



## **Nurses and Accident/Injury Modules**

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## Introduction

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This guide provides the user instruction on how eSIS handles medical, injury & accidents reporting, and School Nurse information. The guide provides the user with helpful definitions of common terms used for working within the Nursing Module, Injury & Accidents Reporting and Medical Information screens in eSIS, plus detailed instructions on how to navigate through the eSIS's Nursing, Injury & Accidents and Medical functions.

At the completion of this guide and its exercises, the user should be able to:

- Log a student's visit to the School Nurse.
- View the visit detail in the Nurse's Log.
- Enter a student name on the Nurse's Call to Office list for a follow -up visit.
- Create a student's medication record.
- View the daily medications list.
- Log the dispensation of medication.
- View a student's medication history.
- Create health screening test records.
- View health screening test histories.
- Create and monitor a student's health care plan.
- View a school's accident & injury list.
- Enter a student injury that occurred on school property or at a school event.
- Enter student medical information including immunization history and life-threatening allergies or health conditions.
- Run Nursing and Medical Reports.

## System Codes

The following is a list of System Codes that support Nursing, Injury & Accident and Medical processes in ESIS, their uses, and the data entry screens where they are used.

Nursing, Medical and Injury & Accidents System Code Tables

| Name                           | System Code      | Use  | Screens where this data is entered   |
|--------------------------------|------------------|--|--|
| Injury/Accident Cause Codes    | Injury/Accidents | Indicates the cause of an injury.  | Accident & Injury  |
| Injury/Accident Location Codes | Injury/Accidents | Indicates the location on school property or the school event where the injury occurred.         | Accident & Injury  |
| Injury/Accident Types          | Injury/Accidents | Indicates injury category.   | Accident & Injury  |
| Administered Status            | Nurses           | Indicates whether or not the medication was successfully administered.                           | Daily Medications Screen   |
| Anatomical Location            | Injury/Accidents | Indicates the part of the body that was injured.   | Accident & Injury  |
| Athletic Status                | Nurses           | Identifies whether the student is eligible or ineligible for athletics based on a physical exam. | Medical/Health Information   |
| Reasons for Medical Refusal    | Miscellaneous    | Indicates reasons for not providing a medical card to the school                                 | Internet Access & Ext. Reference Information.  |
| Disease Code                   | Nurses           | List of diseases that a child may have had.  | Childhood Diseases   |
| Frequency                      | Nurses           | Identifies the frequency in which medications are to be administered.                            | Student Medications Detail Screen  |
| Health Assessments             | Nurses           | Lists School Nurse's Assessments for specific medical conditions                                 | In the Student's Health Care Plan screen, when a Health Condition is selected and the Health Plan Records are created, the appropriate assessments for that medical condition are populated from this table. |
| Health Codes                   | Registration     | Provides a list of health conditions and immunization types                                      | Student Medical/Health Information.  |
| Health Goals                   | Nurses           | Provides a list of School Nurse's preferred objectives to be obtained                            | In Student's Health Care Plan screen, when a Health Condition is   |

| Name                            | System Code      | Use  | Screens where this data is entered   |
|---------------------------------|------------------|--|--|
|                                 |                  | for a student suffering from a particular health condition   | selected and the Health Plan Records are created, the appropriate Goals for that medical condition are populated based upon the values in this table.  |
| Health Interventions            | Nurses           | Provides a list of interventions that a School Nurse can perform in order to lessen, prevent or monitor a medical condition. | In Student's Health Care Plan screen, when a Health Condition is selected and the Health Plan Records are created, the appropriate Interventions for that medical condition are populated based upon the values in this table. |
| Immunization Waivers            | Nurses           | Identifies the reasons for a student's exemption from taking an immunization.  |  |
| Interscholastic Activities Code | Injury/Accidents | Indicates the type of interscholastic activity the student was participating in when the injury occurred                     | Accident & Injury  |
| Medical Observations            | Nurses           | List of medical symptoms use by School Nurses to describe and diagnose a student's physical and mental state.                | Nurse's Quick Entry  |
| Medication Measurement Types    | Nurses           | List of tests or measurements to be performed before certain medications may be administered.                                | Student Medications Detail   |
| Medication Unit Types           | Nurses           | List of medication unit/dosage amounts to be administered.   | Student Medications Detail   |
| Medications                     | Nurses           | Identifies the types of medications administered by School Nurses.   | Student Medications Detail   |
| Physical Education Codes        | Injury/Accidents | Indicates the type of physical education activity the student was participating in when the injury occurred                  | Accident & Injury  |
| Routes                          | Nurses           | Identifies how the medication is administered.   | Student Medications Detail   |

| Name                    | System Code  | Use  | Screens where this data is entered        |
|-------------------------|--------------|--|---|
| Screening Norms         | Nurses       | List of screening norms being measured, including a student's age and gender, with low and high value ranges for weight and height | Future Use                                |
| Screening Questions     | Nurses       | Allows you to enter a series of questions relating to a particular screening type.   | Student Screening Results                 |
| Screening Results       | Nurses       | List of appropriate results for particular screening types   | Student Screening                         |
| Screening Types         | Nurses       | List of different types of medical/health screenings conducted by the school's nursing staff.                                      | Student Screening                         |
| Series Codes            | Registration | Identifies Immunization Series   | Health System Code Table                  |
| Visit Disposition Codes | Nurses       | List of what is to be done with a student after diagnosis.   | Nurse's Quick Entry<br>Nurse's Log Detail |
| Visit Reasons           | Nurses       | Describes reasons for a student's visit to the School Nurse.   | Nurse's Quick Entry<br>Nurse's Log Detail |

## Nursing Module

The Nursing Module provides School Nurses and office support staff with a wide-range of functionality, including management tools for the administration of medications, for recording health screening test results and for the creation and monitoring of student health care plans.

### Activating the Nursing Module

To activate the Nursing module, **Yes** must be selected for **Nursing Management** on the **Modules** tab of the **Company File**.

**Note:** Please send in a request to the NC WISE Service Desk for any **Company File** changes.

The screenshot shows the 'Company Update' window with the 'Modules' tab selected. The 'Start Screen' section contains the following settings:

| Module             | Setting  | Field     |
|--------------------|----------|-----------|
| Special Education  | Lite     | [ ]       |
| Attendance         | Yes      | [ ]       |
| Co-op Education    | Yes      | [ ]       |
| Community Ed       | No       | [ ]       |
| Human Resources    | No       | [ ]       |
| FARM               | Lite     | [ ]       |
| Teacher Assistant  | Yes      | TAWSTART  |
| Fees Management    | Yes      | [ ]       |
| Testing Management | Yes      | [ ]       |
| Nursing Management | Yes      | [ ]       |
| Test               | Advanced | [ ]       |
| Location           | SisHelp  | /esishelp |

At the bottom of the window, there are buttons for 'ADD', 'DEL', and navigation icons.

### Nursing Navigation

The **Nursing Information** submenu is located on the **School** menu and has six options that are available to users with Nurses security access. No other security role can access this module.

- Logs
- Medications
- Nurses Screenings

- Health Care Plans
- Immunization Fast Entry
- Immunization Waivers

## Nurse's Logs

**Navigation:** School > Nursing Information > Logs

In this option, the Nursing Module provides School Nurses with two log views:

- Nurse's Quick Entry
- Nurse's Log

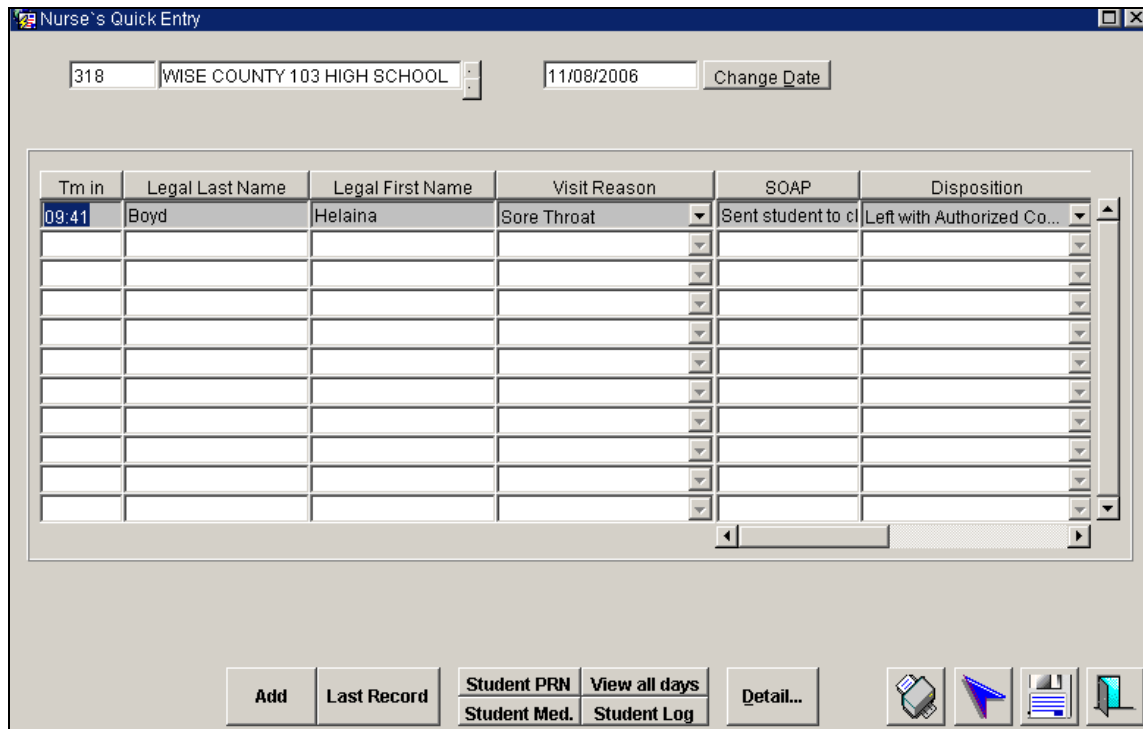
## Nurse's Quick Data Entry

The **Nurse's Quick Entry** Screen as displayed below is the default of the two log screens available in the Nursing Module when **School > Nursing Information > Logs** is selected. This option gives the School Nurse the ability to enter brief notes regarding students' visits and record the details later when s/he has more time. Quick entry information can be saved with only the following information:

- Time of the visit
- The student's name
- Reason for the visit

Further detail about the student visit is added by clicking on **Detail** at the bottom of the **Nurse's Quick Entry** screen. Using the buttons at the bottom of the screen, the School Nurse can also navigate to the **Medication** screen and the **Student Log** screen.

Nurse's Quick Data Entry screen



Data Fields

| Field Name                                  | Description  |
|---|--|
| Tm In (Time In)                             | Defaults to system time (in 24-hour clock) but can be changed by typing in a different time. You do not have to enter a colon.   |
| Legal Last Name and Legal First Name        | Enter last name of student then TAB. The following will occur: <ul style="list-style-type: none"> <li>• If there is only one matching surname in the school, 'First Name' will be populated.</li> <li>• If there are duplicate names, the GETPUPIL search screen will appear with the returned names.</li> <li>• If there are no matching surnames, the GETPUPIL search screen will appear with the names matching the first character.</li> </ul> |
| Visit Reason                                | Select from drop-down box. Along with legal and first name, this is the only required field.   |
| SOAP (Subjective/Objective Assessment Plan) | This is a short description the School Nurse enters when s/he first administers care to a student. This data field can be populated by a Per Request as Necessary (PRN) medication record by pressing on the Student PRN button or the Nurse can enter free-form text in an editor box that pops up when this field is accessed. Whatever is entered in this field appears in the <b>Topic</b> field on the Nurse's <b>Call to Office</b>          |

|                    |  |
|--------------------|--|
|                    | <b>List.</b>   |
| Disposition        | Select action to be taken as result of visit from the drop-down box (e.g., go home at once, return to class) |
| Tm Out (Time Out)  | Enter the time that the student left the Nurse's Office  |
| Nurse's Assessment | Select from the drop-down box populated in Medical Observations system codes.                                |
| Pupil Number       | Pupil number for the student.  |

## Nurse's Log Detail

This screen includes detail about a student visit with the School Nurse that is recorded in

**Navigation:** School > Nursing > Logs > Nurse's Quick Entry > Detail

### Nurse's Log Detail screen

The screenshot shows the 'Nurse's Log Detail' window. At the top, it displays school information: '318 Wise County 103 High School' and 'Homeroom No Homeroom'. Below this is a student information section with fields for Pupil Number (9999435), Legal Last Name (Boyd), Suffix, Legal First Name (Helaina), Gender (F), Birth Date (01/01/1992), Grade (09), and Middle Name. The visit details section includes Visit Date (11/08/2006), Time in (09:41), Reason for Visit (Sore Throat), Follow Up (11/10/2006), and Completed. The assessment plan section shows 'Subjective/Objective Assessment Plan' (Sent student to clinic), 'Call to Office?' (No), and 'Contact Parent Date & Time'. The time out is 20:00, Disposition is 'Left with Authorized Contact', and Nurse's Assessment is 'PAIN'. A Narrative field is present but empty. At the bottom, it shows 'Log Created By' (11/08/2006 AALTRAINER7) and 'Log Last Modified By' (11/08/2006). There is an 'Emergency Contacts' button and a toolbar with navigation icons.

### Data Fields

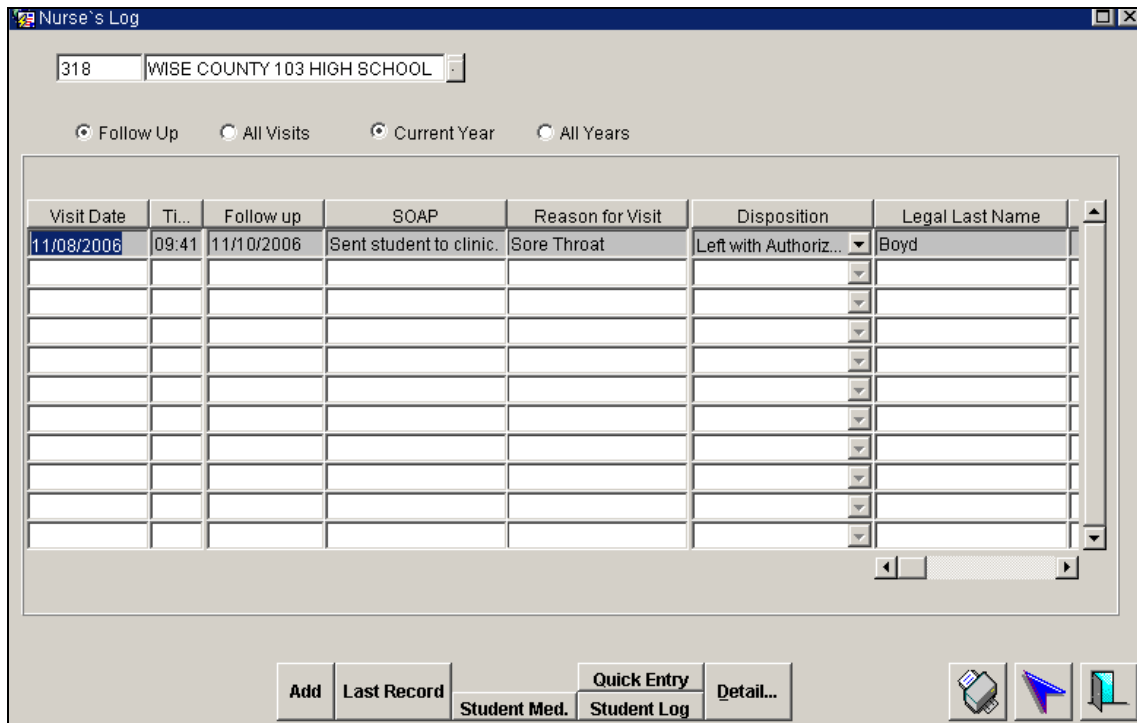
| Field Name     | Description   |
|----------------|---|
| Follow Up      | Enter a follow up date. When a follow up date is entered, the student's name will appear on <b>School &gt; Announcements &gt; Call to Office (Nurse's Log) &gt; Nurse's Log screen</b> when the <b>Follow Up</b> radio button is selected beginning on the follow up day that is entered here. The student's name will remain on the <b>Nurse's Log</b> screen every day thereafter until a completed date is entered in this screen. |
| Call to Office | If set to <b>Yes</b> , then the student's name will appear on the   |

|                          |  |
|--------------------------|--|
|                          | <b>Nurse's Call to Office Log (School &gt; Announcements &gt; Call to Office (Nurse's Log))</b> on the follow up date entered. |
| Completed Date           | Enter date follow up with the student is completed.  |
| Contact Parent Date/Time | Optional fields  |
| Narrative                | Space to add free-form, descriptive detail about the visit.  |

## Nurse's Log

To view the Nurse's Log screen as shown below, click the **View All Days** button at the bottom of **School > Nursing > Log > Quick Entry** screen. This log displays a summary of visits to the School Nurse. Radio button selections allow the view to be toggled from two sets of choices:

- Choice one allows the user to view either all students (i.e., All Visits) or only students with a follow up date that has not been completed
- Choice two allows the user to view current year logs or the logs for all years.



Select the radio buttons for 'Follow Up' or 'All Visits' and 'Current Year' or 'All Years'.

Also, from this, you can access:

- Student Medications
- Quick Entry
- Nurse's Log Detail
- Student Log History

## Student Log History

To view a student's history of visits to the School Nurse, highlight the student's log entry on the Nurse's Log and click **Student Log**. This is a view only screen showing a log of all of the visits to the School Nurse for the selected student. Clicking **Detail** opens the **Nurse's Log Detail** for the highlighted visit.

Student Log History screen

| Visit Date | Ti... | SOAP                    | Visit Reason | Disposition               | Follow Up  | Completed |
|------------|-------|-------------------------|--------------|---------------------------|------------|-----------|
| 11/08/2006 | 09:41 | Sent student to clinic. | Sore Throat  | Left with Authorized C... | 11/10/2006 |           |
|            |       |                         |              |                           |            |           |
|            |       |                         |              |                           |            |           |
|            |       |                         |              |                           |            |           |
|            |       |                         |              |                           |            |           |
|            |       |                         |              |                           |            |           |
|            |       |                         |              |                           |            |           |
|            |       |                         |              |                           |            |           |
|            |       |                         |              |                           |            |           |
|            |       |                         |              |                           |            |           |

## Call to Office (Nurse's Log)

**Navigation:** School > Announcements > Call to Office (Nurse's Log)

The **Call to Office** list contains all those students who were recorded in the Nurse's Log with a follow up date and with the **Call to Office** designator set to **Yes**. Student names will only appear on the **Call to Office** list on the date designated for follow up, however, their names will remain on the Nurse's Log follow up view until a completed date is entered in **Nurse's Log Detail**.



**Scheduled Medications**

As shown below, in addition to collecting descriptive information about medications, the **Student Medications Detail** screen allows you to enter a medication schedule for a student. This schedule includes the days of the week the medication should be administered, the time of administration, the dosage, unit type, and start and end dates. When a medication schedule is entered, the Nurse's Daily Medication log is populated to alert the office or School Nurse to the need for a student medication to be administered along with the required dosage information.

**Student Medications Detail for a Scheduled Medication**

In this example PRN is not checked. This is a scheduled medication.

**Data Fields**

| Field Name | Description  |
|------------|--|
| PRN        | Use this designation for medications that are given 'as needed.'   |
| Med Type   | Select medication from the drop-down box.  |
| Dosage     | Enter amount and select type of measurement from drop-down box. When a time is entered (for a scheduled medication) on the right side of the screen, the dosage and unit type will default in the Medication Schedule. |
| Route      | Select how the medication is given (e.g., oral, injection) from the drop-down box.   |
| Frequency  | Select how often the medication is to be given (e.g., daily, hourly) from drop-down box.   |

| Field Name                             | Description  |
|--|--|
| Reason                                 | Enter the reason for medication  |
| Start and End dates                    | Enter the length of time for which the medication is to be given. The <b>Start Date</b> cannot be prior to today's date. Start and end dates are not updateable nor can they be deleted if the medication has been logged as taken by the student. Start and end dates may be non-school days. |
| Medication Schedule                    | Check days of the week medication is to be given. Only those days designated as school days will appear.   |
| Medication Required - Measurement Type | Defined in system codes for those medications that require a test before being administered. For example, before insulin is dispensed for diabetes a glucose test must be administered.  |
| Special Instructions                   | Enter free-form text for medication instructions.  |
| Name of Pharmacy                       | Optional   |
| Pharmacy Phone No.                     | Optional   |
| RX Number                              | Optional   |

### Per Request as Necessary (PRN) Medications

The PRN indicator must be checked to differentiate a scheduled medication from a PRN medication in the **Student Medication Detail** screen as shown below. For medications that may be both a scheduled medication and also an 'as needed' medication, such as an inhaler for asthma, the medication must be set up twice; once as a PRN and once as a scheduled medication.

#### Student Medication Detail for a PRN Medication

The screenshot shows the 'Student Medications Detail' window. At the top, it displays school information: '318 Wise County 103 High School' and 'Homeroom No Homeroom'. Below this is a student information section with fields for Pupil Number (9999435), Legal Last Name (Boyd), Legal First Name (Helaina), Gender (F), Birth Date (01/01/1992), Grade (09), and Middle Name. The 'PRN (Per Request As Necessary):' checkbox is checked. The medication details include: Med Type (Aspirin), Dosage (1 Units), Route (Oral), Frequency (AS NEEDED), Reason (frequent headaches), Start Date (11/08/2006), and End Date (06/15/2007). The 'Medication Schedule' section features a grid for days of the week (Mon-Sun) and time slots, with checkboxes for scheduling. Below the grid are 'Delete', 'Add', and 'Medication History' buttons. The 'Measurement Required - Measurement Type:' dropdown is empty. The 'Special Instructions' field contains the text: 'Allow student to take aspirin as needed at the sign of a headache.' Pharmacy information includes 'Name Of Pharmacy: Local Pharmacy' and 'Pharmacy Phone No.: (555) 555-1211'. The 'RX Number' field is empty. At the bottom, there are 'Delete Medication' and 'Add New Medication' buttons, along with printer and help icons.

Medications marked as PRN will not have days checked in the medication schedule and will not appear in the daily medications list. When a PRN medication is administered, it should be logged in the **Nurse's Quick Entry** as follows.

1. Query the student and enter a visit reason.
2. Click **Student PRN** at the bottom of the **Nurse's Quick Entry** screen. A list of available PRN medications will display for the selected student.
3. Select a PRN medication and click on the **SOAP** field.
4. You may enter the dosage and any other information in the **Editor** window that appears.

**Note:** If you enter data in the **SOAP** field and then select **PRN**, the PRN medication you have entered will be overwritten. You must first select the PRN medication, and then enter additional data through the **Editor** window.

5. Enter remaining information, then click **Save**. Note that the return time is military time. (Ex: 0950 for 9:50)

## Daily Medications

**Navigation:** School > Nursing Information > Medications

The **Medications** option of the Nursing Module menu provides a dynamic list of the medication dosages due to be administered to students by date as shown below. Daily Medications in this screen can be viewed by all medications or by all outstanding medications for the selected date by clicking on the respective radio button.



Daily Medication Log Report

| SCH170R v 4.0.03            |            | Wise County 103             |                  |      |       |       | Page: 1                        |           |       |    |       |       |         |
|-----------------------------|------------|-----------------------------|------------------|------|-------|-------|--------------------------------|-----------|-------|----|-------|-------|---------|
|                             |            | <b>Daily Medication Log</b> |                  |      |       |       |                                |           |       |    |       |       |         |
| Wise County 103 High School |            | 08-NOV-2006                 |                  |      |       |       | Run Date: 08 Nov 2006 10:57 AM |           |       |    |       |       |         |
| Measurement                 |            |                             |                  |      |       |       |                                |           |       |    |       |       |         |
| Student Name                | Medication | Med T                       | Dosage Scheduled | Type | Value | Given | Dosage Given                   | Action    | Waste | By | Grade | Route | Pupil   |
| Boyd, Halaina               | Aspirin    | 01:00                       | 1 Teaspoons      |      |       |       |                                | Not Taken |       |    | 09    | Oral  | 9999435 |

Student Screenings

**Navigation:** School > Nursing Information > Nurses Screenings

The **Student Screenings** option of the Nursing Module allows you to view screenings and to enter the results of screenings, such as hearing and vision tests, for individual students or groups of students.

Existing screening information for students is selected by the following screening types: class, homeroom, follow -up today status, follow -up overdue status, grade, referral due date, gender, and screening result as shown in the top section the screen below. When querying records, a screening period date range must be specified.

Nurse's Screenings screen

To create screening records for a group of students, enter selection criteria as you would for a query and click **Create Records**. This will create a list of all students who meet the selected criteria. The screening column will default to the screening type specified; the results column will default to **Pass**.

To enter screening information, make the necessary entries by student and saving. Note that entries may include: a value; a follow up date, if desired; and the due date for a referral, if applicable. After the initial screening information is entered in the Student Screenings screen, the test result detail can be entered in the **Student Screening Results** screen as shown below by highlighting the student on screen and then selecting **Enter Screening Results**.

Selecting the screening type from the drop-down list and then clicking **Load Student** enters screening results for individual students. This brings up the **GETPUPIL** search screen. Query the student and then click on select. The student's record is populated with the same defaults as for the group query, however, the screening date defaults to today's date, which cannot be changed.

### Student Screening Results screen

The screenshot shows the 'Student Screening Results' window. At the top, it displays school information: '318 Wise County 103 High School' and 'Homeroom No Homeroom'. Below this is a table of student details:

| Pupil Number | Legal Last Name | Suffix | Legal First Name | Gender | Birth Date | Grade | Middle Name |
|--------------|-----------------|--------|------------------|--------|------------|-------|-------------|
| 343432       | Gillespies      |        | Meagen           | F      | 09/24/1991 | 10    |             |

Below the student table, there are fields for 'Screening Date' (11/08/2006), 'Screening Results' (PASSED), 'Recorded by:' (AALTRAINER7), and 'Instrument'. Further down, there are fields for 'Screening Type' (Weight), 'Value', 'Follow-up Date', and 'Referral Due Date', along with a 'Seen' checkbox.

A 'Narrative' text area is provided for additional notes. At the bottom, there is a table for screening questions:

| Question                                | Yes or No ?  | Value |
|---|--|-------|
| 1 Does student meet norm weight?        | <input type="radio"/> Yes <input type="radio"/> No |       |
| 2 Is student above norm weight?         | <input type="radio"/> Yes <input type="radio"/> No |       |
| 3 Does student have an eating disorder? | <input type="radio"/> Yes <input type="radio"/> No |       |
|   | <input type="radio"/> Yes <input type="radio"/> No |       |
|   | <input type="radio"/> Yes <input type="radio"/> No |       |

### Student Screening History

**Navigation:** School > Nursing Information > Nursing Screenings > Student Screenings > Student Screening History

As shown below, student screening histories for all screening types can be viewed. Screening histories can also be printed by clicking on the printer icon on the **Student Screenings** screen.

The screenshot shows a web application window titled "Student Screening History". At the top, there are fields for "318", "Wise County 103 High School", and a dropdown menu for "Homeroom" set to "AGR - Rutherford Kathrine". Below these are fields for "Pupil Number" (343432), "Legal Last Name" (Gillespies), "Suffix", "Legal First Name" (Meagen), "Gender" (F), "Birth Date" (09/24/1991), "Grade" (10), and "Middle Name".

The main content is a table with the following columns: Date, Screening Type, Result, Value, Follow Up, Referral date, and Examiner. The table contains eight rows of data, all with a "PASSED" result and "AALTRAINER7" as the examiner.

| Date       | Screening Type   | Result | Value | Follow Up | Referral date | Examiner    |
|------------|------------------|--------|-------|-----------|---------------|-------------|
| 11/08/2006 | Blood Pressure   | PASSED |       |           |               | AALTRAINER7 |
| 11/08/2006 | Dental           | PASSED |       |           |               | AALTRAINER7 |
| 11/08/2006 | Hearing          | PASSED |       |           |               | AALTRAINER7 |
| 11/08/2006 | Height           | PASSED |       |           |               | AALTRAINER7 |
| 11/08/2006 | Pediculosis      | PASSED |       |           |               | AALTRAINER7 |
| 11/08/2006 | Spinal(Scolio... | PASSED |       |           |               | AALTRAINER7 |
| 11/08/2006 | Vision           | PASSED |       |           |               | AALTRAINER7 |
| 11/08/2006 | Weight           | PASSED |       |           |               | AALTRAINER7 |
|            |                  |        |       |           |               |             |
|            |                  |        |       |           |               |             |
|            |                  |        |       |           |               |             |
|            |                  |        |       |           |               |             |

### Student Health Care Plans

**Navigation:** School > Nursing Information > Health Care Plans

The Health Care Plan option in the Nursing Module allows you to record and monitor student health conditions.

## Student Health Care Plans screen

Student Health Care Plans

318 Wise County 103 High School Homeroom No Homeroom

Pupil Number Legal Last Name Suffix Legal First Name Gender Birth Date Grade Middle Name

9999435 Boyd Helaina F 01/01/1992 09

Date Recorded Last Modified Health Condition

Next Review Date

Function: Update Evaluation

| Initiated Date | Assessment | Goal | Intervention | Evaluation |
|----------------|------------|------|--------------|------------|
|                |            |      |              |            |
|                |            |      |              |            |

Create Health Plan Records Assessments Interventions DEL

Goals Conditions

**Student Health Care Plan Set Up**

To create a Health Care Plan for a selected student:

1. Click **Create Health Plan Records**.
2. Enter **Health Condition** by pressing **F9** and selecting from the list in the pop-up window. Note that the **Date Recorded** defaults to today's date and cannot be changed.
3. Click on the **Assessments** block, the **Goal** block, and **Intervention** block for the first line of assessments that you want to accept.

Student Health Care Plans

318 Wise County 103 High School Homeroom No Homeroom

Pupil Number 9999435 Legal Last Name Boyd Suffix Legal First Name Helaina Gender F Birth Date 01/01/1992 Grade 09 Middle Name

Date Recorded 11/08/2006 Last Modified Health Condition Asthma ? Function: Create Record

Assessments

- Wheezing
- Coughing

Goals

- The student will attain and maintain normal pulmonary function.
- Student will develop asthma self care skills for school & home

Interventions

- Attempt to reduce the student's anxiety by being calm
- Help the student take the prescribed medication

Update Health Condition Recor... Assessments Goals Interventions Conditions DEL

4. Click **Save**.
5. A message box will appear asking if you want to create another record. Select **Yes** to continue adding assessments to evaluate. You must click **Save** after selecting the blocks in a line that you want to populate.

### ***Student Health Care Plan Nurse Evaluations***

When an evaluation is made for a health care plan, the School Nurse can enter the date and the results of the treatment in the evaluation column by clicking on the Update Health Plan Records button for the appropriate health plan as shown below. A student may have multiple Health Care Plans.

Sample Evaluations in a Student Health Care Plan screen

Clicking on the printer icon will print the information recorded for the student in this screen. The **Navigate to:** buttons take you to the respective system code tables for review or update.



A list of accidents & injuries by student is displayed as shown above. Specific information about an accident or injury, including who was contacted about the accident and who witnessed the accident, is viewed by clicking **Detail**.

## Student Injury Information Entry

By clicking the Add button the Student Injury List screen, information about student accidents and injuries can be entered. Three types of information can be entered: accident information, contact information and witness information. The first screen that must be completed is the **Accident & Injury Details** as shown below.

Required fields in this screen are: **Accidents**, **Injury Type**, **Cause on Injury**, **Time of Accident** (format is HH:MM, p.m. or a.m. with a space in between the time and between a.m. or p.m.) and **Anatomical Location**.

The **Left Arrow** button on this screen navigates to the **Nurse's Log** and the **Right Arrow** button navigates to the **Student Screenings**, if you have security rights to those screens.

Optionally, contact information and witness information about the accident may be entered by clicking on the buttons at the bottom of the **Accident & Injury Information** screen.

Accident & Injury Contact Information screen – Contact Tab

Accident & Injury Details

318 Wise County 103 High School Homeroom No Homeroom

Pupil Number 9999435 Legal Last Name Boyd Suffix Legal First Name Helaina Gender F Birth Date 01/01/1992 Grade 09 Middle Name

**Accident/Injury**  
 Description Student fell and scraped her knees Parent & Guardian Name [No Parents on File] Date of Accident 11/08/2006 Time of Accident 12:30 PM

Accident Contact Witness Treatment Police/ 911 Called Action/Follow-Up

**Contact Information**  
 How/Where Incident Occurred On playground Date Reported 11/08/2006 Person in Charge Courtney Jespersen

| Contact Name | Contact Type | Contact Date | Contacted By | Narrative | Desc |
|--------------|--------------|--------------|--------------|-----------|------|
|              |              |              |              |           | Desc |
|              |              |              |              |           | Desc |
|              |              |              |              |           | Desc |

Parent Notified

ADD DEL

Create Info Mod Info

|             |             |
|-------------|-------------|
| AALTRAINER7 | AALTRAINER7 |
| 11/08/06    | 11/08/06    |

ADD DEL

Accident & Injury Details screen – Witness tab

Accident & Injury Details

318 Wise County 103 High School Homeroom No Homeroom

Pupil Number 9999435 Legal Last Name Boyd Suffix Legal First Name Helaina Gender F Birth Date 01/01/1992 Grade 09 Middle Name

**Accident/Injury**  
 Description Student fell and scraped her knees Parent & Guardian Name [No Parents on File] Date of Accident 11/08/2006 Time of Accident 12:30 PM

Accident Contact Witness Treatment Police/ 911 Called Action/Follow-Up

**Witness Information**

1. Name Address  
 Phone Age

2. Name Address  
 Phone Age

Create Info Mod Info

|             |             |
|-------------|-------------|
| AALTRAINER7 | AALTRAINER7 |
| 11/08/06    | 11/08/06    |

ADD DEL

# Medical Screens and Medical Alerts in eSIS

Pertinent medical information about students can be entered in the student demographic component of eSIS. This information includes life threatening medical condition alerts, the names and telephone numbers of doctors and dentists, health insurance information, preferred hospital, physical exam information, medical card on file information, health factors, allergies and childhood diseases.

## Medical Information Entry

**Navigation:** eSIS Main Start screen > Medical button > Student Medical/Health Information

Student medical information is entered as shown below. When an allergy or health condition is entered in this screen and is subsequently indicated to be a life threatening condition, this causes the free-form text in the allergy or health condition window to appear in the yellow alert button. Clicking on the Specialists button on the Student Medical/Health Information screen allows entry of multiple health specialists, if needed, in addition to a single doctor and/or dentist.

Student Medical/Health Information screen

The screenshot shows a web-based form titled "Medical/Health Information". At the top, there are fields for school (318 Wise County 103 High School) and homeroom (No Homeroom). Below this is a demographic section with fields for Pupil Number (9999435), Legal Last Name (Boyd), Suffix, Legal First Name (Helaina), Gender (F), Birth Date (01/01/1992), Grade (09), and Middle Name. The "Medical Information" section includes fields for Doctor Name (Dr. Y. Kumasaka), Dentist Name (Dr. W. Kirschner), Health Card (18293), Insurance Carrier Name (Moneshe Insurance), Preferred Hospital (Children's Hospital), and Permission to Transport. There are also phone numbers for both doctors. The "Allergies and Health Conditions" section has a dropdown menu showing "allergic to bees" and a "Life Threatening?" checkbox set to "Yes". The "Last Physical Exam" section includes a date (09/15/2006), Pass/Fail status (Pass), Athletic Status (Eligible), and radio buttons for Full Physical and Alternate Physical. A table for medications is visible with columns for PRN, Med Type (Analgesic), Dosage (Drops), and Route (Nasal). At the bottom, there are navigation buttons: "Specialists", "Other Health Factors", "Immunization Fast Entry", and "Childhood Diseases".

### Life Threatening Health Condition Alert

The screenshot shows a software window titled "Medical/Health Information" for a student. At the top, there are fields for "318", "Wise County 103 High School", and "Homeroom" set to "No Homeroom". A yellow "Alert" button is in the top right. Below this is a header row with labels: "Pupil Number", "Legal Last Name", "Suffix", "Legal First Name", "Gender", "Birth Date", "Grade", and "Middle Name". The corresponding values are: "9999435", "Boyd", "", "Helaina", "F", "01/01/1992", "09", and an empty field. A pop-up window titled "Alerts for Helaina Boyd." is open, displaying a yellow background with the text "Life Threatening Health Conditions" and "allergic to bees". The main window has a "Medical Informa" section with labels for "Doctor", "Dentist", "Health", "Insurance Carrier", "Preferred Hc", and "Permission to Tra". Below this is a "Last Physical Exa" section with labels for "Date", "Pass/Fail", "Athletic Status", and a radio button for "Full Physical". An "Exit" button is centered below the pop-up. At the bottom, there are navigation buttons: "Specialists", "Other Health Factors", "Immunization Fast Entry", and "Childhood Diseases".

## Childhood Disease Information Entry

**Navigation:** eSIS Main Start screen > Medical button > Student Medical/Health Information > Childhood Diseases

A record of childhood diseases can be kept using this module.

### Childhood Disease screen

Alert

|     |                             |          |             |
|-----|-----------------------------|----------|-------------|
| 318 | Wise County 103 High School | Homeroom | No Homeroom |
|-----|-----------------------------|----------|-------------|

|              |                 |        |                  |        |            |       |             |
|--------------|-----------------|--------|------------------|--------|------------|-------|-------------|
| Pupil Number | Legal Last Name | Suffix | Legal First Name | Gender | Birth Date | Grade | Middle Name |
| 9999435      | Boyd            |        | Helaina          | F      | 01/01/1992 | 09    |             |

**Childhood Disease**

| Disease Type | Date       | Comments |
|--------------|------------|----------|
| Chicken Pox  | 02/14/1992 |          |
|              |            |          |
|              |            |          |
|              |            |          |
|              |            |          |
|              |            |          |
|              |            |          |
|              |            |          |
|              |            |          |
|              |            |          |

←

ADD
DEL

## Medical Card on File Information Entry

**Navigation:** eSIS Main Start screen > Basic button > Right Arrow button > Right Arrow button > Student Miscellaneous Information

Schools that must record whether or not a medical card is on file can enter information as shown below.

### Medical Card Information on Student Immigration Miscellaneous screen

The screenshot shows a web-based form titled "Student Miscellaneous Information". At the top, there are input fields for "318", "Wise County 103 High School", and "Homeroom". Below these are fields for "Pupil Number" (9999435), "Legal Last Name" (Boyd), "Suffix", "Legal First Name" (Helaina), "Gender" (F), "Birth Date" (01/01/1992), "Grade" (09), and "Middle Name". A yellow "Alert" button is in the top right corner. The form has four tabs: "Permissions", "Records", "Miscellaneous", and "Locker". The "Miscellaneous" tab is selected. It contains several sections:
 

- Internet Access Information:** Includes a checked "Internet Access?" checkbox, a "No Internet Access Reason" dropdown, an "Internet Permission Type" dropdown, and an "E-Mail" field.
- Release Information:** Includes a checked "Should information be released?" checkbox, a "Date release was signed" field, a "Restriction Type (if Yes)" dropdown, an "Additional Restrictions?" button, and two checked checkboxes: "No Military Recruitment" and "No College Recruitm...".
- Permission Form Information:** Includes checkboxes for "Signed code of conduct?", "Blanket Field Trip Permission Signed?", "Permission to Walk home?", and "Permission to Ride Bike?", along with a "Student/Parent Consent Signed" field.
- Medical Card Information (highlighted in red):** Includes a "Health Card on file?" checkbox, a checked "Permission to Transport" checkbox, a "Refused?" checkbox, and a "Reason For Refused" dropdown menu.

 At the bottom of the form are navigation arrows and system icons.

## Useful Nursing, Injury & Accidents and Medical Reports

| Report                                   | eSIS Number | Location  | Description  |
|--|-------------|---|--|
| Daily Medication Log Information         | SCH170R     | School>Nursing>Medications>Print icon   | A list of all medications due on the date.   |
| Medication Screening History             | STU330R     | School>Nursing>Nurse's Screenings>Print icon and Nurse Report Group                 | Lists screening information for all screening types by student.  |
| Report is titled at the time of printing | STU340R     | School>Nursing Information>Health Care Plans>Student Health Care>Print icon         | Lists Health Care Plan assessments, goals, interventions and evaluations by health condition for the student.  |
| Failed/Absent Screenings                 | STU311P     | Nurse Report Group  | Lists student name, screening type, results, values, follow up and referral dates for the range of dates specified. Sort is by student name, grade, or homeroom for all screening results, all failed or all passed, all continued, all absent, or both failed and absent.                 |
| Immunization Listing and Letters         | IMM001R     | Nurse Report Group  | Lists all recorded immunizations by student  |
| Medical List                             | STU230P     | Demographic Report Group  | Lists by student doctor name and number, dentist name and number, student's health card number, preferred hospital, allergies, health factors, immunizations and dates. Suitable for labels.   |
| Call to Office (Nurse's Log)             | STU153R     | School>Announcements>Call to Office (Nurse's Log)>Print icon and Nurse Report Group | Lists all of the students whom the nurse should see on the date the report is run (for today's date if run from the Call to Office Screen). When run through the Nurse Report Group, you can specify a range of dates and whether you want all visits or only visits marked for follow up. |
| Student Health Report                    | STU157R     | Nurse Report Group  | Lists a history of student visits to the School Nurse (i.e., the Nurse's Log.)   |

| Report                          | eSIS Number | Location           | Description   |
|---------------------------------|-------------|--------------------|---|
| Student Medication History Form | SCH18R      | Nurse Report Group | Lists students, gender, grade, homerooms, birth dates and phone number and all medications administered for the rang of dates specified including administration date, time, dosage taken, units, applied status and waste. |

## Quick Reference Guide for Nurse Module

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### Entering a Student's Visit to the School Nurse

*Note:* Visit reasons must exist in the system code tables.

1. Navigate to the **Nurse's Quick Entry** screen.
2. Enter student's **Last Name**.
3. Press the **Tab** key.
4. Select a student.
5. Select a **Visit Reason**.
6. Click **Save**.

### Entering Scheduled and PRN Student Medication Records

*Note:* Medications must exist in the system code table.

1. Navigate to the **Student Medications Detail** screen.
2. Select a student.
3. Enter a scheduled medication that needs to be administered today.
4. Click on the **Save** button.
5. Click on the **Add New Medication** button.
6. Enter a PRN medication.
7. Click **Save**.
8. Click **Exit**.
9. Navigate to the **Daily Medication** screen.
10. Verify that the scheduled medication you entered is on the **All Outstanding** list and that the PRN medication that you entered is not on the list.
11. Enter administration detail for the scheduled medication.
12. Click **Save**.
13. Click **All Outstanding**.
14. Verify that the scheduled medication that you just administered is not on the list of outstanding medications on the **Daily Medication** screen.
15. Click **Exit**.

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## Entering Results of Student Screening Test

**Note:** Screening Types must exist in the system code tables.

1. Navigate to the **Student Screenings**.
2. Select a screening type.
3. Select a homeroom.
4. Click on the **Create Records** button.
5. Enter a screening date.
6. Fail some students.
7. Click **Save**.
8. Click enter on the **Screening Results** buttons for one student and add some screening detail.
9. Click **Save**.
10. Click **Student Screening History** to view the history log.
11. Click **Exit**.

## Entering a Student Health Care Plan

**Note:** Health Assessments, Goals and Interventions for each Health Condition must exist in the System Code Tables.

1. Navigate to the **Student Health Care Plans** screen.
2. Select a student.
3. Click **Create Health Plan Records**.
4. Press the **F9** key.
5. Select a **Health Condition**.
6. Click in the **Assessments** window to populate the matrix.
7. Click on the **Assessments Block**, the **Goals Block** and the **Interventions Block** for the first line on the matrix.
8. Click **Save**.
9. Click **Yes** to create another record.
10. Click on the **Assessments Block**, the **Goals Block** and the **Interventions Block** for the second line on the matrix.
11. Click **Save**.
12. Click **No** to create another record.
13. Enter a date.
14. Enter an evaluation.
15. Click on the **Save** button.
16. Click on the **Exit** button.

## Entering a School Accident Report

1. Navigate to the **Student Accident List** Screen.
2. Click **Add**.
3. Enter accident information for a student.
4. Click **Save**.
5. Click **Contact**.
6. Enter contact information.
7. Click **Save**.
8. Click **Witness**.
9. Enter witness information.
10. Click **Save**.
11. Click **Exit**.
12. Navigate to the **School Accident & Injury List** after going back to the main start screen.
13. Scroll to view the accident entry you just completed.

## Triggering an Alert

To enter a Health Condition for a Student that triggers an alert in eSIS:

1. Query a student.
2. Click on the **Medical** button.
3. Enter an allergy or health condition that is life threatening in the **Allergies and Health Conditions** field, such as allergic to peanuts.
4. Select **Yes** from the drop-down list in the **Life Threatening** field.
5. Click **Save**.
6. Click **Exit**.
7. Click **Medical**.
8. Click the yellow **Alert** button.
9. View the life threatening health condition statement in the alert box.
10. Click **Exit**.