

School Nurse Organization of Minnesota
Guidelines for Licensed School Nurse Time Study Worksheet
November 2001

This tool was designed to assist Licensed School Nurses to complete the Time Study Worksheet developed by the Minnesota Department of Children, Families, & Learning, Division of Special Education, Funding and Data Unit. These guidelines were designed through a collaborative effort of SNOM and CFL. This data collection tool will help the Licensed School Nurse identify those activities that qualify for state special education funding. The Licensed School Nurse could use this tool to help complete the CFL Time Study Worksheet. The activities listed in this tool are not all inclusive. Individual Licensed School Nurses should contact CFL regarding activities that are not listed as to whether that activity qualifies for state special education funding.

1. Child find and pupil identification

- Planning and implementing procedures to seek out and identify pupils who may be disabled.

2. Pre-referral activities

- Consultation with Parents, Teachers, Others
- Participation in child study or student support team
- Reviewing student health history
- Documenting health information
- Conducting need specific health screening (vision, health and growth)

3. Assessment and IEP planning

- Completing a Health/Physical Status Assessment
- Phone calls to parent/guardian /health care providers/other
- Review of medical records
- Perform student observation
- Review of pupil health record
- Student/parent interview
- Coordinate completion of ADHD checklists
- Documentation of health/physical assessment
- Attending meetings required to develop and write evaluation report and IEP
- Discharge planning/care coordination

4. Instruction or related and support services

- Direct Nursing Services
 - Administration of medications
 - Providing medication management
 - Providing treatments (nursing or delegated medical)
 - Providing individual health teaching
 - Providing individual health counseling
 - Providing other face to face nursing interventions

Cont. 4. Instruction or related and support services

- Indirect Nursing Services
 - Consultation/care coordination with parents
 - Consultation/care coordination with school staff
 - Consultation/care coordination with others
 - Attending IEP team meetings
 - Documenting for IEPs
 - Developing the student's IHP or ECP
 - Documenting direct services
 - Documenting indirect services (TCs, letters to MD, parent)
 - Documenting for student progress reviews (annual, report card)
 - Obtaining health care provider orders
 - Setting up medication/treatments

5. Due Process

- Completing the IEP, evaluation reports
- Providing notices
- Obtaining release of information signatures

6. Other related services

- Attending interagency or interschool meetings
- Delegating/training/supervision of paraprofessionals
- Documentation of training/supervision of paraprofessionals
- Coordinate/Conduct parent training
- Coordinate/conduct/attend staff/school training for individual student health need

7. Other functions relating to students with disabilities