New/Detail (Nurse's Daily Log)

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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:

To add a new record, do one of the following: Go to Health > Maintenance > Nurse's Daily Log > New. From Health > Maintenance > Nurse's Daily Log > Inquiry, click New. The Detail page is displayed with blank fields.

To update a record, retrieve the record on the Inquiry page, and then click the record. The Detail page is displayed. The fields display data for the existing record.

Field	Description	
Log Date	Type the date of the visit in the MMDDYYYY format. Or, click to select the date from a calendar.	
Log Information	**Time In/Out**	Type the time the visitor came to and left the clinic. Use the *HH*:*MM* format, where *HH* is the hour, and *MM* 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 *03-Student*), 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.

Field	Description	
Vital Statistics	Enter data for any readings taken:	
	Temp	Type the visitor's temperature in Fahrenheit degrees in the ###.## 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 ##.## format.
	Weight	Type the visitor's weight in pounds in the ###.# 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.

Under Contacts, indicate if the employee, parent, doctor, or other contact was notified and how.

Click Save.

To clear the data and add a new record, click New.

To delete the record, click Delete. A message is displayed asking if you want to delete the record.

Click OK to delete the record. The record is deleted. Otherwise, click No.

Click Info to view data from the Inquiry page. This allows you to view previous entries without having to leave the current page. The Log Information directory opens.

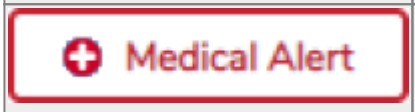
The list can be re-sorted.

If more students are retrieved than can be displayed on one page, you can page through the list.

Click Close to close the directory.

To go to the Inquiry page, click Inquiry.

Other functions and features:

New	Click to add a new record.
Comments	Click to add comments related to the record.
	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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