


# New/Detail (Nurse's Daily Log)

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# New/Detail (Nurse's Daily Log)

***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.

## 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. | |
| **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.<br>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.<br>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. |

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| **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. |
| **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.<br>Add or update comments and click **OK**.<br>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.<br>•<br>The list can be re-sorted.<br>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.<br><br>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.<br>•<br>If there are multiple pages, page through the list.<br>Click **Close** to close the window. |

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| **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.<br>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.<br><br>Click to view the student's medical alert information. |


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