



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Role of Credentialed School Nurses and School Health and Wellness Centers in LAUSD

**NUMBER:** REF-5804.0

**ISSUER:** Rene Gonzalez, Executive Director  
Student Health and Human Services

**DATE:** September 28, 2012

**ROUTING**  
 Educational Service Centers  
 Administrators of Operations  
 Principals  
 Assistant Principals  
 Nursing Administrators  
 School Nurses  
 Organization Facilitators

**PURPOSE:** The purpose of this Reference Guide is to outline the role of school nurses and how they interface with the staff of the school based health center in order to provide complete and comprehensive care for students and their families without duplication of services.

## BACKGROUND

School Nurses are credentialed and licensed registered nurses who have a variety of responsibilities on a school campus. The Credentialed School Nurse is an employee of the school district who identifies and addresses health needs for the student population within a school. School Nursing Services supports student success by enhancing health.

School-Based Health Centers (SBHC), or Wellness Centers (WC), provides health services to students, and sometimes families, who may lack health insurance and/or accessible health care. School-Based Health Centers are usually operated by an entity (clinic or hospital) that is not an agent of the school or District. However, there are several SBHCs in LAUSD operated by and staffed by District employees. SBHCs are not responsible for the health of all students on a school campus, but they care for students who are enrolled, for whom parental consent is obtained and who are established patients of the clinic. Since the reach and scope of services provided by the Credentialed School Nurse and the SBHC are distinct, but may overlap, there is a need to clarify these different functions.

This reference guide is intended to outline basic roles and responsibilities of the Credentialed School Nurse in the school setting. When the SBHC/Wellness Center and the Credentialed School Nurse are working collaboratively and in alignment, there is a greater opportunity to protect and advance the health and well-being of students, their families and the broader community.

**MAJOR CHANGES:** New Reference Guide.



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## INSTRUCTIONS: GUIDELINES

1. Regular communication between the Credentialed School Nurse and the SBHC/WC is important to ensure the best care and care coordination for students. Schools with a SBHC/WC should establish regular method of communication, such as a school health team, that addresses issues such as referrals, case coordination, and operational issues. Optimally, the Credentialed School Nurse, administrators, and other school personnel involved with health and wellness should meet with the SBHC/WC staff regularly through this team.
2. Sharing information about students is a complex issue guided by two federal laws: HIPAA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act). Please refer to Attachments A and B of Bulletin 1077.1, "Information Protection Policy" which addresses policies for consent to release of confidential student information, directory information and student's protected health information.

In most circumstances, student health records created and kept by the school or the Credentialed School Nurse are educational records and subject to FERPA. The parent/guardian has the right to access the records and must consent for the release or sharing of the records (unless the students is 18 years or older). SBHCs and WCs operated by non-District health entities create separate health records subject to HIPAA. This generally means that the parent/guardian can have access to the records and also consent for their release. State minor consent laws give minors control of the release of their records and prevents parental/guardian access to records in certain situations. An example of permissible information sharing is student immunization records.

3. The role of the Credentialed School Nurse is dictated by their scope of licensure, the California Education Code, other state and federal laws, and the policies and procedures of the Board of Education. While this is not a full description of their scope of practice, the following table (Attachment A) outlines some of the major roles of the Credentialed School Nurse in schools, and the interfacing collaboration opportunities and implications for a SBHC or WC at the school. Whereas Attachment B summarizes and further defines the Credentialed School Nurse and SBHC staff in relation to one another in a collaborative effort to coordinate access and delivery of health care services.

### **RELATED RESOURCES:**

Attachment A: Roles and Recommended Interface between the Credentialed School Nurse and School-Based Health Center or Wellness Center (SBHC/WC)

Attachment B: Role of the Credentialed School Nurse in Relation to SBHC staff



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District Policy on Wellness, July 2008

Bulletin 989, General guidelines, School Nurse State Mandated Responsibilities, July 23, 2004

Bulletin 2030.1, Guidelines for Individualized Health Assessment and Participation of School Nurse in the IEP Process, February 3, 2012.

**ASSISTANCE:** For assistance or further information, please contact District Nursing Director or Director of Medical Services:

(213) 202-7580 Dee Apodaca, District Nursing Director

(213) 241-3872 Kimberly Uyeda, Director of Medical Services



**Roles and Recommended Interface between the Credentialed School Nurse and School-Based Health Center or Wellness Center (SBHC/WC)**

| <b>Issue</b>                                   | <b>School Policies and Role of School Nurse</b>   | <b>Interface with SBHC/WC</b>  |
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| <b>Immunizations required for school entry</b> | <ul style="list-style-type: none"> <li>• Credentialed School Nurses help assess compliance with California School Immunization laws among students entering and advancing in school.</li> <li>• Schools are required to document student compliance with immunization laws with a written immunization record, presented to the school and transcribed into the Student Information System and student health record (Welligent). See Bulletin 1660.4</li> <li>• Credentialed School Nurses (e.g., Communicable Disease [CD] and CHDP nurses) can administer immunizations. All immunizations administered by school nurses are entered into the California Immunization Registry (CAIR)</li> </ul> | <ul style="list-style-type: none"> <li>• SBHC/WC providers can administer immunizations.</li> <li>• Many students who receive care at a SBHC/WC will qualify for free immunizations under the Vaccines for Children Program.</li> <li>• Certain federal and county requirements must be met for vaccine storage and handling.</li> <li>• Schools and Credentialed School Nurses should work with SBHC/WC staff to determine the best method of sharing immunization information (e.g., students carry immunization record or via CAIR).</li> </ul> |
| <b>Physical examinations of students</b>       | <ul style="list-style-type: none"> <li>• Credentialed School Nurses may perform physical exams for all students at a school for purposes of mandated screening, communicable disease exclusion, and assessing other health barriers to learning.</li> <li>• General nursing practice prevents the nurse from diagnosis and initiating treatment</li> <li>• Parents/guardians may opt out of physical exams at school</li> </ul>   | <ul style="list-style-type: none"> <li>• SBHC/WC providers perform physical exams, diagnose a condition or disease, and initiate treatment</li> <li>• Most physical exams of students (&lt;18 years old) require parent/guardian consent for care. Minor consent is an exception in instances specified by law.</li> <li>• Once a diagnosis is made and treatment initiated HIPAA-compliant communication with the school/ Credentialed</li> </ul>   |



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|   | <p>through a written statement</p> <ul style="list-style-type: none"> <li>Other physical exams performed with parental consent are discussed below</li> </ul>   | <p>School Nurse should occur, as agreed upon.</p>   |
| <p><b>Child Health and Disability Prevention Program (CHDP) exams</b></p> | <ul style="list-style-type: none"> <li>A comprehensive physical (CHDP) exam is required at Kindergarten or 1<sup>st</sup> grade. See Bulletin 2514.</li> <li>A CHDP exam is recommended for all newly enrolled students in LAUSD</li> <li>The Credentialed School Nurse helps assess compliance with the CHDP exam requirement</li> <li>LAUSD nurse practitioners and physicians may provide the CHDP exam at school or in a SBHC</li> </ul>  | <ul style="list-style-type: none"> <li>SBHC/WC providers can perform CHDP exams.</li> <li>Information regarding the exam findings should be communicated with the Credentialed School Nurse, generally on the California “Report of Health Examination for School Entry” (PM 171) or other HIPAA-compliant method.</li> </ul> |
| <p><b>Athletic pre-participation exams (PPE)</b></p>                      | <ul style="list-style-type: none"> <li>All competitive high school athletes and some auxiliary units (marching band, cheerleaders, etc.) require an annual physical exam and clearance. See Bulletin 4948.1.</li> <li>Credentialed School Nurses review all PPEs and compare the provider’s findings to the school health record</li> <li>Credentialed School Nurses clear students to participate</li> <li>LAUSD nurse practitioners and physicians may provide PPEs at school or in a SBHC</li> </ul> | <ul style="list-style-type: none"> <li>SBHC/WC providers can perform PPE exams.</li> <li>Information regarding the exam findings and clearance should be communicated with the Credentialed School Nurse, generally on the District’s PPE form</li> </ul>   |
| <p><b>Mandated screenings</b></p>   | <ul style="list-style-type: none"> <li>Credentialed School Nurses plan and perform vision screening in Kindergarten, 2<sup>nd</sup>, 5<sup>th</sup>, and 8<sup>th</sup> grades; special education referrals and by teacher or parent requests. Male students are also</li> </ul>  | <ul style="list-style-type: none"> <li>SBHC/WC providers can help address a deficiency found on screening exam.</li> <li>Referrals to the SBHC may be optimized through effective communication channels and methods of sharing screening</li> </ul>  |



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|   | <p>screened once for color vision using the Pseudo-Isochromatic Plates.</p> <ul style="list-style-type: none"> <li>• Scoliosis screening for 7th grade girls and 8th grade boys</li> <li>• Hearing screening occurs in Kindergarten, 2<sup>nd</sup>, 5<sup>th</sup>, and 8<sup>th</sup> grades; special education referrals and by teacher or parent requests by LAUSD audiometrists.</li> <li>• Other screenings include but are not limited to height, weight, and oral health assessments</li> </ul>  | <p>information with the SBHC (e.g., through a FERPA-compliant release of information).</p>  |
| <p><b>Communicable disease (CD) and illness exclusion and readmission</b></p> | <ul style="list-style-type: none"> <li>• Credentialed School Nurses assess and may temporarily exclude students from school, based on evidence of a communicable disease</li> <li>• Guidance is provided in Bulletin 1645 and 1937 and Communicable Disease Reference Guide</li> <li>• Credentialed School Nurses readmit students to school after resolution of communicable disease, initiation of appropriate treatment, or with medical clearance.</li> <li>• LAUSD has a team of CD nurses who investigate disease outbreaks, and conduct regular immunization clinics throughout the District to help prevent disease</li> </ul> | <ul style="list-style-type: none"> <li>• SBHC/WC providers can help address communicable disease through diagnosis and appropriate treatment.</li> <li>• Readmission to school may be facilitated with appropriate medical clearance communicated to the school and school nurse.</li> <li>• If there is a concern regarding communicable disease spread within a school, the SBHC/WC provider should contact the school nurse or administrator</li> <li>• Providers are responsible for communicating with the Department of Public Health any reportable diseases (per Title 17, CCR 2500)</li> </ul> |
| <p><b>Care for injured students, emergency care</b></p>                       | <ul style="list-style-type: none"> <li>• Credentialed School Nurses evaluate injuries and provide first aid or Cardiopulmonary</li> </ul>  | <ul style="list-style-type: none"> <li>• SBHC/WC providers can provide immediate first aid and assistance to students</li> </ul>  |



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| <b>and transport</b>   | <p>Resuscitation (CPR)</p> <ul style="list-style-type: none"><li>• Most secondary campuses have an Automated External Defibrillator (AED)</li><li>• Nursing assessment helps determine triage: return to class, rest and recovery at home, or seek immediate medical care</li><li>• Credentialed School Nurses may be designated to accompany students to emergency room</li><li>• The school district has parental consent for emergency treatment on file.</li></ul>  | <p>who are seen in the health center</p> <ul style="list-style-type: none"><li>• Emergency services are generally not in the scope of a SBHC/WC</li><li>• If a SBHC/WC calls an ambulance/Emergency Medical System for care and transport of a student, they should immediately notify the school administrator and the Credential School Nurse.</li></ul>   |
| <b>Administration and assistance with medication at school</b> | <ul style="list-style-type: none"><li>• Credentialed School Nurses accept written orders for medication (prescription or over-the-counter [OTC]) to be administered during school hours. See Bulletin 3878.2 – “Assisting Students With Prescribed Medication at School”</li><li>• Credentialed School Nurses train unlicensed school staff to assist students with medications</li><li>• Certain emergency medications may be administered by unlicensed trained staff</li><li>• Certain medications (e.g., Albuterol MDIs), may be carried by students for use with prior authorization from the provider, parent and school</li><li>• The Credentialed School Nurse does not prescribe or dispense medication.</li></ul> | <ul style="list-style-type: none"><li>• SBHC/WC providers can prescribe medication for acute illness and chronic diseases.</li><li>• Some SBHC/WCs dispense prescription and OTC medications</li><li>• A licensed health care provider’s signature is required on the form for medication to be administered during school hours. See form in Bulletin 3878.2 – “Assisting Students With Pre-scribed Medication at School”</li></ul> |



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| <b>Condom Availability Program (CAP)</b>                                   | <ul style="list-style-type: none"><li>• Each high school in LAUSD has a CAP. See Reference Guide 5010.1</li><li>• The Credentialed School Nurse plays an important role in leading the CAP team and/or assisting students in accessing needed resources</li><li>• Annual Notification to parents about the CAP is through the <i>Parent Student Handbook</i></li><li>• Parents can opt out with a written statement presented to the school and recorded in the Secondary Student Information System (SSIS)</li><li>• The CAP procedures apply to LAUSD staff working in their educational role</li></ul> | <ul style="list-style-type: none"><li>• SBHC/WC providers can provide condoms and other confidential, sexual and reproductive health care to students, as allowable by law (e.g., 12 years and older)</li><li>• SBHC/WC should coordinate with school personnel on the CAP team to understand respective roles in making condoms available to students</li><li>• The CAP procedures (parent notification and opt out) do not apply to SBHC staff</li></ul> |
| <b>Special Education Individualized Education Plan (IEP) and 504 Plans</b> | <ul style="list-style-type: none"><li>• Credentialed School Nurses are participants and assessors for the IEP of students with special needs</li><li>• The school nurse records all relevant health information on Welligent Health Manager</li><li>• The school nurse participates in 504 plan development for students who require accommodations due to a health condition</li></ul>   | <ul style="list-style-type: none"><li>• SBHC/WC may serve as the medical home for students with special needs</li><li>• Medical homes coordinate care for students with special needs, including assistance in accessing appropriate specialty care, medication and equipment so students may safely attend school</li></ul>   |





**Role of the Credentialed School Nurse in Relation to SBHC staff:**

- Function as part of the team developing rationale for and designing the plan for the School-Based Health Center.
- Facilitate access to the services for students at the SBHC
- Refer and coordinate care for enrolled students in the SBHC.

**Role of the SBHC Staff in Relation to the Credentialed School Nurse:**

- Include the Credential School Nurse as part of the design team and in all phases implementing and evaluating a SBHC
- Include the Credential School Nurse as a member of a non-hierarchical team that provides health services for shared clients utilizing a holistic health approach.

**Collaboration of Services: Credentialed School Nurse and School Based Health Center Staff.**

- Schedule regular meetings at the beginning of the school year to meet and review issues/communication between the partners.
- Develop a shared case management structure to track outcomes of care and share workload
- Coordinate nursing treatment care plans for clients who require follow-up care
- Work together to document services that will allow data collection on student outcomes of care, cost effectiveness of care, and other key data needed to identify effectiveness and impact of the system of care.
- Develop policies and systems that insure the quality and confidentiality of care received by students
- Joint plan and implement health promotion and disease prevention programs to improve health outcomes for all member of the school community
- Integrate school nursing and SBHCs in partnerships to ensure that students will have access to the needed health services for continuous and uninterrupted school attendance.<sup>i</sup>

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<sup>i</sup>National Association of School Nurses, Inc.  
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Suite 420, Silver Spring, Maryland, 20910