



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6340

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CATEGORY: **Students, Welfare**

EFFECTIVE: **1-29-62**

SUBJECT: **School Nursing Services**

REVISED: **4-28-03**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures defining school nursing services.
2. **Related Procedures:**

Communicable disease control .....	6360
First aid inservice training .....	7071
Health records .....	6515
Illness and minor injuries .....	6371
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Release of student information .....	6525
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State-mandated child health and disability prevention program .....	6345

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-1000, F-1500, F-6000, H-7400, H-7600, I-1350; Education Code Sections 49400-40402, 49404, 49422, 49450-49457; California Code of Regulations, Title 5, Sections 590-596; California Code of Regulations, Title 17, Section 2951.
2. **Education Code Requirements**
  - a. Only fully qualified, credentialed personnel shall supervise the health of students (Education Code Sections 49422, 49452).
  - b. Rules must be developed to ensure proper confidentiality in connection with any physical defect noted during screening examinations (Education Code Section 49450).
  - c. Reports of all physical defects noted must be made to parents/guardians, requesting parents/guardians to take such action as will cure or correct the defect (Education Code Section 49456).
  - d. Vision must be screened upon first enrollment in a California elementary school and at least every third year thereafter until the child has completed eighth grade (Education Code Section 49455).

- e. Hearing must be screened at grades K, 2, 5, and 8 (California Code of Regulations, Title 17, Sections 2950, 2951).
- f. Exemption from all screening must be granted upon a parent's/guardian's filing of a written request for exemption, but whenever there is good reason to believe that a child is suffering from a recognized contagious or infectious disease, the student shall be sent home and shall not be permitted to return until school authorities are satisfied that the child does not suffer, or no longer suffers from the disease (Education Code Section 49451).
- g. No specific type of practitioner shall be recommended for correction of physical defects (Education Code Section 49456).

### C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Wellness Unit, Health Services Department, Student Services Division, Institute for Learning.
2. **Definition and Responsibilities.** Nursing services embrace three major areas: health services, health education, and healthful school environment. Under direction of principal, school nurse has primary responsibility for health services; teacher has primary responsibility for classroom health instruction. School nurse is responsible for planning the health services program in such a way that it is accomplished as outlined in the *School Nursing Procedure Manual*. Health instructional services rendered by school nurse are not to be performed in lieu of, nor at the expense of, a required health services program.

**School nurse** shall support the educational program of the school through:

a. **Appraisal of student health**

(1) **Screening schedule**

- (a) **Vision:** Preschool; grades K, 3, 6, 9; new; referrals.
- (b) **Hearing** (case finding/planning by nurse): Preschool; grades K, 2, 5, 8; new; referrals. First test by audiologist; follow-up testing by hearing specialist.

- (c) **Health assessment** (case finding, planning, and case management by nurse): Preschool; grade 1; new; referrals. Screening by physician/ consultant or school nurse.
  - (d) **Dental**: Preschool; grades 2, 4, 5; new; referrals (optional).
  - (e) **Nurse inspections**: All grades for health problems and psychosocial needs (optional).
  - (f) **Spinal screening**: Girls, grade 7; boys, grade 8.
- (2) **Referral and counseling**: For correction or acceptance of problems noted.
  - (3) **Parent/guardian-child-nurse conferences**: By school nurses in conjunction with physical screenings and nursing assessments for special education.
- b. **Health education and counseling**
- (1) Contact individual students, parents/guardians, and teachers.
  - (2) Make classroom presentations on invitation of a teacher.
  - (3) Act as a resource in health education; provide materials, information, and/or speakers.
  - (4) Teach social health, as requested.
  - (5) Maintain an attractive and functional health office.
- c. **First aid**
- (1) Serve as a first aid specialist and consultant to the school and other district personnel.
  - (2) Render major first aid for injury and illness when at site.
  - (3) Teach first aid to staff.
  - (4) Implement the school medication policy.

(5) Supply first aid materials.

d. **Communicable disease control**

(1) Conduct the immunization program.

(2) Control the spread of communicable disease and infestation.

(3) Investigate selected absences.

(4) Survey the school plant for sanitation, safety, and other environmental hazards.

e. **Communication**

(1) Maintain health records.

(2) Communicate health problem information to teachers, as appropriate.

(3) Plan and conduct teacher-nurse and/or principal-nurse conferences.

(4) Participate in school, faculty, and parent/guardian functions.

(5) Make home visits, as time permits, and other parent/guardian contacts when needed.

(6) Maintain contact with the community and private health resources.

3. **Screening Examinations.** On the premise that learning can be accomplished only when a student has full use of the communication senses, feels well, and is relatively happy, the purpose of screening examinations is to identify defects that may impair development of students to their full potential.

4. **Hearing Tests.** Hearing testing shall be done under the direct supervision of the coordinator of the Hearing Conservation Program, Wellness Unit, by assigned hearing specialists or hearing technicians, unless a specific exception is approved by the Wellness Program Manager.

**D. IMPLEMENTATION** (See *School Nursing Procedure Manual* and appropriate district administrative procedures.)

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**E. FORMS AND AUXILIARY REFERENCES**

1. School Nursing Procedure Manual, available from the Wellness Unit, Health Services Department

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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For the Superintendent of Public Education