

# School Nurse Policies/Procedures

Elementary school health services are provided and managed by Heather Boswell, RN. School health services for the middle school and high school are provided by Justine Buckingham, RN. There are a wide variety of services that the nurse provides to ensure your students optimal health and learning. The nurse conducts multiple screening and assists outside entities with appropriate referrals that keep students performing at their best academically. Some of the screenings that the nurse assists students with are vision, hearing, dental as well as identification of communicable disease. She also supports families and students with medication management. If at any time, you have questions or concerns regarding your students health or school health services, please do not hesitate to contact the school.

All students attending Central Decatur Schools must have up to date immunizations on file prior to registering for school. This is an important part of ensuring the health and safety of all students attending CD. Exemption from immunizations are allowed for medical and religious reasons only. Exemptions for medical or religious reasons are only valid when recorded on an Iowa State Department of Health Certificate of Immunization Exemption form. The required form can be found and printed from Central Decatur School's Website under Wellness.

## **Illness**

Please contact the school anytime your child is ill and will not be able to attend school.

## **Illness while at School**

Any student with a temperature of 100 degrees or above, diarrhea, or vomiting while at school will be sent home. The school will contact the parent/guardian or emergency contacts listed and request that the student be taken home. The guideline for returning to school following an illness is that your child be 24 hours fever free, diarrhea free, and vomit free without medication. Please call the school daily to report any continued illness related absence to ensure the absence is recorded as excused.

## **Rash**

A child with an unidentified rash that is spreading and/or getting worse over time should be kept home and checked by a doctor. If a child has a rash that meets the criteria mentioned above, they will need a note from a physician with a diagnosis that specifies that the rash is not contagious, so that they may return to school.

## **Head Lice**

Due to play habits, younger children are more likely than older children to contract head lice. Head lice spreads almost completely from hair to hair contact, and are not a sign of being dirty. They are not dangerous and do not spread disease. Children with head lice may complain of itchy scalp or they may show no symptoms. The Iowa Department of Public Health recommends that all parents check their child's head regularly for head lice. If your child is found to have head lice at school, the parent will receive a call from the office staff and be asked to treat their child before returning to school. A second treatment 10 days later is recommended to completely kill all lice. Careful combing with a "nit" comb is essential to remove all lice and nits and prevent recurrence.

### **School Methods of Preventing Spread of Head Lice:**

- ❖ If live lice are found, the parent is asked to take the student home and treat before returning to school.
- ❖ Classmates of the infected student are checked for additional cases.
- ❖ Letter is sent home with classmates to inform parents of the current case and to check their child at home, and treat as necessary.
- ❖ Students will be rechecked for live lice after returning to school and monitored thereafter.
- ❖ Students with chronic conditions (more than 1 occurrence in 60 days) are referred to a medical professional for supervised treatment. The physician can offer an alternate treatment if current methods have failed. Medicaid insurance will cover the new treatment if verified per the physician that other remedies haven't worked. To assure compliance with Central Decatur's Head Lice Policy, the student will need a physician's note to return to school after being professionally treated.
- ❖ If open sores are found on the students scalp from continued scratching and irritation from lice infestation DHS is contacted.
- ❖ As available, each student will have their own locker for their coats, hats and backpacks.
- ❖ Students will get their coats, hats and gloves from their lockers before going out to recess. Students will not pile belongings in the gym/commons at lunch or recess.
- ❖ Information will be available at registration and in the nurse's office with guidelines of how to treat and prevent Head Lice.
- ❖ All students in K-6 must purchase or provide their own set of headphones or earbuds for technology use. These will not be shared between students and will be stored in individual containers. Teachers and staff will disinfect any shared headphones. "Dress up" hats in preschool will not be shared.

## **Medicine at School**

Parents are responsible for administering the initial dose of all medications at home.

### **Prescription Medications:**

- ❖ A signed medical prescription must be brought to the school by the parent or faxed by the prescribing physician's office, before medication is given at school. The south elementary school fax number is 641-446-3856. The north elementary school fax number is 641-446-8729. The fax number for the MS/HS is 641-446-7990.
- ❖ The label on the container from the pharmacy must include the child's name, medication name, dosage, route of administration and time to be administered. Any special instructions should be included in a note from the prescribing physician.
- ❖ Changes in administration times or dosage must be made by parent contact along with a new prescription from the physician and labeled from the pharmacy.
- ❖ Parents should deliver prescription medicine to the school personally, please do not send it with the student.

### **Non-Prescription Medication:**

- ❖ Non-prescription medication must be brought to school in a labeled container if it is to be administered by school personnel.
- ❖ Parents must give written permission giving the name, amount, and time medication is to be administered.
- ❖ Except for long-term treatment, only one dose of medication should be sent to school.
- ❖ If your child is going to administer his/her own medicine, parents need to send a note informing the school that the child is carrying medication and will be taking it during school hours.

## **Accident and Emergency Information**

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the event of a serious accident or illness, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents. During registration you are asked to fill out an online form indicating an

emergency phone number of a neighbor or relative who could be in charge of your child and his/her needs when you cannot be reached. Please be sure that the neighbor or relative is aware that you have given their number as an emergency contact. If at any point during the school year, this information changes, notify the school immediately so that we may keep our records updated.

Other information, which must be on file at the school office, includes:

1. Parent or guardian(s) name(s)
2. Complete and up-to-date address.
3. Home phone and parent(s) work phone.
4. Physician's name and phone.
5. Medical alert information.

### **Parent Consent for Hearing Evaluations**

Green Hills AEA will no longer require parental consent for routine hearing evaluations unless hearing is being evaluated to determine the need for Special education placement. In the past, parents have received a hearing consent from the school if their child had a past hearing problem or failed a hearing screening and required ongoing evaluation. Children will continue to have hearing evaluations, but parent consent will no longer be required. This change will mirror the current policy of all other AEA's in the state.

Parents who have previously refused consent for their child's hearing to be evaluated will receive a letter from the AEA informing the parent that their child's hearing WILL NOT be evaluated unless the parent contacts the school or the AEA. If you have questions, please contact: Heather Boswell, RN at 641-446-6521 or Green Hills AEA, audiology at 1-800-362-1864.