

**2015-2016**

**HEALTHCARE PROCEDURAL MANUAL**



**MONTGOMERY AREA SCHOOL DISTRICT  
120 PENN STREET  
MONTGOMERY, PA 17752  
(570) 547-1608, EXT. 1125**

## **NURSE AND HEALTH FACILITIES**

The Montgomery Area School District Health Services strengthens the educational process through attention to the health status of children and adolescents. Good health is basic to sound education and productive living. Programs are integrated with community and health agencies to strengthen and reinforce the family and supplement rather than replace the function of the home.

**SCHOOL HEALTH IS NOT A MEDICAL SERVICE. IT IS A PREVENTATIVE SERVICE INTENDED TO ENCOURAGE AND SUPPORT PARENTS' DECISION-MAKING RESPONSIBILITIES FOR THE HEALTH CARE OF THEIR CHILD.**

State mandated health services are provided by the Montgomery Area School District nursing staff to public schools. A certified school nurse (CSN) is currently employed.

A school board approved doctor serves as a consultant for the health program and participates in mandated services and sports physicals.

A school board approved dentist serves as a consultant for the dental health program and participates in state mandated services.

### **Minor Illness and Dismissal from School**

1. An emergency card should be on file for every student in a building. It is the parent's responsibility to update the information on the card as necessary.
2. Students are not to call their parents/designee to come for them. School personnel will evaluate the student's condition. If the student is too ill to remain in school, parent/guardian or designee will be called and arrangements made.
3. Only parent/guardian or designee may give permission for child to be sent home. Pupil emergency cards are kept in designated areas in each school.
4. If a parent/guardian or designee cannot be reached, the child will be kept in school.
5. Transportation is a parental responsibility. The school will not provide transportation for students.
6. Exceptions to the above procedure can be made at the discretion of the school nurse, after consultation with the building administrator. Elementary students must be picked up in the nurse's office or in the school office.

### **Policy for Exclusion and Re-Entry for Communicable Conditions**

For the welfare of all students and staff, certain regulations must be enforced when a communicable condition is suspected. The rules established by the Pennsylvania State Department of Health are intended to provide a safe and healthy environment.

1. A student suspected of having a contagious health condition will be sent home with an exclusion notice. Parents/guardians are required to take the student to their family doctor for diagnosis and treatment. Expenses of the examination and treatment are paid for by the family.
2. Students so excluded must be reexamined by the school nurse upon return to school. A note from the physician allowing the return must be brought to the nurse.

### **Exclusion from School for Pediculosis (Head Lice and/or Nits)**

1. Head checks of all elementary students will be made periodically throughout the year by the school nurse. Also, any student suspected of head lice or nits will have his/her head inspected by the school nurse. If lice or nits are found, the student will be sent home.
2. The parent/guardian or authorized party will be contacted so the student will be able to be taken home. Instructions for the treatment will be given to the parents.
3. After the student's hair is properly treated and every nit removed from the hair, the parent/guardian will return to the school with the student along with the medication which was used to treat the student's hair. The nurse will inspect the hair in the presence of the parent/guardian or designee and if the student is NIT FREE, he/she will be permitted to resume school activity. If nits are still present, the student is returned home for additional treatment. Procedure for re-entry will be repeated. The nurse will inspect the student's head once per day. The student's hair should be dry and free from styling products when checked by the nurse.
4. Parents are responsible to provide transportation to and from school until the condition is cleared.
5. All days resulting from this exclusion in excess of three calendar days will be declared illegal.

6. A form will be sent home with each student notifying parents that a case or cases of head lice have been found in their child's classroom.

### **Registration Requirements**

Transfer - Immunization records are required for a student to start school in the Montgomery Area School District. If you have these with you, please be sure to give them to the secretary when registering your child for school. If you do not, please draw this to the attention of the secretary who will immediately fax a signed request to your child's previous school. Your child may not start school until we receive the immunizations from their previous school.

Pre-Kindergarten/Kindergarten Registration - Proof of immunizations are required for students to attend pre-k/kindergarten.

### **Diabetic Policy**

Students should have an:

- Individual Health Plan, including:

- data/information sheet
- diabetes information and treatment goals
- emergency goals

- Blood Glucose Testing - Recommendations

- students should be permitted to test their blood glucose in school:
  1. Nurse's Office
  2. Classroom – if a student prefers to check their blood glucose in the classroom, the following criteria is required:

- a. Physician sign-off on the student's competency to accomplish this skill in the classroom.
- b. Parents must provide a blood glucose meter, test strips, a lancing device, supply of lancets (a non-reusable lancet is recommended), emergency glucose source for treatment of hypoglycemia.

- c. Proper disposal of blood contaminated articles must be done by putting them in a plastic bag before disposal.

- Goals of Treatment (Insulin) - Recommendations

- Written orders from the student's physician outlining dose and indications for insulin administration
- Insulin stored appropriately
- Students with insulin pumps should keep extra batteries in the nurse's office.
- A physician's order for insulin injections should be included in the IHP in case of pump malfunction (insulin doses should be indicated)
- Student's parents should provide insulin in case insulin pump malfunctions (should include appropriate insulin and vehicle to administer it)

- Meals/Snacks - Recommendations

- Each IHP should include:
  1. Provision of snacks when indicated by parents

- Physical Activity/Exercise/Sports - Recommendations

- Students with diabetes should participate fully in school physical activity
- The IHP should specify any contradictions to exercise
- The need for a snack prior to activity should be detailed
- Student should be allowed to carry emergency glucose
- Parents of students with diabetes should make sure that coaches are aware of the diabetes

- School Trips - Recommendations

- The student should be allowed to attend all school trips
- Consideration should be given to having a nurse, parent or a parent's designee accompany the student with diabetes on a school trip
- Parents of a student with diabetes should provide extra snacks in case of emergency

- School Bus - Recommendations

- All bus drivers of children with diabetes should be made aware of the symptoms associated with hypoglycemia and hyperglycemia
- Bus drivers should know which children have diabetes
- Consideration may be given to seating a student with diabetes in the front of the bus or in an area that can be easily seen by the bus driver
- Students with diabetes need to be allowed to eat/drink during the bus ride should it be medically necessary

- Emergency Situations (Hypoglycemia) - Recommendations

- IHP should include indications of hypoglycemia for each individual student and recommended treatment
- IHP should include specific accommodations and modifications needed for test and exam taking
- Allow all students with diabetes to have readily available carbohydrates on their person
- School personnel should be informed of the student's diabetes and of the need to seek assistance from the school nurse when necessary
- If students with diabetes need treatment for hypoglycemia, they should always be accompanied by a responsible other
- Glucagon administration must be ordered by attending physician
- The school should have a list of designated trained individuals who can administer Glucagon in the absence of a health care professional

- Emergency Situations (Hyperglycemia) - Recommendations

- IHP should include indications of hyperglycemia for each individual and recommended treatment
- Students with diabetes should be allowed BRP and access to water or sugar-free drink as necessary

**General Medication and Treatment Policy**

Ideally, all medications and treatments should be given at home. However, the Montgomery Area School District personnel will cooperate with parents and physicians if a student must receive a medication or treatment during school hours. The following regulations will apply to the administration/supervision of medications/treatments in school. Failure to follow the guidelines will result in your child not receiving prescribed medication. (Should your child take a medication during the school day, the required paperwork must be submitted/resubmitted each school year whether or not there has been a change in the medication.)

### **Prescription Medication/Non-Prescription Medication**

1. Upon written or faxed (570-515-0093) request from the physician to school personnel, individually prescribed medication or treatments will be administered/ supervised. Included in the request must be the date, name of student, name of medication/treatment, dosage, time to be administered, and diagnosis of condition being treated. (The label on the outside of the bottle is NOT a physician order.)
2. The request form must be signed by the parent/guardian indicating that the medication/treatment be administered as prescribed by the physician.
3. All medication must be in a pharmaceutical container or original packaging and labeled with the student's name, physician's name, date of prescription, name of medication, dosage and frequency and name and phone number of the pharmacy.
4. In the absence of the RN or LPN, the principal/designee will supervise the self-administration of medication.

### **Miscellaneous Medication Regulations**

1. Any medication to be administered during the school day MUST be brought into the building by a parent/guardian or adult designee and should be taken to the nurse's office immediately upon arrival at school. If the nurse is not in the building, the medication should be taken directly to the school secretary for storage in the nurse's office. **STUDENTS ARE NOT PERMITTED TO CARRY (OR STORE IN THEIR LOCKER) ANY MEDICATION.**
2. The nurse will not take verbal orders for any medications to be

- given during the school day. Also, any change to an existing order must be in writing.
3. Cough drops are not available in the nurse's office and require a doctor's order as above.
  4. If a student is instructed by their doctor to keep medication with them, the nurse must have a written order from the doctor stating this requirement.
  5. If the unused/expired prescription is not picked up by the last day of school, the school nurse will destroy/discard any unused/expired medication. This act will be witnessed by a district employee if the medication to be discarded is a controlled substance.
  6. The amount of medication stored by the school cannot exceed a 30 day supply.
  7. Medication brought in will be logged with signatures of the parent/guardian or designated adult delivering the medication along with the school personnel receiving the medication on the medication log with date, time, medication names and number of pills received.
  8. Parents are responsible for tracking when additional information will need to be brought in. The school will not call to notify you.
  - 9. IT IS THE RESPONSIBILITY OF THE STUDENT TO REPORT TO THE NURSE'S OFFICE OR THE MAIN OFFICE FOR HIS/HER MEDICATION AT THE PROPER TIME.**
  10. Medication that is ordered three times a day may be given before school, after school and at bedtime unless the physician indicates on the prescription order form that it must be given at lunchtime.
  11. Narcotic pain relievers are inappropriate for administration during the school day and, therefore, will not be administered.
  12. The first dose of any prescription medication must be administered at home.
  13. If tablets must be cut, the parent is responsible for cutting them and sending in the correct dosage to school.

### **Medication for Field Trips**

If your child needs to take medication while on a field trip, please send it with the child in a container labeled with your child's name, the



name of the medicine, when it should be given and the dosage. This medicine should be given to your child's teacher the morning of the trip.

### **Pain Medication**

Tylenol will not be given until 2 hours after the start of school or 2 hours before dismissal.

### **Concussion Management**

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs or programs associated with the school. This policy has been developed to provide guidance in prevention, detection and treatment of concussions sustained by students while participating in an athletic activity.

Appropriate medical professional shall mean all of the following: a licensed physician who is trained in the evaluation and management of concussions; a licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions; a licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.

Athletic activity shall mean all of the following: interscholastic athletics; an athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations; noncompetitive cheerleading that is sponsored by or associated with the school; practices, interschool practices and scrimmages for all athletic activities.

Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.

The superintendent or designee shall develop administrative regulations to implement this policy, which shall include protocols for concussion management.

The school shall hold an informational meeting prior to the start of each athletic season for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how

preseason baseline assessments can aid in the evaluation, management and recovery process. In addition to the student athletes, such meetings, may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists.

### Removal from Play

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.

### Return to Play

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.

### Training

All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health.

### Penalties

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:

- First Violation: suspension from coaching any athletic activity for the remainder of the season.
- Second Violation: suspension from coaching any athletic activity for the remainder of the season and for the next season.
- Third Violation: permanent suspension from coaching any athletic activity.

## **Pennsylvania State Mandated Screening Process**

- Height and Weight (grades Pre-K-12)
- Vision (grades PreK-12)
- Hearing (grades Pre-K-3, 7 and 11)
- Scoliosis (grades 6 and 7)
- BMI (grades Pre-K-12)

## **Pennsylvania State Mandated Examinations**

### **Physicals**

Pre-Kindergarten, Kindergarten, 6<sup>th</sup> grade and 11<sup>th</sup> grade students: The School Health Law requires medical examinations for these students. We recommend that your family health care provider do this examination since he/she can best evaluate your child's health and assist you in obtaining necessary treatments and/or corrections. Private physicals done by your family health care provider cannot be administered any earlier than one year prior to the first day of the school year for that grade. Sports physicals done during the school year will also be accepted.

### **Dentals**

Pre-Kindergarten, 1st, 3<sup>rd</sup> & 7<sup>th</sup> grade students: The School Health Law requires dental examinations for these students. We recommend that your family dentist do this examination since he/she can best evaluate your child's dental care and assist you in obtaining necessary treatments and/or corrections. Private dentals done by your family health care provider cannot be administered any earlier than one year prior to the first day of the school year for that grade.

### **School Exams**

The school offers physical and dental examinations. Physical exams and dental exams performed at the school require a written parental consent form that will be sent home prior to these exams being administered. If the form is not signed for a school examination and returned to the school, no exam will be administered. Please specify whether you want a private or school exam and return it to the school by the end of September either way.

## **911 Procedures**

The 911 county communications services will be utilized when a student is in need of emergency treatment. Parental consent is preferred for

this procedure. In the event that a parent/guardian or family member cannot be reached, a medically compromised student shall be sent without immediate parental consent. A copy of the student's emergency card will be sent for emergency purposes as this card has written parental consent for transport.

### **Emergency Cards**

An emergency card is sent home with each child at the start of each school year. Please fill it out completely and return promptly. The school nurse must have the name and number of a person to contact if your child becomes ill in school and you are not at home. Please inform the nurse's office and the elementary office if you have a change of address, phone number, or person to be contacted in case of emergency if you are not available.

### **Emergency Transportation**

Due to the wide range of potential situations for injury and illness, the wide range of parental attitudes regarding these situations, and financial liability concerns, the nurse's office will make every attempt to contact parents prior to requesting emergency transportation for a student.

Parents will be asked to make a determination as to how they wish their child to be transported. The nursing staff may make recommendations but the final decision will be made by the parent.

If circumstances do not permit time or the ability to establish parental contact, the nursing staff will make the final decision as to when and how a student will be transported for emergency care. **(Expenses for emergency transportation are paid for by the family.)**