by parent with written orders from doctor and signed consent from parent under direction of the school nurse.
6. Prepares, distributes and maintains First Aid and Disaster First Aid Kits as directed by the school nurse.
7. Maintains adequate health office supplies. Prepares requisitions for the school nurse to approve. Replenishes daily supplies - ongoing.
8. Measures heights and weights as directed by the school nurse.

9. Makes health record for all kindergarten students and students new to the district.
10. Maintains health records and files. Duplicates materials as needed. Maintains emergency cards. Updates information.
11. Assists with the health screening programs performed by the school nurse. Records screening results on student record. Flags health records of students according to procedure.
12. Conducts classroom inspections for communicable disease under the direction of the school nurse.
13. Assists the nurse to maintain an accurate updated list of enrolled students with health problems. (Special Health Concerns List)
14. Follows California State law regarding Child Abuse reporting responsibilities.
15. Performs general clerical duties such as typing, distributing notices, etc.
16. Maintains the Health Office in a clean orderly manner.
17. Performs other duties as directed by the school nurse and/or school administrators.
18. Attends in-service training for specialized procedures and works under the supervision of the school nurse.
19. Effectively use required knowledge to carry out job duties in accordance with state laws and district regulations
20. Work cooperatively and effectively with children and adults
21. Analyze situations accurately and adopt an effective course of action
22. Meet schedules and time lines
23. Follow confidentiality requirements
24. Perform work independently with minimal direction
25. Operate office equipment, i.e. computer, typewriter and copier
26. Type 30 wpm

HEALTH CLERK GUIDELINES MANUAL

Beginning of School Year Procedures

1. Student programs: File alphabetically, divided by grade levels.
2. Filing: Set up manila folders for
 - CHDP
 - File
 - Health, General Information
 - Immunizations & TB
 - Registration Information (RIs) - mark with current school year, - Hold & File
 - RIs - New, Type
3. Registration forms (RIs): Divide RIs and attached forms into
 - Transfer students (coming from a PUSD school)
 - New students (coming from a school outside PUSD)
4. Transfer Students: Check with Office Manager/Registrar re: incoming transfer students, pull Health Records when ready and file.
5. Class Lists:
Lists can be printed directly from Aeries database by class and/or grade.
6. Health Records: In August check all Health Records against class lists and pull any that are not listed on it - double check with Office Manager/Registrar.
 - While checking Health Records, check also for immunizations and waivers. Flag records as needed and add name and information to Immunization Worksheet
 - Update any Health Records that haven't been updated (new grade level & school year) and file in proper drawer.

Ongoing Procedures

1. Regular Office Traffic:
 - For any student who comes to the Health Office sign student in and out on Daily Health Office Log in Aeries database.
 - In case of an injury, always fill out an Injury Report **and make every effort to contact parent/guardian.**
 - In case of a fight have student fill out an Incident Report and Injury Report as needed and refer him/her to the Dean/Principal after **contacting parent/guardian.**
2. Transfer Students:
 - Update information on Health Record (school name & year, grade level in pencil)
 - File RI inside
 - Check immunizations - flag if necessary. Check for positive TB test follow-up
 - Check for CSIR card and print one out if needed. File in filing cabinet.
3. New Students:
 - Check all newly registering students for immunizations and TB test. **If they do not meet the requirements do not register until they do, unless they have homeless status**

(NCLB)! If they are up to date but need further immunizations later, flag record and write their name and info on the immunization worksheet.

- Check for TB test: go by current information.
- Type new Health Record
- Print new blue CSIR (California School Immunization Record) cards and record immunizations, sign and date it.
- On Health Record: use black pen to record immunization and family information as needed
 - A. Pencil in address, school info, telephone number, immunization due dates if additional ones are needed.
 - B. Flag as indicated
 - C. If health problem present, add name to Health Concerns list
 - D. Fold all forms & CSIR card and place inside Health Record.
 - E. Check with Nurse whether she wants call slips made up right away or later for Vision & Hearing test.
 - F. Place on Nurse's desk for reviewing re: health concerns list, etc.
 - G. File when completed.

4. Immunizations and TB follow-up:

- Worksheets: write month/year in red on top left corner: use 1 or more for each month of the school year. File in chronological order in Immunization & TB file folder.
- Write name of student, grade level, immunizations or TB follow-up needed on appropriate worksheet under the month they are due.
- If immunization/s needed, mail out Inadequate Immunization Notice to parent/guardian or send home with student. After 2 weeks, follow up with phone call. Try to get parents to comply before sending out Immunization Exclusion Notice. Exclude student if necessary and stay in touch with parent/guardian. Upon completion, make copy of new immunizations and place in record; update Health Record, CSIR card and on computer enter into student database.
- Enter student immunization including updates, TB and medical information into student database on computer throughout the year.
- TB follow-up: if student tested positive, refer for chest X-ray and request note from MD re: results and possible preventive medicine (INH), note on record and file.
- **Check immunization worksheets each week and work on them as needed.**

5. CHDP: Work on CHDPs for 1st graders continuously from August-December! Exclude students no later than 90 days after entering school if out of compliance. In spring, work on CHDPs for Kindergartners. Follow guidelines set out in Procedure Guide, Section V.

6. In Fall and in Spring: check all Health Records against class list.

- Pull out any extra Health Records and check with Registrar/Records re: status.
- Make a list of students without Health Records, check whether you have RIs. If no RI, check with Registrar re: no-shows.
- Check RIs every other month against class list and Health Records, discard no-shows.
- If student here, but no Health Record in cumulative record, try to get information from Records at 626-396-3600 x.88340. If not found, check with Nurse re: contacting parents for missing medical and immunization information and type a new Health Record complete with CSIR card (type Duplicate Record in upper left corner of Health Record).
- Print a CSIR card for any Health Records lacking one.

- Height & weight screening (*Elementary*): measure in fall and spring and record on Health Record as directed by Nurse.
7. Withdrawing students: Sign withdrawal form and sign student out in Health Office Manual, make sure all medication flow sheets are filed in health record and pass on to Registrar/Records.
 8. When making any copies from old or new forms always save one copy and file in a manila folder labeled "Masters" to use for future copying. **If you need to create a new form send a draft to Health Programs; all forms must be approved by the Director!**
 9. File incoming papers and records daily.
 10. Vision and hearing screening results & scoliosis test: transcribe from class list per Nurse's request as directed by Nurse.
 13. Ordering Supplies: Check inventory and place orders 2-4 times per year or as needed. Order start-up supplies for the following school year in **April** of current school year and use up remaining budget.
 - To find out budget status, check with Nurse/Office Manager or call Ed. Center and request information from Accounting Department (current budget info is sent to Principal/Office Manager every 2 weeks).

End of School Year Procedures

1. Update Health Concerns list on Aeries for all students going to Middle/High School.
2. In June: update all Health Records with next school year and grade level information and file in next year's grade level if the transferring student's Health Records have been passed on to the Office Manager/Registrar. If not, do this at the start of the new school year.
3. File Medication Authorization forms inside Health Records and file any other relevant papers.
4. Pull all Pupil Health Office Visit cards from students transferring to secondary schools and file inside Health Records.
5. Check with Office Manager/Registrar and pull all transferring students' Health Records when ready.
6. Make copies of all forms and registration packets as needed to start new school year.

Annual Reports

Immunization Assessment of Kindergarten Students: due around October 9th
 Mandatory TB Report: due around November 15th
 CHDP Report: due around December 21st

PASADENA UNIFIED SCHOOL DISTRICT HEALTH PROGRAMS

Common ICD-10 Codes

Health Concern	ICD 10 CM Code
Acne (pustular)(vulgaris)	L70.9
Allergy, unspecified	T78.40
Allergy to food (any) (ingested)	Z91.01
Alopecia	L65.9
Anaphylactic shock/reaction to eggs	T78.08
Anaphylactic shock/reaction to milk products	T78.07
Anaphylactic shock/reaction to peanuts	T78.01
Anemia unspecified	D64.9
Arthritis, juvenile	M08.0
Asthma, unspecified	J45.901
Autism, infantile	F84.0
Bee Sting Allergy	Z91.030
Bell's Palsy, paralysis	G51.0
Bladder Disorder, unspecified	N32.9
Blood Disorder/Blood Forming Organs Disorder	D57.9
Cerebral Palsy, infantile, unspecified	G80.9
Color Blindness	H53.5
Colostomy status	Z93.3
Conjunctivitis, unspecified acute	H10.3
Conjunctivitis chronic	H10.4
Cystic Fibrosis	E84.0
Deficiency Vitamin D with rickets	E64.3
Dental Caries	K02.9
Depression	F32.9
Developmental Delay	F81.9
Diabetes Melitus, Type I	E10
Disorder, bipolar (unspecified)	F31.0
Disorder, conduct	F91.9
Disorder, eating unspecified	F50.9
Disorder, gastrointestinal	K92.9
Disorder, menstrual	N92.6
Disorder, oppositional defiant	F91.3
Down's syndrome	Q90.9
Eczema	L30.9
Epilepsy, unspecified	G40.91
Examination, eye	Z01.0
Gastritis	K29.70
Graves' disease (other Specified disorders of thyroid)	E05.0
Headache, migraine	G43.09
Headache, tension	G44.209
Hearing Loss, conductive	H90.2
Heart Disease/Defect, congenital	Q24.9
Hernia, diaphragmatic	Q79.0
Hydrocephalus, obstructive	G91.1
Hydrocephalus, congenital	Q03.9
Hyperactive/A.D.D.	F90.9
Hypoglycemia, diabetic	E10.649
Impetigo	L01.00
Infection Wound, post-operative	T81.4
Murmur (cardiac)(Heart)	R01.1
Muscular Dystrophy (congenital, hereditary)	G71.0
Myalgia	M79.1
Nervous Disorder/Anxiety	F41.1
Neurological Disease, unspecified	G96.9
Nosebleeds	R04.0

PASADENA UNIFIED SCHOOL DISTRICT HEALTH PROGRAMS

Common ICD-10 Codes

Health Concern	ICD 10 CM Code
Obesity	E66.0
Orthodontics	Z46.4
Osgood-Schlatter	M92.5
Otitis Media	H65.00
Pain, stomach (dyspepsia, indigestion)	R10.9
Paralysis	G83.9
Reaction to analgesic agent	Z88.6
Reaction to Penicillin	Z88.0
Redness, eye	H57.8
Refusal of treatment, because of, due to patient's decision	Z53.20
Refusal of treatment, because of, due to reason of conscience or religion	Z53.1
Rheumatic Fever	100
Rhinitis allergic	J30.9
Scarlet Fever	A38.0
Scoliosis, juvenile idiopathic	M41.1
Seizure Disorder	R56.9
Seizures, febrile	R56.0
Severe Menstrual Cramps	N94.6
Short stature, constitutional	R62.52
Sickle Cell Anemia	D57
Sinus Allergy, sinusitis	J30.9
Sinusitis	J32
Skin Allergy, skin reaction	R21
Slipped epiphysis (unspecified osteochondropathy)	M93.003
Speech Defect (Developmental speech or language disorder)	F80.9
Spina Bifida	Q05.9
Sty, stye	H00.01
Tinea capitis	B35.0
Tinea corporis	B35.4
Tiredness/fatigue	R53.83
Transplant bone marrow	Z94.81
Vision Problem	H52.7

GENERAL PROCEDURES FOR SCHOOL PERSONNEL

Secretarial Responsibility to Health Office

1. Notify health clerk or nurse of parent-reported illness that may be communicable.
For example:
 - Chicken pox
 - Conjunctivitis
 - Fifth Disease
 - Hepatitis
 - Impetigo, Ringworm or Scabies
 - Measles or Mumps
 - Strep infections or Scarlet Fever
 - Tuberculosis
2. Notify nurse of any health problem causing a child to miss more than a week of school or chronic absences caused by any illness.
3. Pediculosis - If Health Office staff is not available, call parent. Leave a note for the health office to follow up.
4. If Health Office staff is not available, the office staff can consult with the school nurse on call or the Ed Center Health Clinic at ext. 88180.

Maintain Communicable Disease Log Book

1. Date contacted/reported (this is what Public Health wants)
2. Student
3. Disease
4. Date Resolved
5. Physician Clearance

ORDERING HEALTH OFFICE SUPPLIES

How to obtain supplies

It is the school nurse's and health clerk's responsibility to maintain adequate first-aid supplies for the health office and the classroom first aid boxes.

Supplies should be ordered at least 2 months prior to need. Supplies are usually ordered twice a year. Seventy-five cents per pupil is allotted for health supplies.

A warehouse catalog and supply forms are available from the main office. The list for warehouse supplies should include quantity, unit, warehouse number, description and price. The final form is to be initialed by the school nurse below the last item and sent to the principal at elementary level for approval. At secondary level the principal or designee signs the requisition and forwards it to the budget department and warehouse.

Sanitary Napkins

School nurses provide sanitary napkins to girls who begin their menstrual period during the school day. The charge for the napkin should cover the cost of the napkin and not exceed twenty-five cents.

Ordering Supplies

When ordering supplies, orders must be submitted by the deadline. Deadlines for outside requisitions usually take place in the month of April. Deadlines for warehouse requisitions usually take place in the month of May. See current bulletin for official dates.

Supplies may be ordered from Outside Vendor catalogs. Sources include but are not limited to:

1. School Health Corporation, Phone: 1-800-323-1305
2. William V. MacGill & Co., Phone: 1-800-323-2841
3. National Health Supply Corp., Phone: 1-800-645-3585

First aid kits for classrooms should be collected in June and restocked in September. The following supplies should be included:

1. Band Aids – Regular size
2. Band Aids – Junior size
3. 2 Sterile Gauze Pads, 3x3's or 4x4's
4. Gloves (1 pair)
5. Cotton balls
6. Germicidal soap
7. Applicator sticks
8. Copy of Infectious Disease guidelines

HEALTH OFFICE SUPPLY LIST
(Check stock at school before ordering)

Alcohol 70%	Splint <ul style="list-style-type: none"> • Wooden 3x18 inch
Bandages <ul style="list-style-type: none"> • Buy bulk 1300-1500 either 1"x3" or 3/4"x 3" • Assorted sizes as needed: finger tip, knuckle, large sized, small patches 	Sterile gauze pads <ul style="list-style-type: none"> • 3"x3" 100/bx • Assorted sizes as needed
Cups <ul style="list-style-type: none"> • Paper/plastic drinking 6 oz 100/pk 	Bandage, stretch gauze <ul style="list-style-type: none"> • Assorted widths as needed
Facial Tissue	Non-stick pads 2"x3" 100/bx
Feminine Napkins <ul style="list-style-type: none"> • Maxi pads 250/bx 	Tweezers, clinical splinter forceps
Phisoderm Soap	Zipper plastic bags
Thermometer, disposable tempa dot	Gloves
Adhesive Tape <ul style="list-style-type: none"> • 1" transpore tape is best 	Reusable Cold Packs (Gel)
Cotton tip applicators <ul style="list-style-type: none"> • 3 in 100/pk 	Thermometer Covers (ear, mouth, etc)
Tongue Depressor 500/bx	Heating pad or reusable hot packs
Fracture support <ul style="list-style-type: none"> • Medium cardboard • Small cardboard 	Antibacterial soap/hand sanitizer
Pins <ul style="list-style-type: none"> • Safety large No. 3 8/card • Safety med. No. 2 8/card 	Optional: <ul style="list-style-type: none"> • Nail clippers • Germicidal spray • Room deodorizer spray • Eye irrigation bottle • Sterile saline for irrigation • Steri-strips for deeper wounds