

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 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 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 STUDENTS

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

MVCSC will distribute medical emergency cards/forms annually to parents/guardians of students in grades K-8. In an emergency, the Corporation will follow the instructions provided on the emergency authorization card/form.

Students may not attend field trips or school-sponsored trips, including athletic trips, without completed medical emergency forms. Staff in charge of the event must have a copy of each student's emergency information. This includes music trips, athletic trips, field trips, and academic contests, but does not include student spectators at events.

If contact information changes, parents/guardians must update Skyward and notify the health clinic as soon as possible.

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 IN THE CLASSROOM

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

Food-related activities, classroom parties, snacks, and celebrations must follow the [MVCSC Wellness Policy](#) and [Approved Food and Snack List](#). Special consideration may be given for educational food activities tied to curriculum, such as cultural exploration or historical significance.

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.

During the school day, student birthdays will not be celebrated with outside treats from parents/guardians. Cupcakes, candy, and other edible treats are not allowed. Teachers may recognize birthdays at their discretion while following the MVCSC Wellness Policy. Non-edible treats are encouraged.

Items not found on the approved list must be approved by the Corporation Nurse or Food Services Director.

MEDICATION AT SCHOOL PARENT GUIDANCE AND ADMINISTRATION

The term medication includes prescription medication and over-the-counter medication, such as Tylenol, cough/cold medication, allergy medication, and cough drops. All medication must be provided by the parent/guardian and kept in the health clinic. Students may not self-administer or carry prescription or OTC medication, except as permitted for grades 7-8 OTC medication or emergency medication for chronic medical conditions under applicable law.

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

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.

GRADES 7 AND 8 ONLY: SELF-CARRY OTC MEDICATION

Students in grades 7 and 8 may carry and self-administer over-the-counter medication only if the Authorization to Carry Over-the-Counter Medication Form is completed, signed by the parent/guardian, reviewed by the health clinic, and on file for the current school year.

The medication must be in its original container, unopened, and within its use date. The student must understand how to self-administer the medication and follow all agreed-upon procedures. Failure to comply may result in disciplinary action or revocation of privileges. The principal or designee may check the medication package at any time to confirm compliance.

EMERGENCY MEDICATIONS

Students with a chronic disease or medical condition may carry and self-administer emergency medication in accordance with Indiana law. Parents/guardians are responsible for ensuring medication is current and not empty. A completed MVCSC Request for Student to Possess and Self-Administer Medication Form, signed by a physician, must be on file in the health office.

Students who may require emergency medication at school must have an up-to-date Emergency Action Plan and medication available during school hours and school-sponsored activities. Students without required documentation or medication may not attend off-campus events and may be excluded from school until documentation and medication are provided.

Action plans and permission forms are valid only for the current school year. New forms must be submitted each year and must be dated after June 1 to be valid for the upcoming school year.

TRANSPORTING MEDICATION TO SCHOOL

OTC medication must be unopened with the seal intact or in the original package and placed in a sealed envelope labeled with the student's name. A completed MVCSC Request to Administer Medication Form must be on file before medication can be given.

All prescription medication for grades K-8 must be brought in by a parent/guardian or an adult age 18 or older who has been designated in writing by the parent/guardian. Prescription medication, including injectable medication, must be in the original container with a current pharmacy label, physician prescription note, or copy of the original prescription.

Upon arrival, prescription medication will be counted by the school nurse/health room assistant and a witness, then logged in Skyward.

MEDICATION REFILLS, CHANGES, RELEASE, AND DISPOSAL

If medication needs to be refilled, the empty bottle may be sent home with the student along with a ParentSquare message or phone call. Prescription refills must be brought in by a parent/guardian or designated adult.

Medication changes require a physician's written order and a new MVCSC Medication Request and Authorization Form. Parents/guardians must notify the school nurse in writing if medication is discontinued.

Medication may be released only to a parent/guardian or an adult age 18 or older who has been designated in writing.

Parents/guardians will be notified before the last day of school to pick up medication. Medication left after the last day of school and not previously arranged for later pickup will be inventoried and properly disposed of according to health services procedures.

STUDENT ACCIDENTS

All accidents in the school building, on school grounds, at practices, or at school-sponsored events must be reported immediately to the staff member or individual in charge. The supervising staff member will complete a Student/Visitor Accident Form and submit it to the health clinic or building administrator.

Parents/guardians will be notified of serious accidents as soon as possible. If parents/guardians cannot be reached, the student may be released to the designated medical emergency contact, or emergency services may be called if the injury is life-threatening.

AFTER-SCHOOL ACTIVITIES

A student who is ill, has not attended school due to illness, or has been sent home sick may not participate in 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 well-being and ensure the safe delivery of health services. These may include record-keeping methods, screening tools, or procedures for managing student health information and care.

Parents/guardians will be notified in advance of significant changes or additions that may involve their child.

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.