



Documentation of Health Services Provided by the School Nurse

Health Services

According to the National Association of School Nurses, school nursing is defined as “A specialized practice of professional nursing that advances the well-being, academic success, and life-long achievement of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy, and learning. Inherent in this definition is the framework that school nurses engage in professional nursing practice, use the nursing process for decision-making, document the care they provide, and assure confidentiality. Professional nurses address the physical, mental, emotional, and social health of their clients. In addition, professional school nurses have as the ultimate outcome of their practice, the support of student success in the learning process.”

Maintaining a record of nursing care provides a tool for assessing and tracking the needs and outcomes of the individuals served. In order to comply with the Nurse Practice Act and the NASN Standards of School Nursing Practice, the school nurse keeps an individual, on-going record of nursing care provided for each student. The student health record is an on-going record of student demographics, health history, medical diagnosis(es), medications, immunizations, health screening results (height, weight, vision, hearing, scoliosis, acanthosis, dental and blood pressure), and nurse’s notes reflecting nursing assessments, interventions and outcomes.

The computerized daily log is a legal recording of the nursing process. Recording should reflect the (c) complaint, (a) assessment, (i) intervention, and (e) evaluation of student/ staff visits and notes regarding other activities. This practice will serve to facilitate the nursing process. The following is an explanation of the various services provided by the school nurse in Birdville ISD and, where applicable, how to document these services for individual students.

1) Injury/Illness

- a) **Description:** The school nurse provides nursing care for ill and injured members of the school community and for those needing first aid. Nursing care may include direct care within the scope of nursing practice, consulting with parents regarding treatment, and/or referrals to health care providers.
 - i) Injuries that may be cared for by the school nurse include but are not limited to abrasions, lacerations, muscle strains, sprains, contusions, fractures, sunburn, eye injuries, nosebleeds, head injuries, dental injuries and major trauma.
 - ii) Illnesses that may be cared for by the school nurse include but are not limited to headaches, stomachaches, sore throats, earaches, conjunctivitis, diseases of the skin, meningitis, MRSA, psychiatric disorders such as bipolar and school avoidance, acute exacerbations of and routine monitoring of chronic illnesses such as asthma, diabetes and epilepsy.
- b) **Asthma:** To document care for students who have been previously diagnosed with asthma and present with signs/symptoms of asthma go to Office Visit and select Visit Reason code **Ast**. Document the complaint, assessment, intervention and evaluation in the note section.
- c) **Communicable Disease:** To document confirmed diagnoses of reportable diseases, and to generate a report for the health department, go to Office Visit and select Visit Reason code **Cd**. Note the method by which you were notified (mother reported, received note from physician, etc.) and the disease (strep, MRSA, chickenpox, etc.) in the note section.
- d) **Diabetes:** To document care for students who have been previously diagnosed with diabetes and present with symptoms of hypoglycemia or hyperglycemia, go to Office Visit and select Visit Reason code **Dia**. Document the complaint, assessment, intervention and evaluation in the note section.
- e) **First Aid:** To document care for students needing first aid for spontaneous nosebleeds, minor injuries, care of injuries that occurred off campus, insect bites, ingrown toenails, etc., go to Office Visit and select Visit Reason Code **Fa**. Document the complaint, assessment, intervention and evaluation in the note section.
- f) **Influenza-like Illness:** To report the number of students presenting with fever greater than or equal to 100 degrees and a cough or sore throat, to the health department, and to document care, go to Office Visit and select Visit Reason codes **Ili** and **III**. Document the complaint, assessment, intervention and evaluation in



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the note section. To report students who are reported to have fever greater than or equal to 100 degrees and a cough or sore throat but have not been seen in the nurse's office, go to Office Visit and select Visit Reason code **III**. Document the method by which you were notified (parent phone call, note from physician, etc.) and the reported symptoms in the note section.

- g) **Illness:** To document care for students presenting with signs/symptoms of any type of illness except asthma, diabetes and seizures, go to Office Visit and select Visit Reason code **III**. Document the complaint, assessment, intervention and evaluation in the note section.
- h) **Seizures:** To document care for students who have been previously diagnosed with a seizure disorder and exhibit signs/symptoms of seizure activity requiring nursing assessment and intervention, go to Office Visit and select Visit Reason code **Sei**. Document the complaint, assessment, intervention and evaluation in the note section.

2) Medication Management

- a) **Description:** The school nurse ensures safe administration of medications in the school setting by obtaining written parental consent and physician's orders (Form IX E), maintaining accurate records of medication administration (Form IX D), maintaining current knowledge of pharmacology, observing students for adverse effects of medications, advising teachers of possible adverse effects of medications, and ensuring proper training of staff members in safe medication administration in the absence of the nurse. Obtaining written physician's orders and parental consent.
- b) **Method:** To document medication administration at school, complete a Daily Medication Log (Form IX D) for each medication, with Student Name, Date, Medication, Strength, Dose, Time to be administered and nurse's initials and signature. Record the time and nurse's initials on each date the medication is given. Controlled medications (such as narcotics) must be counted when received in the nurse's office and the number recorded on the back of the Daily Medication Log. When the medication is no longer being given, the Medication Permit and Daily Medication Log are filed in the student health folder and retained for a minimum of three years.
- c) **Expectations:**
 - i) Maintain accurate records of medication administration
 - ii) Maintain current knowledge of pharmacology
 - iii) Observe students for any adverse effects of medications
 - iv) Advise teachers of possible adverse effects of medications
 - v) Monitor the drugs' effectiveness in treating the students' medical problems
 - vi) Provide nursing assessment of students to determine the need for PRN medications administration
 - vii) Ensure proper training of other staff members in safe medication administration in the absence of the school nurse, i.e., during field trips, etc.

3) Medical Treatments

- a) **Description:** The school nurse administers medical treatments necessary during school hours in order for students with chronic health conditions to attend school. The school nurse ensures safe administration of medical treatments by:
 - i) Obtaining written physician's orders and parental consent
 - ii) Maintaining current knowledge and training in the administration of medical treatments
 - iii) Maintaining accurate records of treatments administered at school
 - iv) Providing nursing assessment prior to and after treatments as needed
 - v) Maintaining aseptic or sterile technique during treatments
 - vi) **Note:** Examples of medical treatments administered at school include, but are not limited to blood glucose monitoring, respiratory treatments, gastrostomy tube feedings, and urinary catheterizations.
- b) **Method:** To document administration of medical treatments at school, complete a Daily Medication Log (Form IX D) for each treatment, with Student Name, Date, Physicians orders, Time to be administered and nurse's initials and signature. Record the time and nurse's initials on each date the treatment is given. To



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document any variances (high blood sugar, gagging with tube feeding, wheezing, etc.) go to Office Visit and select the appropriate Visit Reason code (**Dia**, **Ast**, etc.). Record the assessment and interventions in the note section. When the treatment is no longer being given, the Medication Permit and Daily Medication Log are filed in the student health folder and retained for a minimum of three years.

4) Social Services

- a) **Description:** Believing that basic health needs of students must be met in order to obtain optimal educational goals, the school nurse collaborates with community health systems and resources to assist families in fulfilling any unmet health needs of students. The school nurse maintains current knowledge of community agencies and resources to assist families and students with such needs as clothing, food, shelter, medical care, dental care, eyeglasses, and holiday assistance, and makes appropriate referrals.
- b) **Method:** To document referrals to community resources for students go to Office Visit and select Visit Reason code **Sse**. Document the name of the community resource the referral was made to and any notes pertaining to the referral in the note section. Any forms required by the agency and completed by the parent or school nurse, may be copied and filed in the student's health folder.

5) Screenings

- a) **Description:** The school nurse implements a comprehensive screening program to detect health problems and disabilities among the school population and makes necessary referrals for the treatment of any problems detected. This often involves extensive follow-up to ensure that all students referred receive the services that are needed. Health screenings conducted by the school nurse include vision, hearing, scoliosis, acanthosis, height, weight, dental, blood pressure and head lice.
- b) **Vision:** To document vision screening results for students click on **Vision** on the left side of the screen. Enter the results on the form that pops up. Enter any notes regarding the screening in the notes section. To document rescreenings, click on **Vision** on the left side of the screen. Enter the results. Check the **rescreen** button. Document referrals in the note section. It is not necessary to use the referral button to document your referral, but you may if you wish. Document the outcome of any referrals by going to the **Vision** tab on the right side of the screen. Highlight the Vision screening date you wish to record the outcome for and press enter. Click on the **Comment Code** button. Select **NP** if a specialist saw the student and no problem was found. Select **RNE** if a specialist did not see the student. Select **TM** if a specialist saw the student and treatment was received. Select **TRA** if the student transferred to another district and the outcome is not known. You may add any notes regarding the outcome (received glasses for nearsightedness, etc.) in the note section.
- c) **Hearing:** To document hearing screening results for students click on **Hearing** on the left side of the screen. Enter the results on the form that pops up. Enter any notes regarding the screening in the notes section. To document rescreenings, click on **Hearing** on the left side of the screen. Enter the results. Check the rescreen button. Document referrals in the note section. It is not necessary to use the referral button to document your referral, but you may if you wish. Document the outcome of any referrals by going to the **Hearing** tab on the right side of the screen. Highlight the Hearing screening date you wish to record the outcome for and press enter. Click on the **Comment Code** button. Select **NP** if a specialist saw the student and no problem was found. Select **RNE** if a specialist did not see the student. Select **TM** if a specialist saw the student and treatment was received. Select **TRA** if the student transferred to another district and outcome is not known. You may add any notes regarding the outcome in the note section.
- d) **Acanthosis:** To document acanthosis screening results for students who are positive, click on **Physical** on the left side of the screen. Enter the height, weight, and 2 blood pressure readings on the form that pops up and check the **AN is present** button. Enter any notes regarding the screening in the notes section. Document referrals in the note section. Document the outcome of any referrals by going to the **Physical** tab on the right side of the screen. Highlight the Physical screening date you wish to record the outcome for and press enter. Check the **Student has been seen by a physician** button and/or **Student has been treated by a physician** button. You may add any notes regarding the outcome in the note section.



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- e) **Scoliosis:** To document scoliosis screening results for students click on **Scoliosis** on the left side of the screen. Click on the **Test Results** button. Select **P** if the student passed the screening. Select **PTR** if the student is under prior treatment for scoliosis. Enter any notes regarding the screening in the notes section. To document rescreenings, click on **Scoliosis** on the left side of the screen. Click on the **Test Results** button. Select **RES** if the student passed the rescreening. Select **REF** if the student failed the rescreening and was referred. Document referrals in the note section. It is not necessary to use the referral button to document your referral, but you may if you wish. Document the outcome of any referrals by going to the Scoliosis tab on the right side of the screen. Highlight the Scoliosis screening date you wish to record the outcome for and press enter. Click on the **Observation** button. Select **KYP** if the physician's diagnosis was Kyphosis. Select **SCO** if the physician's diagnosis was Scoliosis. Select **NOR** if the physician's diagnosis was normal. Select **OTH** if the physician's diagnosis was Other. Select **NA** if the results of the scoliosis referral are not available. Now click on the **Treatment** button. Select **SUR** if surgery is recommended. Select **OBS** if observation is recommended. Select **BR** if bracing is recommended. Select **OTH** for other recommendations. You may add any notes regarding the outcome in the note section.
- f) **Height, Weight and/or Blood Pressure:** To document height, weight or blood pressure screening results for students click on **Physical** on the left side of the screen. Enter the height, weight and/or blood pressure reading in the appropriate fields. You may add any notes regarding the height, weight, and/or blood pressure readings in the note section.

6) Consultations

- a) **Description:** The education, training, and past experience of the registered nurse bring a valuable source of information to the school setting. Parents, teachers, administrators, the Care Team, and ARD committees often consult the school nurse for recommendations regarding health issues that effect students, staff members, and/or the campus as a whole.
- b) **Method:** To document consultations regarding an individual student, click on Office Visit on the left side of the screen. Select Visit Reason code CON. Document any notes regarding the consultation in the note section.
 - i) **Note:** If the nurse conducts a hands-on physical assessment, it is coded under, Injury/Illness. If the nurse is only consulted about a health issue or problem and no hands-on assessment takes place, it is coded under Consultations.

7) Ante/Post-partum Care

- a) **Description:** The school nurse assists the ante/post-partum student to maintain optimum health while continuing to attain academic excellence by monitoring weight and blood pressure, providing nutritional guidance and education regarding expectations of pregnancy, providing referrals to community agencies and assisting with compensatory home education and/or homebound services. These services include, but are not limited to:
 - i) Health office visits from pregnant, parenting, or adolescents concerned about pregnancy
 - ii) Referrals to community agencies (these are coded as a Community Services referral)
 - iii) Consultation with physicians, parents and administration (coded as a Consultation)
 - iv) Record maintenance including monitoring their infant immunizations
 - v) Education regarding nutrition, expectations of pregnancy, etc. (coded as Health Education)
 - vi) Coordination of academic education with regard to the altered state of health (coded as a Consultation)
 - vii) Coordination with district policies to assist with compensatory home education and/or homebound services
- b) **Method:** To document care for students presenting to the clinic for pregnancy related issues, click on **Office Visit** on the left side of the screen. Select Visit Reason code **app**. Document the complaint, assessment, intervention and evaluation in the note section.



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8) Infection Control

- a) **Description:** The school nurse draws upon current knowledge of epidemiology and nursing management of infectious/communicable diseases to implement comprehensive as well as specific, short-term plans to prevent the spread of infection in the school setting. Nursing interventions implemented to control the spread of infection in the school setting include, but are not limited to ensuring immunization compliance, providing disease prevention education including blood borne pathogens, maintaining current knowledge of exclusion and readmission criteria and ensuring compliance with these criteria, consulting the health department regarding disease prevention, encouraging parents to teach and reinforce infection control measures, and administering flu shots to school staff members. See instructions for documenting communicable diseases and influenza-like illness above.
- b) **Note:** The Health Services Coordinator will count other measures of infection control intervention, i.e. number of flu shots given. Report those to her following the dates you gave the shots. Please list the control measures in which you participated, i.e., teaching Standard Precautions.

9) Safety/Environment

- a) **Description:** The school nurse promotes a safe, secure learning environment for students and staff members by being alert to potential health/safety hazards in the school setting and making recommendations to the campus administrators. The school nurse also assists the campus administrators in developing a crisis management plan and training staff members in first aid and CPR.

10) Health Education

- a) **Description:** The school nurse assists students and the school community in achieving optimal levels of wellness through health education. Health education is incorporated into the school programs by:
 - i) Providing formal health instruction in the classroom. Topics taught may include hand washing, nutrition, heart health, dental health, growth and development, communicable disease awareness.
 - ii) Conducting small group sessions for students and/or staff members regarding particular health concerns, such as asthma, weight management, cancer, and hygiene
 - iii) Acting as a resource person to educators.
 - iv) Educating parents regarding student health concerns through PTA presentations and newsletter articles
 - v) Promoting positive health values through the use of campaigns, bulletin boards, and pamphlets.
 - vi) Promoting staff wellness by promoting weight management, regular exercise, health screenings and blood pressure monitoring.

11) Professional Growth and Development

- a) **Description:** Professional nursing is governed by standards of practice defined by National Association of School Nurses, Texas Association of School Nursing, the State of Texas Nurse Practice Act, and the rules and regulations of the State Board of Nurse Examiners. As defined by NASN, the competent school nurse projects a clear and confident understanding of her role, maintains professional knowledge and skills relevant to the current scope of practice, and maintains professional behavior and accountability. The professional nurse:
 - i) Assumes responsibility for continuing education.
 - ii) Reviews current nursing literature.
 - iii) Collaborates/consults with other health professionals.
 - iv) Obtains knowledge of the legal aspect of school nursing practice.
 - v) Participates the professional nursing associations
 - vi) Conducts on-going self evaluation and participating in peer evaluation as needed.
 - vii) Shares knowledge and expertise with other school nurses.



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12) Individualized Health Plans (Care Plans)

- a) **Description:** Using the nursing process, school nurses assess, plan, implement and evaluate the care of students with chronic health conditions. The IHP is a method of organizing information about a particular student that assists the school nurse in determining the student's needs, establishing health goals, prescribing interventions, implements the interventions and evaluating the student's progress in attaining the goals. The ultimate purpose of the IHP is to promote optimal wellness for the student in order to maximize the student's participation and performance in the school setting. To develop an IHP the school nurse:
- i) Obtains parental consent and conducts a nursing assessment of each student with special health needs. This includes obtaining a health history and medical records pertinent to school attendance, and conducting a physical exam.
 - ii) Analyzes the data collected to determine the nursing diagnosis(es)
 - iii) Identifies expected outcomes, or goals
 - iv) Develops a plan of care, prescribing interventions to attain goals
 - v) Implements interventions
 - vi) Evaluates the student's progress toward the attainment of expected outcomes
 - vii) Notifies, with parental consent, the appropriate teacher regarding the student health goals
 - viii) Develops emergency plan and trains classroom staff in the care of the student during an emergency

13) Community Services

- a) **Description:** School nurses are committed to the health of the community and frequently provide services beyond what is essential for the safety and well being of the students during the school day. By providing services to the community, the school nurse promotes a positive image and builds a network of relationships that assist the nurse in providing health services to the school community.

References:

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