

Mt. Vernon Community School Corporation

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.

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 year 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 sick will not be able to perform well in school and is likely to spread illness to other students and staff. If a student is excluded from school for an illness at the request of the health clinic, attendance will be excused. Parent/guardian is responsible for notifying the school for any subsequent days missed due to an illness. Students may return to school prior to the 24 hour exclusion **ONLY** if a signed and dated doctor's note is provided indicating a return to school date. The student will be expected to be kept home for a minimum of 24 hours from the time the student is signed out, as specified for the following symptoms:

Conjunctivitis (pink eye): Your student can not return to school until 24 hours after beginning treatment or a note from your doctor stating eye symptoms are not pink eye related.

Diarrhea: Student may not return to school until a minimum of 24 hours following the last episode of diarrhea.

Fever: Temperature of 100.0 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 24 hours and **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.

Unidentified Skin rash/lesion: A student may not return to school until a minimum of 24 hours after beginning treatment or a note from a physician stating not contagious.

Vomiting: Student may not return to school until free of vomiting for a minimum of 24 hours following the last episode.

If a student is returned to school prior to the 24 hour requested exclusion 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 parent has been notified of injury/illness requiring pick up of 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. If parent/guardian fails to pick up student within the hour time frame or make other arrangements, the school social worker and administration will be notified.

CONTAGIOUS ILLNESS

The Indiana Department of Education has developed an infectious disease school health reference guide. This manual identifies situations and helpful information for those occurrences when an infected or exposed student should be excluded from school or school-based activities. ***For any CONTAGIOUS ILLNESS a doctor's note allowing return to school date is required.*** For specific disease and condition exclusion information please visit: [Communicable Disease Reference Guide for Schools](#)

EMERGENCY MEDICAL AUTHORIZATION AND CONTACTS

The Corporation will distribute annually to parents/guardians of students in grades K-5, the MVCSC medical emergency card. Grades 6-8 medical emergency card must be completed in Skyward. 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 medical emergency card. 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 and notify the Health Clinic as soon as possible to update the medical emergency card for grades K-5.

ALLERGIES

FOOD ALLERGIES

MVCSC asks that as your student's advocate for food allergies, you provide updated medical documentation on the specifics of the student's allergies at the **beginning of each school year** along with any medication prescribed by a physician that the student would need should a reaction occur at school (such as an Epi pen).

You will be notified if snacks are being provided for your student's classroom, and we encourage the families to send in a supply of "safe snacks" for their student with allergies.

LATEX PRECAUTIONS

Mt. Vernon Community School Corporation will take precautions to protect known and unknown persons with latex allergies. **NO known latex products will be used in any capacity (ex. balloons, gloves, bandages)**. This includes classroom projects, experiments, and parties. Any delivery of balloons from local/area flower shops or companies that deliver to our schools will be turned away.

TREATS AT SCHOOL/TREAT LIST

Due to an ever increasing number of student allergies, we simply must strictly adhere to the baked goods and class treat list policies. Home baked goods are not permitted. If sending in treats for a class party, please only send in "Safe Snack" approved pre-packaged purchased items. A complete list of school approved snacks can be located on www.snacksafely.com and on the MVCSC Health Services webpage. If you have further questions regarding safe snacks, you may also contact your health room assistant/school nurse.

MEDICATION 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 medication shall be kept in the health clinic. **Students are not permitted to self-administer or carry OTC or 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 given at school.

Prior to any **OTC medication** is to be administered, the parent/guardian must submit written consent by completing the **Mt. Vernon Community School Corporation (MVCSC) Medication Permission Form** and file it in the school’s health clinic. Forms must be renewed at the start of every school year, or with any change in prescription or administration instructions. All medication brought to the school must be turned in to the school nurse/health room assistant or designated alternate. Medication must be in its original container with a current label. USDA-approved topical, non-aerosol sunscreen products are exempt from this requirement. A school employee may assist in applying the sunscreen with written permission of the student’s parent or guardian. A student may possess and use the above-described sunscreen product while at school and at school events.

Prior to any **prescribed medication** is administered, including injectable medicines and all blood glucose tests by finger prick, the parent/guardian must submit written consent by completing the **MVCSC Medication Permission Form** and file it in the school’s health clinic. Medication must be in its original container with a current pharmacy label.

At no time will the teacher accept medication from a parent or student.

These forms may be obtained by contacting the school office or health clinic and are available on our Health Services website at www.mvcsc.k12.in.us/healthservices

At no time will any staff member administer medication to a student that has not been provided by the parent. This includes OTC pain reliever, allergy medication and cough drops.

EMERGENCY MEDICATIONS (E.G. INHALERS, EPI-PENS)

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. Prior to the student carrying said medication, parent/guardian must submit written authorization by completing the **MVCSC Request For Student To Possess & Self-Administer Medication Form** and an **Emergency Action Plan**. Forms will be filed in the school’s health clinic and must be re-submitted annually at the start of the school year. Forms expire the last day of school.

These forms may be obtained by contacting the school office or health clinic and are available on our Health Services website at www.mvcsc.k12.in.us/healthservices.

OVER THE COUNTER MEDICATION

Over-the-counter medication, including cough drops, are to be unopened with the seal intact or must be in the original package and placed in a sealed envelope that is labeled with the student's name. A completed **MVCSC Medication Permission Form must be on file prior to administering medication.** Medication will not be dispensed unless this policy is followed completely. Medication will be given according to the directions on the original package and the dosage needs that are appropriate for the age and size of the student. If the dosage exceeds the recommended dosage on the bottle, a note signed by the physician with the required dose must be submitted prior to administration of the medication.

PRESCRIPTION MEDICATION

ALL prescription medication for grades K-8 must 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 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 Medication Inventory in Skyward.

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 copy of the MVCSC Refill Medication form. ***ALL prescription medication refills for grades K-8 must 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.***

MEDICATION CHANGES/DISCONTINUATION

If any change in medication is necessary, a physician's written order is required and a new **MVCSC Medication Permission Form** is required. The parent/guardian is responsible for notifying the school nurse in writing of any discontinuation of medication.

RELEASE OF MEDICATION

Medication that is possessed by a school for administration during school hours or at school functions, for a student in grades K-8 may be released only to the student's parent/guardian or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent/guardian to receive the medication.

MEDICATION DISPOSAL

Any medication left in the health clinic at the end of the last school day will be picked up by the Hancock County Sheriff's Department to be destroyed.

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.