



New

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This page allows you to add or update a current year record in the nurse's daily log. Records can only be updated for the campus you are logged on to; although you can see student records for all campuses you have access to.

Update data:

You can access the page in the following ways:

Add a new record:


- Go to Health > Maintenance > Nurse's Daily Log > New.
- Or, from Health > Maintenance > Nurse's Daily Log > Inquiry, click **New**.

The Detail page opens with blank fields.

Update a record:



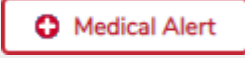
- Retrieve the record on the [Inquiry](#) page, and click the record.

The Detail page opens, and the fields display data for the existing record.

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| Log Date | Type the date of the visit in the MMDDYYYY format. Or, click  to select the date from a calendar. |
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| Log Information | Time In/Out | Type the time the visitor came to and left the clinic. Use the <i>HH:MM</i> format, where <i>HH</i> is the hour, and <i>MM</i> is the minute. Select AM or PM . |
| | Period In/Out | Type the two-digit period when the visitor came to and left the clinic. |
| | Visitor Type | Select the type of visitor. |
| | Activity Code | Select the type of visit. |
| | Visit | Indicate whether this is the first visit or a follow-up visit. |
| | Stu ID# | If the visitor is a student, type the six-digit student ID, or click Stu ID# to access the directory . If the visitor is not a student (i.e., Visitor Type is not <i>03-Student</i>), the Stu ID# field is disabled. |
| | Name | If the visitor is a student, the student's full name is displayed. If the visitor is not a student, type the visitor's full name. |
| | Symptom | Type a description of the visitor's symptoms, up to 70 characters. |
| | Provider | Type the name of the provider (e.g., nurse or aide) who attended to the visitor and/or administered medication. |
| Vital Statistics | Enter data for any readings taken: | |
| | Temp | Type the visitor's temperature in Fahrenheit degrees in the <i>###.##</i> format. |
| | Pulse | Type the visitor's pulse in beats per minute, up to three digits. |
| | Height | Type the visitor's height in inches in the <i>##.##</i> format. |
| | Weight | Type the visitor's weight in pounds in the <i>###.#</i> format. |
| | Resp | Type the visitor's rate of respiration in breaths per minute, up to two digits. |
| | Systolic Diastolic | Type the visitor's systolic and diastolic blood pressure readings. |
| Action | Select all actions taken in response to the visit. | |
| | Screening | If the visit is for a screening, select the type of screening performed. If more than one screening was performed, add a separate log entry for each screening. |
| Diagnosis | Illness | Indicate if the illness is acute or chronic. Leave blank if there is no illness. |
| | Injury | Indicate if the visitor suffered an injury. Leave blank if there is no injury. |
| | Communicable Disease | Indicate if the visitor has a communicable disease. |
| Transportation | Home | If the visitor was sent home, indicate who provided transportation. Leave blank if the visitor did not go home. |
| | Miles | If a nurse or other employee provided transportation, type the mileage, up to five digits with a decimal point to indicate a partial mile. |
| | Doctor/Hospital | If the visitor was sent to a doctor or hospital, indicate who provided transportation. Leave blank if the visitor did not go to a doctor or hospital. |
| Contacts | Indicate who was notified and how. | |

Click **Save**.

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| Comments | Click to add comments about the record. The comments window opens, and any existing comments are displayed. Add or update comments and click OK . If comments already exist for the record, a paperclip icon is displayed on the button. |
| Info | Click to view data from the Inquiry page. The Log Information directory opens in a pop-up window. This allows you to view previous entries without having to leave the current page. • The list can be re-sorted. You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order. A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order. • If there are multiple pages, page through the list. Click Close to close the window. |
| New | Click to clear the page of data and add a new record. |
| Delete | Click to delete the record currently displayed. You are prompted to confirm that you want to delete the record. Click OK . |
| Inquiry | Go to the Inquiry page. |
|  | View medical alert. The button is displayed if a medical warning exists for the student and Consent to Display Alert is selected on Health > Maintenance > Student Health > Emergency . Click to view the student's medical alert information. |



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