

STUDENT HEALTH POLICY
PROCEDURES

Procedures for Chronic Disabilities or Illnesses:

When a student must take medication in school for a chronic disability or illness, the school nurse will:

1. Verify written authorization from the physician or authorized personnel, stating the student's name, medication, dosage, time to be given, and for how many days.
2. Ensure that medication is brought to school in its original labeled container.
3. Verify written permission by the parent or guardian.
4. Require that all medication be brought in by the parent or guardian. For safety reasons, no medication should be brought in by the student.
5. Keep a record of all medications administered on the student's individual medication log.
6. Store medication in a locked cabinet, unless refrigeration is required.
7. Give individual consideration to students who must keep medication with him/her at all times (i.e. inhalers). They must keep their medication in a secure place and be instructed when to notify staff of use. Anyone found not to be responsible for the safe keeping and use of inhalers, will have to keep medication locked in the nurses' office, and it will be administered by trained staff.
8. Communicate with the student, parent/guardian, and physician regarding the efficacy of any medication administered in school.

Procedures for Temporary Physical Condition:

When a student must take medication in school for a temporary physical condition, the school nurse will:

1. Verify written permission from the parent/guardian requesting that the school administer this medication. Medication must be brought to school in the original container, appropriately labeled by a pharmacist or physician.
2. Verify the name of medication, dosage, time interval, and reason for giving it.
3. Store medication in a locked cabinet, unless refrigeration is required.
4. Communicate with the student, parent/guardian, and physician regarding the efficacy of any medication administered in school.

Procedures for Head Lice:

1. Any staff member who suspects head lice shall report this to his/her school nurse.
2. The school nurse shall confirm the presence of head lice. If confirmed, hair is tied up, close contact is discouraged, and student is sent back to class. Parent/Guardian is then contacted during the school day.
3. If siblings are in the district, school nurses will notify each other of possible head lice in the family for inspection of other siblings during the school day.
4. Information is given to parent/guardian regarding the appropriate treatment of head lice. Encourage all family members to be checked, as well as notification to other close contacts including extended family, daycare, and social groups.
5. Handouts including Head Lice Information/Treatment Sheet Form HL 405 will be sent home with student and/or parent.
6. Parent/Guardian are required to notify the school nurse in writing (using the treatment confirmation form attached to HL 405) which lists the treatments initiated and includes the empty package of pediculocide used.
7. The school nurse will inspect close contacts of the affected student to confirm if they also need treatment. If any other cases are identified, steps 3-6 (above) will be followed.
8. If more than 2-3 cases are confirmed in the same class, a letter will be sent home to the entire class alerting families. The school nurse will continue to inspect the affected child(ren) as discretely as possible, maintaining confidentiality until all evidence is eliminated.
9. The school nurse will maintain communication with the families to offer assistance in carrying out the appropriate treatment recommendations. The most recent research indicates DAILY combing with a good metal lice comb for 2 weeks after the last evidence of head lice is the key step in its elimination. Additionally, a retreatment of a pediculocide is ESSENTIAL at the 10 day mark. (Not 8, 9 or 11 days. 10 is the only recommendation.)

Procedures for Injuries, Recess & P.E.:

Physical Education (P.E.) and recess are important components to a student's school day. If a parent requests that their child miss more than two consecutive Physical Education classes, a doctor's note will be required. If your physician excuses your child from P.E. classes, we will keep the student inside for a quiet recess in order to protect his/her physical safety. However, we believe a daily recess period is very important for elementary school students. Unless we have written documentation indicating a student should be excused from recess, we send all students outside for a daily 20-minute recess.