



## **2026/2027 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, 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 STUDENT EXCLUSION FOR HEALTH CONCERNS

A student who is ill is unlikely to perform well in school and may spread illness to others. When a student is identified with symptoms of illness by the school nurse, health room assistant, or building administration, the student may be excluded from school and required to remain home until at least the following school day unless a doctor's note is provided stating the student may return sooner.

If a student is excluded from school due to illness at the direction of the school health clinic or administration, the absence will be excused. Parents/guardians are responsible for notifying the school of any additional days the student remains absent due to illness.

**Only the school nurse, health room assistant, or building administration may determine when a student should be sent home due to illness and contact parents/guardians for pickup. Other staff should refer students to the health office.**

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 100.4 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 the school nurse/health room assistant.

**Redness of the Eye(s) with drainage:** Students 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:** Students 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**

For any contagious illness, a doctor's note with a return-to-school date is required. Specific disease and condition exclusion information can be found in the [Communicable Disease Reference Guide for Schools](#).

## **EMERGENCY MEDICAL AUTHORIZATION AND CONTACTS**

The Corporation will distribute annually to parents/guardians of students in grades 9-12, 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 and Corporation-sponsored trips, including athletic trips without a completed Emergency Medical Authorization. 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 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

The school is committed to maintaining a safe learning environment for all students with allergies. Peanut and tree nut-containing foods are not served during school hours, and staff should not distribute, share, or use peanut or tree nut-containing items with students during the school day. All MVCSC staff are required to follow the Approved Snack List when providing any food items.

Students may also have less common allergies that require awareness and accommodation. Examples may include dairy, eggs, wheat/gluten, soy, latex, insect stings, or environmental triggers such as fragrances. The school will work to provide appropriate awareness and accommodations on a case-by-case basis to support student safety.

Parents must notify the school of any allergies at enrollment or upon diagnosis and provide appropriate medical documentation. MVCSC requires that, as your student's advocate, you provide updated medical documentation outlining the specifics of your student's allergies at the beginning of each school year, along with any medication prescribed by a physician that may be needed in the event of a reaction at school (such as an epinephrine auto-injector). Students with severe allergies must have an Emergency Care Plan (ECP), Allergy Action Plan, or Section 504 Plan in place, as appropriate. Parents are responsible for ensuring medications are current and a signed authorization form is on file.

The school will implement practices to reduce exposure on a case-by-case basis to ensure plans are individualized. Examples may include designated safe areas, modifications to classroom activities or materials, cleaning of shared surfaces, hand hygiene before and after activities, staff awareness of student-specific allergens, and adjustments during meals, events, or transportation as needed. Families will be notified when snacks are being provided in the classroom, and parents are encouraged to send in a supply of safe snacks for their student as needed.

Staff are trained to recognize allergic reactions and respond appropriately. In the event of a suspected allergic reaction, epinephrine will be administered if indicated, 911 will be called, and parents/guardians will be notified. Unassigned epinephrine may be available for emergency use.

Parents are expected to provide updated information, medications, and any necessary accommodations. Students are expected to follow safety guidelines and report symptoms or suspected exposure to an adult immediately.

## FOOD RELATED ACTIVITIES

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), 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.

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

## **MEDICATION AT SCHOOL PARENT GUIDANCE AND 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 prescription medication shall be kept in the health clinic. **Students are not permitted to carry 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.

Medication will be administered by the school nurse, health room assistant, or trained designated staff. Substances that are not FDA-approved will not be administered at school.

Parents/guardians are expected to administer routine medications at home whenever possible, especially morning doses. Giving medication at home supports student readiness, reduces classroom disruption, and allows school health staff to prioritize medically necessary care.

Medication or medically prescribed treatments will be administered during school hours only when necessary to maintain student health and safety, ensure school attendance, or support access to the educational program. This may include health-critical medication, time-sensitive medication, or medication required for an IHP, IEP, or 504 Plan.

**Routine morning medications, once-daily non-time-sensitive medications, vitamins, supplements, medications that can be given outside school hours, and convenience-based requests are not routinely administered at school.**

Before any medication is administered, the MVCSC Medication Request and Authorization Form must be completed and filed in the health clinic. Forms must be renewed each school year or whenever there is a change in medication, dosage, or administration instructions.

OTC medication must be in the original container, unopened, and within its use date. Prescription medication must be in the original container with a current pharmacy label. Medication will be

administered only according to the manufacturer's directions or prescription label. Requests outside those directions require an updated physician order.

No more than a 60-day supply of medication will be accepted. Parents/guardians will be notified when medication needs to be refilled.

For student safety, teachers and staff may not accept or administer medication unless trained by an MVCSC registered nurse and authorized to serve as a volunteer health aide. Staff may not provide any medication that has not been supplied by the parent/guardian.

### Quick Reference Guide

Category	Definition	Examples	Administered at School
<b>Health-Critical</b>	Required to prevent immediate risk to health or safety	Rescue inhaler, epinephrine, seizure medication, insulin	<b>Yes</b>
<b>Time-Sensitive</b>	Must be given during school hours for effectiveness	Mid-day antibiotics, chronic condition medication	<b>Yes</b>
<b>Educational Necessity</b>	Required for student to access learning (IHP/IEP/504)	ADHD mid-day dose, activity inhaler	<b>Yes</b>
<b>Routine / Non-Essential</b>	Can be given outside school hours	Morning ADHD meds, allergy meds, vitamins	<b>No</b>
<b>Convenience-Based</b>	Requested for ease rather than medical need	Medications that can be scheduled at home	<b>No</b>

### MEDICATION TIMING AND 2-HOUR DELAYS

Medication will be scheduled to minimize disruption to instruction. PRN medication will be given according to provider order and nursing assessment. Timing may be adjusted in collaboration with the parent/guardian and provider when appropriate.

On a 2-hour delay, medications scheduled before the delayed start time must be administered at home. Medications will not be administered before the adjusted start time or more than one hour past the scheduled time. Parents/guardians are responsible for adjusting medication timing on delay days.

### SELF-CARRY/ADMINISTER OVER-THE-COUNTER MEDICATION

Students 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 ENS)

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

### PRESCRIPTION MEDICATION

All prescription medication to be received at school **MUST** be in a sealed envelope in its original prescription container **OR** 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 Medication Administration Permission 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 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 parent message via ParentSquare or phone call. 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 Administration Permission 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 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.

## **HEALTH MONITORING OR SUPPORT SYSTEMS**

The school may introduce additional health-related monitoring or support systems as needed to promote student wellbeing and ensure the safe delivery of health services. These systems may include new record-keeping methods, screening tools, or procedures for managing student health information and care.

Parents and guardians will be notified in advance of any significant changes or additions to health service practices that may involve their child. This notification will include the purpose of the system, how it will be used, and any actions required by parents or students.

## **TOILETING AND DIAPER CHANGING**

Students who require assistance with toileting, diapering, or personal hygiene will be supported in a manner that protects their privacy, dignity, and health. Assistance will be provided in a designated, private area by trained staff. When appropriate, two adults may be present or immediately available in accordance with school procedures to ensure student safety and staff accountability. Students will be encouraged to participate in self-care to the greatest extent possible.

Staff will follow proper hygiene and infection control practices, including the use of gloves and appropriate hand hygiene before and after each toileting or diapering task. Soiled clothing will be bagged and sent home, and the area will be cleaned and disinfected according to school protocols. Staff will monitor for any concerns such as skin irritation, changes in elimination patterns, or signs of illness.

Parents/guardians should notify the school of any toileting or diapering needs and provide necessary supplies, including diapers/pull-ups, wipes, extra clothing, and any required care or medical instructions.

School staff will follow the student's Individualized Health Plan, care plan, IEP, or 504 Plan, when applicable. Parents/guardians may be contacted if additional supplies are needed, if there are concerns related to skin integrity, hygiene, or illness, or if the student's needs change during the school day.

