

# Saint Matthew School

## HEALTH POLICIES

### **New policy on medication—please read.**

*The Archdiocesan Education Commission has developed a Policy on Administration of Medication. Saint Matthew will follow this policy. Please read the revised medication section of the Saint Matthew Health Policy.*

*Note changes in administration of medication and transportation of medications to and from school.*

*Saint Matthew will not stock medication. Families must provide their own medication.*

**Illness:**

It is important that each child be at school every day that he/she is well. It is also important that a child be kept at home when he/she is ill.

**The parent is responsible to call SMS, 251-3997 extension 3910, to notify the school that their child will be absent due to illness by 8:30 a.m.** Written excuses are required if the child is absent for more than 3 consecutive school days.

Students must be fever free for 24 hours before returning to school. Fever free means his/her temperature is below 100.0 for 24 hours, without the use of fever reduction medication. Students with temperatures above 100.0 degrees will be sent home.

Students who have vomited more than 2 times in the previous 24 hours will not be permitted to attend school, unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.

**Unscheduled visits by students to the Nurses Office**

Parents will be notified in writing of unscheduled student visits to the nurse's office. The Health Referral Form, the Injury Referral Form, or Bee Sting Form will be used to notify parents. Parents will be contacted verbally if student's condition warrants.

Parents of students who have been to the office for four or more unscheduled visits in one month will be notified in writing.

**Emergencies:**

The St. Matthew Student Health/Emergency Form must be turned into the school office **no later than the first day of school**. It is imperative to update the status of your child's health throughout the year. For example, notify the office if your child has a newly diagnosed health disorder such as a bee sting reaction.

In case of serious accident or sudden illness, parents are notified immediately. It is imperative that you keep your emergency information form up to date with any changes in telephone numbers so the office can reach you at any time. It is the parent/guardian's responsibility to keep the school informed on how to contact you should you be out of town.

In cases of an emergency, the student will be transported to a hospital by ambulance.

**Hand Hygiene**

Washing hands is the number one way to prevent the spread of infectious diseases. Hand washing can significantly reduce school absences. Students will have the opportunity to wash hands with soap and water after using the restrooms, after recess, before lunch and before snacks. Additionally, hand sanitizer is available in all classrooms. Parents should encourage good hand washing techniques at home.

**Respiratory hygiene-- Coughing/sneezing/runny nose:**

Students will be encouraged to cover their mouth/nose with the sleeve of their shirt or use disposable tissues when sneezing and coughing. Tissues will be provided. Students will be encouraged to use hand sanitizer after coughing/sneezing into hands or after using tissues.

## **Medicine**

Saint Matthew will follow the Archdiocese's school medication policy, developed for the school year 08/09. Students may **not** carry and administer their own medications, except for inhalers. For students to carry inhalers, parents must complete a health care plan. Health care plans can be found at [www.saintmatt.org/school](http://www.saintmatt.org/school) under "other forms" on the left side of the screen. Medication to be administered at school must be stored and administered in the school office. Medication will not be given without written consent.

## **Transporting of medication to and from school**

Per Archdiocese, students are *not* allowed to carry/drop off/ pick up medication. An adult must deliver medication to school. Medication may only be sent home with the parent/guardian or another designated adult. Medication not picked up at the end of school year will be discarded.

## **Dispensing of Prescription and Non-Prescription Medications**

- Medications will only be dispensed if written consent by a parent/guardian is given. Written consent will be needed each time medication will be dispensed.
- Medication must be contained in the original manufacture's packaging. (Pharmacies may provide additional prescription bottles per parent request.)
- Medications not in the original packaging will not be given.
- Parents will be notified when medication is not given due to inadequate paper work or improper medicine containers.
- Parents will provide medications to be given.
- Health Care Plans will be developed for students who may need frequent care during school hours due to chronic diseases and other conditions deemed appropriated by the nurse. (See Health Care Plan section) The health care provider's signature is required when developing health care plans—prescription labels for epi-pens, inhalers and insulin will suffice.

## **Medication Dispensing Authorization Form**

**Each time medication is to be given written consent will be obtained.** Parents will use the *Medication Dispensing Authorization Form* or provide a written letter providing the following information before medication will be dispensed: student name, date, name of medication, purpose of medication, dosage, time of dose and dates medications to be give, and any previously known side-effects of the medicine.

Written consent forms or letters must be completed by the parent and sent to the school. The forms can be sent to school by e-mail, fax or delivered in person. Medication Dispensing Authorization Forms are available on the St. Matthew web site or in the school office. (If you are e-mailing or faxing the school, please confirm the e-mail or fax with a phone call at 251-3997).

Health Care Plans provide written consent for medication covered in the health care plan only.

## **Cough drops**

Students are not permitted to carry cough drops. The Medications Dispensing Form must be completed and cough drops kept at nurse's office.

## **Medication**

Parents must provide medication to be dispensed to their children. Student's medication will be stored in the nurse's office. Each time the medication is to be dispensed, written consent will be obtained. Medication must be in proper medication bottles and clearly identified.

## **Health Care Plans**

Health Care Plans will be developed for students who may need frequent care during school hours due to chronic diseases and other conditions deemed appropriated by the nurse. The parent(s), health care provider(s), and school nurse will develop a health care plan for care of the student. When developing the Health Care Plan, teachers will be consulted as needed and determined by the school nurse. Teachers and school staff will be notified of the care plan if the care plan includes any special considerations or needs of the student during classroom, recess or lunchtime. The care plan will be developed at the start of school and reviewed by the school nurse each semester. Health care plan forms for specific conditions may be found on the school's website, [www.saintmatt.org/school](http://www.saintmatt.org/school), under "flyers and forms" on the left side of the screen. Care plans are kept in the school office and are confidential; they must be revised every school year by parents and school staff.

## **Inhalers and Health Care Plans**

Health Care Plans will be developed for each student with an inhaler. The care plan will state when the student will need to use their inhaler and action to follow if inhaler is not effective. Students will store inhalers in the school office. Inhalers will be labeled. For the student's safety, the office staff will inform the teachers and school staff of the student's potential need of their inhaler. Students with acute or chronic asthma or other respiratory conditions may also carry and administer their inhalers. (See below policies regarding carrying inhalers to school)

### **Students who carry/self-administer their inhalers must follow the following SMS policies.**

- Inhalers must be labeled with the student's name.
- Inhalers must be in the student's possession at all times. During school hours, inhalers are *not* to be stored in backpacks or lockers. Students will carry their inhalers to recess, PE, lunch, all classes, Mass, and all other activities.
- A back-up inhaler must be stored in the school office.
- The student must have a Health Care Plan on file in the school office. Health Care Plan Forms are available in the school office and on line.
- The school office must have on file; a signed note from the student's doctor stating the student knows when the inhaler is and is not to be used, and the proper technique of using the inhaler.
- Student will notify staff when inhaler is used, so staff can monitor need for follow up care.

*This policy is in compliance with the recommendations of:*

*American Lung Association*

*National Association of School Nurses*

*Indiana state law supporting self-administration of inhalers in schools*

## **Food Allergies and Health Care Plans**

Students with food allergies will have a Health Care Plan for food allergies on file in the school office. The Health Care Plan will address emergency care due to food allergies.

The parent is responsible for making sure the emergency medications and paper work are completed and sent to the nurse's office. It is the parent's responsibility to make sure their child is aware of their food allergies, signs and symptoms of their food allergies, and the need to follow their Health Care Plan.

The nurse and parent will be jointly responsible to make sure the Health Care Plan has been developed. The school nurse will notify the student's teachers and lunch monitors of the student's allergies and emergency intervention, in case they become necessary.

### **Bee Sting Allergies and Health Plans**

Students with bee sting allergies will have a Health Care Plan for allergies on file in the school office. The Health Care Plan will address emergency care due to bee stings.

The parent is responsible for making sure emergency medications and paper work are completed and sent to the school office. It is the parent's responsibility to make sure their child with bee sting allergies is aware of their bee sting allergies, signs and symptoms and the need to follow their Health Care Plan.

The parent and school nurse are responsible for developing the Health Care plan.

The school nurse will be responsible for notifying the recess monitors and teachers of the student's bee sting allergies and emergency intervention, in case they become necessary.

### **Immunizations**

A copy of all student immunization records must be on file at school. All students' immunization records are reviewed in kindergarten, first grade, and 6th grade and for all new students entering SMS. SMS follows the immunization recommendations of the Indiana Department of Health. A copy of the Indiana Department of Health recommendations is available in the school office or on the Indiana Department of Health's web site.

No students will be permitted to attend school for more than thirty (30) days beyond enrollment unless the student is fully immunized or has begun their immunizations and provides a schedule for the completion of their immunizations. St. Matthew will accept immunization records that are the parent record, a copy from your health care provider or a copy from a Department of Health/Health Department. The records must have exact dates for when the immunizations were given to the student. It is not acceptable to write "Up To Date". The only exceptions to this requirement are students who have medical reasons for not having their immunizations complete or for students whose parents have religious objections.

- Students who have medical contraindications for immunizations must have a written letter from their family doctor stating the reason for the medical contradiction, the student's name, the date and be signed by the physician. The written letter must be updated annually by their family doctor.
- Parents with religious objections for immunizations must submit a written letter explaining their religious objections. The written letter will be kept on file and must be updated annually.

### **Meningococcal Disease and the HPV vaccine**

Indiana law requires that parents be informed about the meningococcal disease and the vaccine every year. Parents will be provided with information regarding this disease and vaccine. Indiana law requires that parents of 6<sup>th</sup> grade girls be informed about the HPV vaccine.

### **Vision and Hearing screening**

The Marion County Department of Health will perform hearing screening for all students in grades 1, 4, 7 and vision screening for all students in grades 1, 3, and 8. Vision and hearing screening will be administered to all students new to Marion County. Students may also be referred for testing by a member of the Saint Matthew Faculty. Consent for the screening is not required. Parents will be notified of the screening. Marion County Department of Health will notify parents if concerns are identified after the screening.

### **Wellness Policy**

St. Matthew School follows the Archdiocese Wellness Policy, developed August 2006. This policy provides guidelines regarding nutrition and physical activity for our students. The policy indicates students are to should have recess before lunch and children may not miss more than half the recess period. Also the policy indicates

classroom parties should have healthy food choices and provide other means of celebrating that do not include food. For more details, please read the Wellness Policy.

**Excused from outdoor Recess due to illness**

Fresh air and exercise are beneficial to students. Recess is a time for socializing. Recess can help decrease student's stress of school. It provides a needed break to students.

All students will go out to recess unless a written note is submitted to the school. Parents who wish their child to stay indoors due to illnesses/ asthma must write a note to the teacher. The note will state specific dates the child will stay indoors for recess and the reason why the student is not going outside.

**Excused from PE Class**

PE class is an important part of the learning process. Studies support the benefits of exercise on health and schoolwork. Therefore all students will participate in PE classes. To be excused from PE class a student must have a written note from the parent stating the date the child is to be excused and reason the child is to be excused from PE. A signed letter from the health care provider must be provided to the school if the child needs to be excused from PE for longer than 2 consecutive classes.

**Confidentiality**

All medication /health forms, medical emergency forms and health information will be kept in a secure location to ensure privacy and confidentiality. Principals, school nurses and administrators in charge must ensure the confidentiality of all medical information entrusted to them and share this with other staff and volunteers only on a professional "need to know" basis as necessary for treating the child. All prescription medication shall be kept in an appropriate and secure locked cabinet.

## **Bullying**

Saint Matthew policy on bullying is found in the SMS Policy Manual.

## **Head lice**

St. Matthew will follow the CDC (Center for Disease Control), AAP (American Academy of Pediatrics), and the Harvard School of Public Health recommendations for management of head lice.

It is the parent's responsibility to regularly check their child's hair for lice infestation and to treat accordingly.

It is the school nurse's responsibility to ensure St. Matthew follows the current CDC guidelines regarding head lice. The school nurse may assess a child for head lice as deemed necessary. Parental consent is not required prior to head lice assessment by the school nurse.

If live lice or nits are discovered:

- Parents will be notified by phone and the student will complete the current school day.
- Treatment must be completed prior to the student's return to school. Treatment typically requires using over the counter or prescription medication. Follow directions carefully.
- The student may return to school following treatment typically the following school day.
- Be aware that re-treatment in 7-10 days may be necessary based on the lifecycle of lice.

There is minimal risk in spreading lice via helmets. The benefit of sharing helmets for activities that could result in serious head injuries such as bicycling, skating, or football, far outweighs the concern for spreading head lice. Head lice can not cause permanent injury or death, as head injuries can, therefore, the sharing of helmets is acceptable and recommended.

For additional information on treatments and how to clean your house refer to the following web sites:

- [www.cdc.org](http://www.cdc.org)
- [www.hsph.harvard.edu](http://www.hsph.harvard.edu) search "head lice"

**Flu Epidemic:**

St. Matthew will follow the Archdiocese Policy on flu.

Flu symptoms include fever (usually above 100.0), headache, chills, body aches, tiredness, dry cough, sore throat, and nasal congestion. The flu is spread when a person who has the flu coughs/sneezes or speaks and sends the flu virus into the air. The virus enters the nose, throat or lungs of a person. The CDC estimates that the flu virus can only travel 3 feet or less in the air. The flu spreads less frequently when a person touches a surface that has the flu virus on it.

SMS's hand hygiene and respiratory hygiene policies will be continually reinforced among the students and staff as a primary flu intervention. During defined flu season (as defined by the CDC or the Indiana Department of Health) and during outbreaks, there will be diligent enforcement of the hand and respiratory hygiene policies.

Closure of schools has not proven to be an effective way of stopping the flu; however school closure may occur due to a large population of staff / students ill with the flu.

Ill students will not participate in sports activities, choir or any activities that may involve close contact.

SMS will follow the recommendations of the CDC and the Indiana State Department of Health. Both of these organization's web sites provide instructions regarding the flu.

Students with symptoms of the flu will be sent home. As always, parents need to pick up their ill students as soon as they are notified.

**A community service health notice:**

Based on the 1997 Centers for Disease Control and Prevention Publication, children who meet the following criteria should be screened for lead poisoning:

- Live in areas that has many older homes built before 1950
- Live or regularly visit a homes built before 1950
- Live in or regularly visit homes built before 1978 that have recently been remodeled
- Parents work in a lead related vocation
- Living in a home that is undergoing renovations or remodeling activities
- Children under 6 are the most effected by lead poisoning.

Marion County Health Department's Childhood Lead Poisoning Prevention Program goal is to identify lead hazards within the community. Most services that are offered through this program are free. Services include lead poisoning and screening and testing for lead poisoning. For information regarding this program you may contact the Marion County Childhood Lead Poisoning Prevention Program, 221.2155