

Mt. Vernon Community School Corporation

9-12 HEALTH SERVICES HANDBOOK

The health clinic is located in the main office complex. The Corporation Nurse is not in the school every day, but can be contacted at any time during the school day through the school nurse/health room assistant or other school personnel. The school nurse/health room assistant will be in the health clinic each day. When a student becomes ill, but does not require immediate medical help, a determination must be made regarding whether the student should be sent home (excluded from school). Most illnesses and injuries do not require exclusion from school. The school nurse/health room assistant will determine if the illness:

1. Prevents the student from participating comfortably in activities.
2. Results in a need for care that is greater than the staff can provide without compromising the health and safety of other students.
3. Poses a risk of spreading harmful diseases to others.

A student needing to see the nurse, health room assistant, or wishing to lie down because of illness must first obtain a pass from his/her teacher then report to the health room assistant. No student may be in the health room for more than fifteen (15) minutes at the discretion of the health room assistant. At that time they must either report back to class or have the health room call home for someone to come and pick them up. If you feel ill, do not miss a class by going to the restroom and then notifying the office or the teacher later. Instead, report to your teacher, then the health-room assistant, so your absence from class may be excused. An absence before it happens is much easier to clear than one afterwards.

IMMUNIZATION POLICY

Indiana Code (IC 20-34-4-5) states that a student is not permitted to attend school beyond the first day without furnishing a written immunization record, unless:

1. The school gives a waiver (for a period not to exceed 20 days); or
2. The local health department or a physician determines that the student's immunizations have been delayed due to extreme circumstances and the required immunization will not be complete by the first day of school. The parent must furnish a written statement and a time schedule approved by a physician or health department: or
3. A medical or religious exemption is on file for the current school year. Exemptions expire at the end of the school year and must be re-submitted at the beginning of each school year.

PARENT NOTIFICATION

If a student becomes ill/injured during the school day, he/she shall report to the Health Clinic health room assistant for assessment. Parents will be notified by telephone if their student is exhibiting the following symptoms (*notification to parents of any other visit to the health room will be at the discretion of the school nurse/health room assistant*): **Conjunctivitis (pink eye), disruptive cough, diarrhea, fever, severe stomach pain, severe headache, severe ear pain, presence of live lice/nit in student's hair, significant injury, fever, unidentified skin rash/lesion, or vomiting.**

Students are not allowed to text or call a parent to let them know that they are sick or want to go home from school. Students may be subject to disciplinary action for an electronic device violation.

STUDENT EXCLUSION FOR ILLNESS

A student who is sick will not be able to perform well in school and is likely to spread illness to other students and staff. If a student is excluded from school for an illness at the request of the health clinic, attendance will be excused. Parent/guardian is responsible for notifying the school for any subsequent days missed due to an illness. Students may return to school prior to the 24 hour exclusion **ONLY** if a signed and dated doctor's note is provided indicating a return to school date. The student will be expected to be kept home for a minimum of 24 hours from the time the student is signed out, as specified for the following symptoms:

Conjunctivitis (pink eye): Your student can not return to school until 24 hours after beginning treatment or a note from your doctor stating eye symptoms are not pink eye related.

Diarrhea: Student may not return to school until a minimum of 24 hours following the last episode of diarrhea.

Fever: Temperature of 100.0 degrees or greater, 99.6 or more with other symptoms. A student may not return to school until the temperature has remained normal (98.6) for a minimum of 24 hours and **without the aid of fever reducing medication.**

Head Lice: Student will be permitted to return to school after it is confirmed they are free of any live lice or nits by school nurse/health room assistant.

Unidentified Skin rash/lesion: A student may not return to school until a minimum of 24 hours after beginning treatment or a note from a physician stating not contagious.

Vomiting: Student may not return to school until free of vomiting for a minimum of 24 hours following the last episode.

If a student is returned to school prior to the 24 hour requested exclusion or is masking symptoms with medication, the school nurse/health room assistant will call parent/guardian to come and take the student back home from school.

PICKING UP ILL OR INJURED STUDENT

Once a parent has been notified of injury/illness requiring pick up of a student, a parent or designated guardian is required to pick up the student within one (1) hour of notification unless other arrangements have been made. If a parent/guardian fails to pick up a student within the hour time frame or make other arrangements, the school social worker and administration will be notified.

CONTAGIOUS ILLNESS

The Indiana Department of Education developed an infectious disease school health reference guide. This manual identifies situations and helpful information for those occurrences when an infected or exposed student should be excluded from school or school-based activities. **For any CONTAGIOUS ILLNESS a doctor's note allowing return to school date is required.** For specific disease and condition exclusion information please visit: [Communicable Disease Reference Guide for Schools](#)

EMERGENCY MEDICAL AUTHORIZATION AND CONTACTS

The Corporation requires grades 9-12 to annually update and complete the students medical emergency card. In the event emergency medical treatment for a student is necessary, the Corporation will adhere to the instructions on the authorization card/form.

Students will not be authorized to attend field and Corporation-sponsored trips, including athletic trips without a completed Emergency Medical Authorization. A copy of the students card must be in the possession of the staff member in charge of the event. Health room assistants will be responsible for providing copies.

Any time a student or a group of students is taken out of the Corporation to participate in a school event, the staff in charge of the event must take the medical emergency card for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events. Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.

If contact information changes, it is the responsibility of the parent/guardian to update Skyward.

ALLERGIES/ FOOD ALLERGIES

MVCSC asks that as your student's advocate for food allergies, you provide updated medical documentation on the specifics of the student's allergies at the **beginning of each school year** along with any medication prescribed by a physician that the student would need should a reaction occur at school (such as an Epi pen). We encourage the families to send in a supply of "safe snacks" for their students with food allergies.

LATEX PRECAUTIONS

Mt. Vernon Community School Corporation will take precautions to protect known and unknown persons with latex allergies. **NO known latex products will be used in any capacity (ex. balloons, gloves, bandages)**. This includes classroom projects, experiments, and parties. Any delivery of balloons from local/area flower shops or companies that deliver to our schools will be turned away.

FOOD RELATED ACTIVITIES, SNACKS, AND SPECIAL OCCASIONS

In accordance with the Mt Vernon Community School Corporation [Wellness Policy](#), all foods that are provided, not sold, on the school campus during the school day (excluding Family and Consumer Science courses), including foods and beverages provided for classroom parties or holiday celebrations shall comply with the following food and beverage standards :

Mt Vernon Schools shall discourage providing outside food or beverages to students. This applies to events such as classroom parties, and holiday celebrations. Classroom celebrations shall instead be encouraged to focus on activities and non-food rewards.

Special consideration may be given for food and beverage items designated for educational purposes for a curriculum-based instructional lesson or unit, such as cultural exploration, historical significance, or social training (etiquette dinner). In these special cases, it is the responsibility of the teacher to inform parents/guardians of classroom activity and to communicate with parents/guardians to make appropriate accommodations for any students with medical needs, food allergies or intolerances.

Staff will be required to have a completed [Permission for food-related activities and Special Occasion Food Consumption](#) slip prior to participation in activities involving food items (to include projects using food items not intended for digestion). Staff will also be required to provide parents with a complete ingredients list prior to participation in any activity involving food items (including items not intended for digestion). Parents will then be allowed to provide any substitutions for their student based on their students sensitivity or allergy.

In addition to adhering to the Wellness Policy and an ever increasing number of student allergies, home baked goods are not permitted.

Food items provided to the classroom for consumption or activities must be peanut/tree nut free, prepackaged and adhere to the provided following lists:

- [MVCSC Approved Food and Snack List](#)

Any items not found on either list must be approved for use by Health Services. Complete lists can also be found on the MVCSC [Food Services](#) and [Health Services](#) homepage.

If you have further questions, you may also contact your health room assistant/school nurse.

MEDICATION ADMINISTRATION

The term “medication” is not limited to prescription medication, but includes over-the-counter (“OTC”) drugs, such as Tylenol and cough/cold medication. All medication shall be kept in the health clinic.

Students are not permitted to self-administer or carry OTC or prescription medications. This restriction does not apply to students allowed by applicable law to carry and self-administer emergency medicine for chronic medical conditions. Medication will be administered by the school nurse/health room assistant, or a designated school employee. Substances that are not FDA approved will not be given at school. Prior to any **OTC medication** being administered, the parent/guardian must submit written consent by completing the **MVCSC Medication Request and Authorization Form** and file it in the school’s health clinic. Forms must be renewed at the start of every school year, or with any change in prescription or administration instructions. All medication brought to the school must be turned in to the school nurse/health room assistant or designated alternate. Medication must be in its original container with a current label.

- Cough drops do NOT need to be sent into the health clinic. Students can carry as needed.
- USDA-approved topical, non-aerosol sunscreen products are exempt from this requirement. A school employee may assist in applying the sunscreen with written permission of the student’s parent or guardian. A student may possess and use the above-described sunscreen product while at school and at school events.

Prior to any **prescribed medication** being administered, including injectable medicines and all blood glucose tests by finger prick, the parent/guardian must submit written consent by completing the **Mt. Vernon Community School Corporation (MVCSC) Medication Request and Authorization Form** and file it in the school’s health clinic. Medication must be in its original container with a current pharmacy label.

At no time will the teacher accept medication from a parent or student.

These forms may be obtained by contacting the school office or health clinic and are available on our website: www.mvcsc.k12.in.us.

At no time will any staff member administer medication to a student that has not been provided by the parent. This includes OTC pain reliever, allergy medication and cough drops.

EMERGENCY MEDICATIONS (E.G. INHALERS, EPI-PENS)

Students with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition in accordance with Indiana State Law. Parents/guardians of students carrying such medications are responsible for assuring the carried medication is neither out-dated nor empty. Prior to the student carrying said medication, parent/guardian must submit written authorization by completing the **MVCSC Request For Student To Possess & Self-Administer Medication Form** and an **Emergency Action Plan**. Forms will be filed in the school’s health clinic and must be re-submitted annually at the start of the school year. Forms expire the last day of school.

These forms may be obtained by contacting the school office or health clinic and are available on our website: www.mvcsc.k12.in.us.

SENDING MEDICATION TO SCHOOL

OVER THE COUNTER MEDICATION Over-the-counter medication, including cough drops, must be unopened with the seal in tact or must be in the original package and placed in a sealed envelope that is labeled with the student's name. A completed **MVCSC Request to Administer Medication Form must be on file prior to administering medication.** Medication will not be dispensed unless this policy is followed completely. Medication will be given according to the directions on the original package and the dosage needs that are appropriate for the age and size of the student. If the dosage exceeds the recommended dosage on the bottle, a note signed by the physician with the required dose must be submitted prior to administration of the medication.

PRESCRIPTION MEDICATION (if sent to school with student) All prescription medication to be received at school will be in a sealed envelope in its original prescription container. All prescription medication, including injectable medicine, must be accompanied by a physician's prescription note, a copy of the original prescription, or the current pharmacy label on the original container. A completed **MVCSC Request to Administer Medication Form must be on file prior to administering medication.** Amount of medication brought in must be noted on the Request to Administer Medication Form. Upon arrival, medication will be counted by the school nurse/health room assistant and witness. Medication will be logged into Medication Inventory in Skyward.

Medication will not be dispensed unless this policy is followed completely. Medication will **NOT** be given if pill count does not coincide with the stated amount or incomplete authorization. The parent/guardian will be notified immediately if there is a discrepancy.

MEDICATION REFILLS If the student's medication should require a refill, the empty medication bottle will be sent home with the student along with a copy of the MVCSC Refill Medication form. The additional medication must be brought back to school in the original container in a sealed envelope with the completed form, the pill count and signature of the parent/guardian. If unable to fill out the form, an email containing the above listed information will be accepted. This is to ensure that all medication reaches the health clinic.

MEDICATION CHANGES/DISCONTINUATION

If any change in medication is necessary, a physician's written order is required and a new **MVCSC Medication Request and Authorization Form** is required. The parent/guardian is responsible for notifying the school nurse/health room assistant in writing of any discontinuation of medication.

RELEASE OF MEDICATION

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9-12, if the student's parent provides written permission (found on the MVCSC Medication Request and Authorization Form) for the student to

receive the medication and transport home.

MEDICATION DISPOSAL

Parents/Guardians will be notified by the health clinic prior to the last day of school to coordinate medication pick-up for both over-the-counter and prescription medications. Any medication left in the health clinic at the end of the last day of school and not previously coordinated for a later pick-up will be inventoried and properly disposed of by the health services and witness (i.e. liquids and pill form). Any medication not destroyed by the health services and witness will be destroyed by the local health department (i.e. inhalers, sharps, and epi-pens).

STUDENT ACCIDENTS

All accidents in the school building, on the school grounds, at practices, or at any events sponsored by the school, must be reported immediately to the staff or individual in charge. Staff/individual overseeing the student at the time of the incident will complete a Student/Visitor accident form. Completed forms should be submitted to the health clinic or building administrator. Parents will be notified of serious accidents as soon as possible. In the event that parents cannot be reached, the student will be discharged to the person designated as the “medical emergency contact” on the enrollment form, or if injury is life threatening, an ambulance will be called.

AFTER SCHOOL ACTIVITIES

Any student who is ill and has either not attended school or has been sent home sick from school may NOT participate in ANY after school activities until symptom free for 24 hours.