

NURSE Process for Returned Electronic Emergency Health Forms

Parents can update their student's emergency and health information for the current school year in FOCUS.

The Process

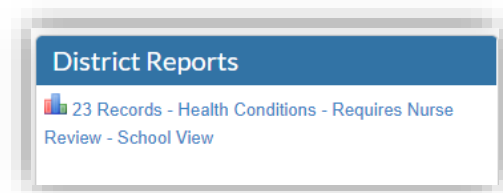
1. Parent completes and submits the form(s).
2. The Nurse receives a portal alert in the District Reports module when there are requests with health conditions requiring review.
3. The Nurse must review, contact the parent, and enter notes in FOCUS.

Accessing the Requests

All requests where the parent has noted a change in Health Conditions will display on the “**Health Conditions – Requires Nurse Review – School View**” report.

From the FOCUS portal page:

1. In the District Reports module, locate the report named Health Conditions – Requires Nurse Review – School View. The portal alert will only display if there are requests with health conditions that need to be reviewed.



OR

1. Click the Reports tab > Select District Reports > Medical > Locate the report > Click Run
2. The report will display in the middle of the page.

Keep in mind this report will contain health conditions submitted during the completion of the centralized registration process and the electronic emergency health information submittal.

3. Click the students name to access the students record.

Health Conditions - Requires Nurse Review - School View

1. Results:							Records: 7 Time: 0.14s
7 Records							
Export Filter: ON							
school_name	Student ID	first_name	last_name	grade	health_condition	Parent/Guardian Notes	Nurse Notes
Palmetto Elementary (0541)				O2	ADHD - ATTENTION DEFICIT HYP	test	Emergency Card
Palmetto Elementary (0541)				KG	ALE - Allergy - EpiPen Required	[CentReg: peanuts, eggs, milk]	
Palmetto Elementary (0541)				KG	OTH - Other	[CentReg: severe eczema on hands, elbows, knees. May need cream throughout the day to relieve itching and dry skin.]	
Palmetto Elementary (0541)				KG	AL - Allergy - No EpiPen	[CentReg: shellfish]	

Accessing the students health information

Each request with a change in health conditions should be reviewed by the school nurse.

The following steps will need to be completed by the school Nurse.

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From the students demographics:

1. Click the Medical category on the left side of the screen.
2. The students health information will display midway the page.

The screenshot shows the FOCUS School Software interface. On the left, a sidebar lists various categories, with 'Medical' highlighted in red. The main area displays a table titled 'Health Conditions'. The table has columns for Condition, Start Date, End Date, Notes, Requires Review, Review Date, Nurse, and Nurse Notes. A record is highlighted with a red box, showing the following details:

Condition	Start Date	End Date	Notes	Requires Review	Review Date	Nurse	Nurse Notes
AL - Al...	08/10/2021		onsite	☒	08/03/2021	Hernandez	Emergency Card

3. Review the record listed.
4. Contact the parent – validate health conditions and notes, gather additional information as needed.
5. Enter your notes/outcome in the Nursing Notes section.
6. Uncheck the “Requires Review” checkbox to remove from the Health Conditions to be Reviewed report.

Note: The Review Date and Nurse fields are updated once the record is saved.

7. Click Save.
8. Update health condition in “Health Office Anywhere”.