

ADMINISTRATIVE CIRCULAR NO. 29
Office of the Chief Student Services Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 3, 2008

To: Principals, Division and Department Heads, Charter School Directors

Subject: **REVISED FROM AUGUST 21, 2008**
HEALTH-RELATED CLERICAL TRAINING

Department and/or Persons Concerned: Site Administrators, Secretaries, Office Clerks, Health Assistants

Due Date: September 19, 2008

Reference: District Administrative Procedures 6355, 6372, 6505, 6510, 6371, 6515, 6527, and EP 07

Action Requested: Send a representative from your site who will be responsible for health-related student records, such as registration, creation of student health cards and CSIR records, completing state-required CHDP, OHA and Immunization Reports; and be responsible for illness, minor injuries, and medications, in the absence of a school nurse.

Brief Explanation:

In accordance with the above-referenced district procedures, office clerical, secretarial, health assistant, or other persons designated by the site administrator may be responsible for various aspects of health/immunization record creation, data entry, basic first aid, routine medication administration and other health office duties. This does not include entries (other than CHDP, OHA, immunizations) into the health record, initiating medical referrals, performing medical procedures or health screenings and follow-up, giving insulin to diabetics, and other nursing-related duties.

It is strongly recommended that all sites send a representative to ensure they are current in their knowledge of and compliance with these procedures.

The training will be held at the Ballard Parent Center Auditorium, 2375 Congress Street (in Old Town), on Wednesday, September 24, 2008, from 12 noon to 4 p.m. Parking is available in the lower north lot, entrance on Congress Street.

Please contact Ann Sutherland, Nursing and Wellness, at asutherland@sandi.net, or 858-636-4380 for more information.

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Jennifer Gorman
Nursing & Wellness Program Manager

APPROVED:

A handwritten signature in black ink, appearing to read 'Arun Ramanathan', written in a cursive style.

Arun Ramanathan
Chief Student Services Officer

JG:jm

Distribution: Lists A, D, E and F