

## **K-8 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 visit the health clinic must first obtain a pass and then report to the health room. The length of time a student is with the nurse may be monitored in order to minimize any loss of instruction time. At the time, he/she must either report back to the class or the health room assistant will call a parent/guardian to determine if the student needs to go home. If a student feels ill, he/she should not miss a class by going to the restroom and then notifying the office or teacher later. Instead, he/she must report to his/her teacher and then to the health clinic so the student will not be counted absent or tardy.

### **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 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 HEALTH CONCERNS**

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. When a student is identified with symptoms of illness by the school nurse/health room assistant, the student will be required to be kept home for a minimum of the following school day.

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 minimum of the following school day exclusion **ONLY** if a signed and dated doctor's note is provided indicating a return to school date. Otherwise, the student will be expected to be kept home for the minimum required time, as specified for the following symptoms:

**Diarrhea:** Student may not return to school until a minimum of the following school day or 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 the following school day or has been 24 hours fever free **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.

**Redness of the Eye(s) with drainage:** Student may not return without a doctor's note.

- If diagnosed with Conjunctivitis (pink eye) by a physician, the student may not return to school until 24 hours **after** beginning treatment.

**Unidentified Skin rash/lesion:** Student may not return without a doctor's note.

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

***If a student is returned to school prior to the requested exclusion day(s) 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. **Staff may also begin calling persons listed as emergency contacts.** 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 has 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 will distribute annually to parents/guardians of students in grades K-8, the MVCSC 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 trips and/or school-sponsored trips, including athletic trips, without a completed medical emergency card/forms. A copy of the student's 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 and forms 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 and notify the Health Clinic as soon as possible to update the medical emergency card.

## 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).

You will be notified if snacks are being provided for your student's classroom, and we encourage the families to send in a supply of "safe snacks" for their student with 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 IN THE CLASSROOM**

**(Food related activities, classroom parties, snacks, and celebrations)**

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 snack time, shall adhere to the provided following list:

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

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](#) form prior to students 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.

Based on feedback and in collaboration with all the MVCSC elementary schools, we have determined that during the school day, we will not celebrate student birthdays with outside treats provided by parents/guardians. Cupcakes, candy and/or any other edible food items will not be allowed. Our teachers are committed to recognizing your students' special days and will do so at their discretion while adhering to the MVCSC Wellness Policy and Approved Food and Snack list. Non-edible treats are highly encouraged.

***Any items not found on either list must be approved for use by the Corporation Nurse or Food Services Director.***

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 (excluding grades 6-8) 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 administered at school.

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or

treatment were not made available during school hours, or the child has a disability and as a result, requires medication to benefit from his/her educational program.

Prior to any **OTC medication** being administered, 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. 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, unopened, and within its use date.**

- Cough drops: Students will be allowed to self-carry cough drops. Students are not allowed to share cough drops with other students and may be subject to revocation of privileges if found to do so. Parents may still elect to have the health clinic administer cough drops by sending in a 5 school day supply and completing the MVCSC Medication Request and Authorization Form.
- USDA-approved topical, non-aerosol sunscreen products: A student may possess and use the above-described sunscreen product while at school and at school events. A school employee may assist in applying the sunscreen with written permission of the student's parent or guardian.

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. **No more than a 60 day supply of medication will be accepted to be kept at school. Parents will be notified when their students' supply is in need of refill.**

**Medication forms may be obtained by contacting the school office or health clinic and are available on our website: [www.mvcsc.k12.in.us](http://www.mvcsc.k12.in.us).**

***Medication will only be administered according to the manufacturer's directions for over-the-counter medications or the prescription label for prescribed medications. Requests to do otherwise will be denied. Parents/Guardians will be responsible for obtaining an updated prescription.***

***At no time will a teacher or staff member accept medication from a parent or student.***

***At no time will any staff member administer medication to a student without the required training provided by a school employed registered nurse or provide medication to a student that has not been provided by the parent. This includes OTC pain reliever, allergy medication and cough drops.***

### **GRADES 6-8 ONLY SELF-CARRY/ADMINISTER OVER-THE-COUNTER MEDICATION**

Students in grades 6-8 may possess and self-administer over-the-counter medications if the following conditions are met:

1. The Authorization To Carry Over-The-Counter Medication Form is filed with the clinic.
  - The student must file the parent signed authorization form with the clinic, the health assistant will verify the form is appropriately completed and verify the medication the student is carrying is as designated.

- The Authorization To Carry Over-The-Counter Medication Form must be resubmitted each school year as authorization is only valid for the current school year.
2. The student has been given instructions as to how to self-administer the medication by the parent.
  3. The student understands failure to comply with agreed upon procedures as stated on the Authorization To Carry Over-The-Counter Medication Form could result in disciplinary action or revocation of privileges.
  4. The **medication must be in its original container, unopened, and within its use date.**
    - The principal or his/her designee may at any time confirm that the student is complying with the terms of this policy by checking the contents of the over-the-counter medication package.

The School or School Board is not liable for civil damages as a result of a student's self-administration of over-the-counter medication or prescribed medication for a chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton conduct

### 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. Students that self-carry/administer their emergency medication must also have the **MVCSC Request For Student To Possess & Self-Administer Medication Form** completed and signed by a physician on file in the health office.

For students that require administration of emergency medication while at school, they **must** have an up to date **Emergency Action Plan** on file and have emergency medications available for use during school hours and after school activities. Students that do not submit an Emergency Action Plan or have emergency medications available for use will not be permitted to attend events off campus and may be subject to exclusion until the appropriate documentation and medication is submitted.

Action plans and permission forms are only valid for the current school year. New plans and permission forms must be submitted at the beginning of each school and **MUST** be dated after June 1st in order to be considered valid for the upcoming school year.

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

### TRANSPORTING MEDICATION TO SCHOOL

#### OVER THE COUNTER MEDICATION

**Over-the-counter** medications are to be unopened with the seal intact or must be in the original package and placed in a sealed envelope that is labeled with the students 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**

***ALL prescription medication for grades K-8 must be brought in by a parent/guardian or an individual who is eighteen (18) years of age or older and who has been designated in writing by the student's parent/guardian.***

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 the Medication Inventory in Skyward.

## **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 parent message via ParentSquare or phone call. ***ALL prescription medication refills for grades K-8 must be brought in by a parent/guardian or an individual who is eighteen (18) years of age or older and who has been designated in writing by the student's parent/guardian.***

## **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 in writing of any discontinuation of medication.

## **RELEASE OF MEDICATION**

Medication that is possessed by a school for administration during school hours or at school functions, for a student in grades K-8 may be released only to the student's parent/guardian or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent/guardian to receive the medication.

## **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 witnesses 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.