



**New**



# Table of Contents



**Health > Maintenance > Nurse's Daily Log > New**

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.

Save
New
Delete
Info
Inquiry

**DETAIL**

Log Date:

**Log Information**

Time In:   AM  PM    Period In:     Visitor Type:     Visit:

Time Out:   AM  PM    Period Out:     Activity Code:

Stu ID#:     Name:

Symptom:

Provider:  Comments

**Vital Statistics**

Temp:  F

Pulse:  bpm

Height:  In.

Weight:  Lbs.

Resp:  bpm

Systolic:  mmHg

Diastolic:  mmHg

**Action**

First Aid:     Returned to Class:

Medication:     Referral:

Health Education:     Rest:

Health Counseling:     Other:

Special Procedure:

Screening:

**Diagnosis**

Illness:

Injury:

Communicable Disease:

**Transportation**

Home:

Miles:  Mi.

Doctor/Hospital:

**Contacts**

Staff:

Parent:

Doctor:

Other:

**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:**



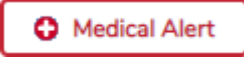
Retrieve the record on the [Inquiry](#) page, and click the record.

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

<b>Log Date</b>	Type the date of the visit in the MMDDYYYY format. Or, click  to select the date from a calendar.	
<b>Log Information</b>	<b>Time In/Out</b>	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 <b>AM</b> or <b>PM</b> .
	<b>Period In/Out</b>	Type the two-digit period when the visitor came to and left the clinic.
	<b>Visitor Type</b>	Select the type of visitor.
	<b>Activity Code</b>	Select the type of visit.
	<b>Visit</b>	Indicate whether this is the first visit or a follow-up visit.
	<b>Stu ID#</b>	If the visitor is a student, type the six-digit student ID, or click <b>Stu ID#</b> to access the <a href="#">directory</a> . If the visitor is not a student (i.e., <b>Visitor Type</b> is not <i>03-Student</i> ), the <b>Stu ID#</b> field is disabled.
	<b>Name</b>	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.
	<b>Symptom</b>	Type a description of the visitor's symptoms, up to 70 characters.
	<b>Provider</b>	Type the name of the provider (e.g., nurse or aide) who attended to the visitor and/or administered medication.
<b>Vital Statistics</b>	Enter data for any readings taken:	
	<b>Temp</b>	Type the visitor's temperature in Fahrenheit degrees in the <i>###.##</i> format.
	<b>Pulse</b>	Type the visitor's pulse in beats per minute, up to three digits.
	<b>Height</b>	Type the visitor's height in inches in the <i>##.##</i> format.
	<b>Weight</b>	Type the visitor's weight in pounds in the <i>###.#</i> format.
	<b>Resp</b>	Type the visitor's rate of respiration in breaths per minute, up to two digits.
	<b>Systolic Diastolic</b>	Type the visitor's systolic and diastolic blood pressure readings.
<b>Action</b>	Select all actions taken in response to the visit.	
	<b>Screening</b>	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.

<b>Diagnosis</b>	<b>Illness</b>	Indicate if the illness is acute or chronic. Leave blank if there is no illness.
	<b>Injury</b>	Indicate if the visitor suffered an injury. Leave blank if there is no injury.
	<b>Communicable Disease</b>	Indicate if the visitor has a communicable disease.
<b>Transportation</b>	<b>Home</b>	If the visitor was sent home, indicate who provided transportation. Leave blank if the visitor did not go home.
	<b>Miles</b>	If a nurse or other employee provided transportation, type the mileage, up to five digits with a decimal point to indicate a partial mile.
	<b>Doctor/Hospital</b>	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.
<b>Contacts</b>	Indicate who was notified and how.	

Click **Save**.

<b>Comments</b>	<p>Click to add comments about the record. The comments window opens, and any existing comments are displayed. Add or update comments and click <b>OK</b>. If comments already exist for the record, a paperclip icon is displayed on the button.</p>
<b>Info</b>	<p>Click to view data from the <a href="#">Inquiry</a> 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.</p> <ul style="list-style-type: none"> <li>• <a href="#">The list can be re-sorted.</a> 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.</li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>• If there are multiple pages, <a href="#">page through the list</a>. Click <b>Close</b> to close the window.</li> </ul>
<b>New</b>	Click to clear the page of data and add a new record.
<b>Delete</b>	Click to delete the record currently displayed. You are prompted to confirm that you want to delete the record. Click <b>OK</b> .
<b>Inquiry</b>	Go to the <a href="#">Inquiry</a> page.
	<p><a href="#">View medical alert.</a> The button is displayed if a medical warning exists for the student and <b>Consent to Display Alert</b> is selected on <a href="#">Health &gt; Maintenance &gt; Student Health &gt; Emergency</a>.</p> <p>Click to view the student's medical alert information.</p>



## Back Cover