

A Parent's Guide to Saint Michael School Health Services 2009-2010

Dear Parents/guardians:

Saint Michael School is committed to the health and well being of the entire student body and staff, and participates with the Commonwealth of Massachusetts' Comprehensive School Health Program. The goal of this program is to promote a healthful environment, provide assessment of minor illness, administer first aid for minor injuries, prevent the spread of disease, and provide recommended screening programs. In order to achieve this, we have a school physician and full-time nurse. Again this year, we are very grateful to have Dr. Kenneth Chan from Andover Pediatrics as our physician. Dr. Chan serves as both a consultant and resource. For those parents who have Dr. Chan as their child's primary care physician, please be assured that his role at Saint Michael School does not affect his practice in any way. The school nurse is present in your child's school to be a liaison between home and school regarding health concerns and to serve as a health resource to you and your child. The school nurse completes state mandated screenings and provides nursing care and first aid for accidents, illnesses and other medical situations. The school nurse is also there to assist in promoting good health and in maintaining a healthy, safe environment for staff and students. The school nurse can not function as your child's primary care provider. This sheet provides you with information that enables us to work together to achieve this goal. Please save this guide as a reference throughout the school year.

It is a pleasure getting to know and help take care of your children. Please be assured that all matters within the health office are considered confidential. I welcome any suggestions or concerns you may have about the well being of your child and our Saint Michael Community. Please do not hesitate to contact me with any questions you may have. Thank you in advance for your cooperation and support of our school health program.

Many blessings and stay healthy, Linda Sullivan, BSN, RN, National Certified School Nurse.

EMERGENCY AND HEALTH INFORMATION CARDS

Please complete your child's card and return it to school immediately. Update this information as needed throughout the school year. In the event of the need for medical transport, every attempt will be made to send a copy of this card. Remember, **in the event of an accident or illness, the school must be able to reach you or another person who will assume responsibility for your child.**

HEALTH EMERGENCIES

Please notify and update every school year the school nurse of any condition that your child has which might precipitate an emergency situation. (E.g. allergic reactions to food, insect venom or medications; asthma; diabetes; seizures) Plans will be developed to meet your child's educational, health and safety needs as needed.

MAINTAINING CURRENT HEALTH RECORDS

To best meet your child's health needs and to keep his/her records up to date; please notify the nurse of any change in health status, medications, immunizations, medical regimes, etc. as occurs.

PHYSICAL EXAMINATION REQUIREMENTS

School Entrance: All students must have a physician verified physical exam completed within 1 year before admission to our school. Immunization information as noted must also be received.

Subsequent Physical Exams: It is recommended that you submit a copy of your child's updated physical examination and health status every few years, suggest 1, 3, 5, & 7. If an updated exam has not been submitted by grade 5, a *Subsequent Physical Exam* form will be sent home for you to have completed by your child's physician and returned to the health office for our records. All forms are available on the SMS website.

HEALTH INSURANCE

If your child does not have health insurance, Massachusetts has health insurance plans that will provide uninsured children with affordable health care (restrictions may apply). Please contact your child's school nurse for more information.

IMMUNIZATION & LAB RESULTS REQUIREMENTS

School Immunization Law, Chapter 76, Section 15 of the General Laws of the State of Massachusetts requires that all immunizations must be up to date for children to attend school according to the Massachusetts Department of Public Health regulations. Massachusetts General Law allows for the school to exclude children from school whose immunizations are not up to date. Please note:

- Immunization and lab testing dates must be physician verified.
- All records must be provided in English.
- Physician documented updates should be submitted whenever your child receives additional immunizations.

Nursery and Pre-kindergarten Requirements:

≥4 DTaP/DTP ≥ 3 Polio 3 Hepatitis B
1 MMR 1-4 Hib

1 dose Varicella/physician documented case of chickenpox
Lead screening results, TB results and/or risk status

Kindergarten Requirements:

5 DTaP/DTP 4 Polio 3 Hepatitis B
2 MMR or 2 Measles/1 Mumps/1 Rubella

1 dose Varicella/physician documented case of chickenpox
Lead screening results, TB results and/or risk status

Grade 1-6 Requirements:

≥4 DTaP/DTP or ≥3 doses Td ≥3 Polio
3 Hepatitis B

2 MMR or 2 Measles/1 Mumps/1 Rubella

1 dose Varicella/physician documented case of chickenpox
Lead screening results, TB results and/or risk status

Grade 7- 8 Requirements:

4 DTaP/DTP or ≥3 doses Td; **plus** 1 Td/Tap booster
≥ 3 Polio 3 Hepatitis B

2 MMR or 2 Measles/1 Mumps/1 Rubella

≤ 13 yrs. 1 dose Varicella or physician documented case of chickenpox, ≥ 13 yrs. 2 doses Varicella or physician documented case of chickenpox
TB results and/or risk status

MEDICATION POLICIES

If it is possible to achieve the medical regimen at home, medications (both prescription and over-the-counter) should not be taken during school hours. For example, medication to be taken three times a day can be given before school, after school and at bedtime.

If medications must be taken during the school day, please contact the school nurse or visit the SMS web site for the appropriate forms. Please note: A nebulizer machine is available if needed; please provide your own tubing and inhalation device.

A PHYSICIAN'S ORDER IS REQUIRED EVERY SCHOOL YEAR FOR ALL PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS.

To insure your child's safety, all medications are to be delivered to school:

- In a pharmacy/manufacture's container. (When getting a prescription, ask the pharmacy to provide separate containers for school and home.)
- By the parent/guardian or designated adult, **never with the child**. Please bring medication to Health Office or you may leave it with Mrs. Donahue at the Front Desk. Please make sure that all of the paperwork is complete.

Please note:

- NO medications will be administered that arrive in plastic bags or envelopes.
- No lunchtime medications are given on curriculum days unless specified by parent otherwise.

LONG TERM MEDICATIONS

Medications which must be taken during school hours on a long term basis **require** both the physician and parent forms to be on file in the school health office before any medication can be administered at school.

SHORT TERM MEDICATIONS - LESS THAN TWO WEEKS

Medications that must be taken during school hours on a short term basis require the parent permission form. A prescription label will suffice as the doctor's permission to give over a short-term basis.

PRN (As needed) MEDICATIONS

Our school physician, Dr. Kenneth Chan, M.D. has allowed certain over the counter medications to be administered per protocol. **Please read the attached *Medication Standing Orders* sheet and make note on the *Emergency and Confidential Health Update Information Card* the status for your child to receive medications per protocol.**

MEDICATION RETRIEVAL

Parents/guardians may retrieve their medications/supplies from the Health Office at any time. Any and all medications/supplies must be picked up by the parent/guardian by the end of the school year. Any medications/supplies not retrieved by this time will become property of SMS or discarded.

ILLNESSES

In order to provide the healthiest school environment possible, **please do not send your child to school when symptoms of illness are present.** According to guidelines set by the American Academy of Pediatrics and our school physician, no child will be allowed to remain in school if any of the following conditions are present: **temperature >100 degrees, persistent cough, live head lice, undiagnosed/ untreated skin rash or communicable disease, vomiting/diarrhea, neurological changes, severe pain or disabling injury.**

Please call the school and report your child's absence to the nurse.

Please also notify the school nurse within 24 hours if your child contracts any contagious disease, including but not limited to: influenza, strep throat, conjunctivitis, head lice, impetigo, fifth's disease, chicken pox, measles, whooping cough, mononucleosis, scabies, mumps, tuberculosis, Coxsackie virus, MRSA, or scarlet fever.

POST-ILLNESS SCHOOL ATTENDANCE GUIDELINES

Children **MUST** be fever free WITHOUT medication and symptom free (vomiting, diarrhea, persistent cough) for 24 hours before returning to school. In order to prevent the spread of seasonal and H1N1 influenza, guidelines from the State will be strictly followed.

According to school policy, bacterial infections require 24 hours of antibiotics BEFORE your child may return to school. In the case of chicken pox, all lesions must be scabbed over before the child can return to school (5-7 days).

Head Lice: Prevention is the key to controlling this pesky problem. Please inspect your child's hair frequently and call the school nurse if you have any questions. Children must be treated, nit free and checked by the school nurse before being readmitted to school.

FOOD POLICY INFORMATION

NO food is allowed to be brought into the school at any time for other students' consumption without the permission of the classroom teacher/administration.

In order to protect our students with food allergies, no peanut butter or products with peanut butter are allowed in the school. If possible, please refrain from sending your child into school with foods that contain nuts. Nuts should NOT be consumed in the classroom setting. Products which "may contain traces of" are allowed.

SCREENING PROGRAMS

Heights and Weights: Yearly heights and weights are taken during gym class in grades 1, 3, 5, & 7. Other grades will be done if time allows.

Vision and Hearing: Vision/hearing screening is done yearly in grades Pre-K through 8. Parents will be notified of any failures per Massachusetts' guidelines that necessitate a medical follow-up.

Postural Screening: The state of Massachusetts mandates that all students in grades 5 through 9 be screened at school for scoliosis. Your child's posture will be screened beginning in fifth grade. Physician referrals will be made as needed.

Developed in collaboration with North Andover Public School Nurses for the health and safety of all students in North Andover schools; revised and adapted for SMS, lhs 7/09

Saint Michael School Health Services
80 Maple Avenue
North Andover, MA 01845

MEDICATION ORDERS ALLOWED PER SCHOOL PHYSICIAN

EMERGENCY MEDICATIONS

- **EPINEPHRINE (Epi-Pen)**
Indication: In the case of a **severe** hyper-allergenic reaction, the nurse can administer Epinephrine per protocol at the first sign of anaphylaxis. May repeat dosage if no response/improvement after 2-5 minutes.
- **BENADRYL (diphenhydramine)**
Indication: For mild allergic reaction, nurse may administer per protocol and label instructions.

OVER THE COUNTER as needed (PRN) MEDICATIONS

Students will be allowed to take certain over the counter (OTC) medications as needed (PRN). Comprehensive nursing assessment will precede any medication administration. Parental approval of orders will be acknowledged via information and signature on *Emergency and Confidential Health Update Information Card*. Students in grades 5-8 will be administered medication as needed per protocol unless advised otherwise. Every attempt will be made to notify parent of their child's need for oral medication before administration in grades K- 4. No oral medications will be given to nursery or pre-K students without specific parental request. All medications will be administered under the direct supervision of an RN.

Oral:

- **ACETAMINOPHEN (TYLENOL)**
Indication: Headache, sore throat, temperature >100 F, general body & muscle aches and/or pains, menstrual cramps, or dental intervention discomfort.
- **IBUPROFEN (ADVIL OR MOTRIN)**
Indication: Headache, sore throat, temperature >100 F, general body & muscle aches, menstrual cramps, and/or dental intervention discomfort.
- **GELUSIL/TUMS/PEPTO-BISMOL**
Indication: acid indigestion, heartburn, nausea/fullness, and/or diarrhea for grades 5-8 only with parental permission.
- **THROAT LOZENGES (Vitamin C) or COUGH DROPS**
For minor throat pain, dry and/or scratchy throat, or cough (*For 2-3 days only, after will require parental note/permission slip, and formal Physician and Parental Consents after this time.)

ADDITIONAL OVER THE COUNTER AS NEEDED MEDICATIONS

Only when **absolutely** necessary, if your child needs intervention for allergies, colds, congestion or coughs and you request treatment during the day, the following medications will be available for a single dose **only if your child has received the medication in the past.**

Dextromorphan (Delsym): Dosage per medication label for cough suppression.

Diphenhydramine (Benadryl): Dosage per packaging label for allergy relief.

Cetirizine (Zyrtec) or Loratadine (Claritin): Dosage per packaging label for relief of seasonal allergies.

Guaifenesin (Robitussin): Dosage per packaging to thin mucous secretions.

Pseudoephedrine hydrochloride (Sudafed)/ or phenylephrine (Sudafed PE):
Dosage per medication label directions for sinus/nasal congestion.

*** FURTHER DISPENSING OF THE ABOVE "ADDITIONAL OVER THE COUNTER MEDICATIONS" WILL REQUIRE A WRITTEN PARENTAL CONSENT NOTE AND WILL BE ADMINISTERED AS NEEDED FOR SHORT TERM USE ONLY.

***AFTER 3 DAYS, ANY ADDITIONAL USAGE WILL REQUIRE FORMAL PHYSICIAN AND PARENTAL CONSENT FORMS WHICH MAY BE OBTAINED FROM THE NURSE'S OFFICE OR VIA THE SAINT MICHAEL SCHOOL WEB SITE. (THESE ARE REQUIRED BY LAW AND THE ARCHDIOCESE FOR MEDICATION ADMINISTRATION.)

Topical:

- **ANTACID LIQUID**- Dab onto canker sore to promote healing.
- **ALCOHOL WIPE**- Cleanse skin as needed.
- **BACITRACIN OINTMENT**
Small amount topically to open wound as needed if no history of allergy exists.
- **BENZOCAINE SPRAY/WIPES/COOLGEL**
Apply to affected skin area as needed for temporary relief of painful insect stings and/or bites.
- **CALAMINE LOTION**
Apply to skin as needed to assist in drying the oozing and weeping associated with contact dermatitis reactions.
- **CALADRYL LOTION/BENADRYL (Diphenhydramine) CREAM**
Apply to affected skin area 3-4 times per day for temporary relief of itching and discomfort related to contact dermatitis irritations related to poison ivy, oak or sumac and/or insect bites.
- **HYDROGEN PEROXIDE SOLUTION**- Wound infection cleanser.
- **PETROLEUM JELLY//DRY SKIN LOTION/ ALOE COOLING GEL**
Apply as needed to dry chapped lips, dry itchy skin or mild sunburn.

If Over The Counter Medications are used on a routine basis, they must be:

- ✓ Provided by the parent/guardian.
- ✓ Delivered by the parent/guardian, never the child.
- ✓ Accompanied by both the physician 's order and parent al consent forms.
- ✓ In the original product container.

Physician, Principal, and Nurse signatures on file
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