

Health Room Guidelines

The school nurse is available to care for all students with chronic or acute illnesses within the health room. In case of an emergency, a child will be cared for by the school nurse or a member of the school staff. School personnel will render first aid treatment only and the parents will be contacted. If parents are not available, the child will be taken to the nearest hospital via ambulance service. However, the school is not obligated for medical expenses incurred because of accidents that happen in school. Parents are encouraged to purchase the school insurance, offered at the beginning of the school year, if they do not already have coverage for their children

Students requiring the use of the health room must adhere to the following guidelines.

Illness in School or Before School Starts:

1. Once students have arrived at school, you cannot leave the building because of illness for any reason without authorization by the Nurse or Administration. Your parent will be notified before you are sent home by the Nurse. If the Nurse is not available, you are to report to the Main Office.
2. Ask the teacher for written permission to report to the Nurse's Office. Unless it is an emergency, no one will be admitted to the Nurse's Office without a pass signed by a teacher or between classes.
3. Report to Nurse's Office. Students will be required to sign in and out of the nurse's office.
4. Wait for a consultation with the nurse.
5. Necessity to send a student home will be determined by the nurse or an administrator.
6. Students are not permitted to call someone to come for them. Students could possibly face disciplinary action if they call their parents to come get them without permission from the school nurse.
7. A pass to return to class will be issued by the nurse or office staff.

Medication:

Delivery, Storage, and Disposal of Medications: State and Federal laws place restrictions on the delivery, storage and disposal of certain controlled medications. Schools are advised to treat all medications in the same manner in order to ensure student safety and to reduce the risk of liability.

All Medications, Prescription and Over-the-Counter, must be accompanied by a Physician's order along with a parental written consent and must be taken to the school nurse. You can find the Medication Administration Consent & Licensed Prescriber Order form on the District's and School nurse's websites. Forms must be renewed yearly.

Guidelines for sending medications to school is vitally important in order to avoid the misuse of drugs. If your child has to bring medication to school, whether prescription or over the counter, the following requirements are essential for the safety of your child:

1. Written orders from a student's physician should detail the name of medication, dosage, time the medication is to be taken, diagnosis or reason for the medication, as well as the possible side effects.
2. Written permission must also be provided by the parent/guardian requesting and permitting the school district administer the medication.
3. A parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications to the school. Written permission from parent/guardian for students to bring medication to school can be found on the medication consent form.
4. **Prescription Medications** must be brought to the nurse to have it registered. The medication must be in the original pharmacy labeled container. (See II, B, 1, Pharmacy Act.) According to 49 Pa Code §27.18(d) (1) – (7), the label must contain:
 - Name, address, telephone and federal DEA (Drug Enforcement Administration) number of the pharmacy
 - Patient name
 - Directions for use (dosage, frequency and time of administration, route, special instructions)
 - Name and registration number of the licensed prescriber
 - Prescription serial number
 - Date originally filled
 - Name of medication and amount dispensed
 - Controlled substance statement, if applicable.

Medication that is brought to school in a container other than the original prescription bottle will not be administered.

5. The parent or guardian must write the numbers of tablets/capsules or number of milliliters(for liquid medications) being sent into the nurse's office, in ink.
6. The licensed school health personnel (CSN, RN) receiving any medication should document the quantity of the medication delivered. This documentation should include the date, time, amount of medication and the names of the parent/guardian or designated adult or student delivering the medication and the school health personnel receiving the medication.
7. **Over-the-Counter Medications** must be brought to the nurse to have it registered. It must be submitted in an unopened container/box. A Physician's order and a parental written consent must be submitted for administration of the medication and must be taken in the presence of the school nurse *The school nurse does not provide any over-the-counter medicine.*
8. Inhalers for asthma, Diabetic supplies and EpiPens may be carried by students provided the required forms have been completed and the student has demonstrated correct use

as outlined in school board policy 210. Required forms can be found on the District's and School Nurse's Website.

Students not registering medicine and found in possession of prescription or over-the-counter drugs may be in violation of the student drug policy and can be subjected to disciplinary action under school board policy 227 related to Controlled Substances.

9. If the medication is discontinued and there is remaining medication, the parent or guardian must come to school and pick up the remaining medication. If a consent for students to bring medications back and forth to school has been signed, the medication will be sent home with student.

10. At the end of each school year, all unused medications will be returned to the parent/guardian. Documentation of disposition should include the date, time, amount of medication, and name of person taking home the medication.

11. If the parent/guardian does not retrieve the medication at the end of the school year, the licensed personnel (CSN, RN) and one witness will dispose of the medication and document the disposal as per the Environmental Protection Agency and the Office of National Drug Control Policy.

12. Certified school nurses must keep medication records and record all dosages of medications administered to students.

13. Only school nurses can administer medications. In the event a nurse is unavailable, the parent may be asked to come to the school to administer the medication.

Food or Insect Allergies:

It is the responsibility of the parent/guardian to notify the school nurse if a child is subject to an allergic reaction from Food and/or insect bite. An Epi-Pen and/or Benadryl is to be kept at school to be given in the event of a reaction. Guidelines for prescription medications must be followed.

EMERGENCY MEDICATION ADMINISTRATION:

In the event of an emergency, including, but not limited to an asthma attack, anaphylaxis from food or insect allergy, drug overdose or diabetic emergency, the building principal may administer medication after consulting with a certified school nurse. In a life-threatening situation, the building principal may administer medication after making a good faith effort to consult with a certified school nurse. Communication between the parent, school personnel, and physician regarding the efficacy of and necessity for the medication will be initiated by the certified school nurse

Medical Excuse from Physical Education:

1. Present the excuse to the Physical Education instructor. Your excuse will be sent to and verified in the Nurse's Office.
2. Students will remain in Physical Education class and written work will be assigned to determine grades, or Adaptive Physical Education will be assigned.

Injury in a School Sponsored Activity:

If such injury results in a visit to a doctor or hospital, you must report in-school injuries to the nurse as soon as possible.

Temporary Disabilities:

If you are on crutches or have returned to school following therapy or surgery, report to the Nurse's Office for an evaluation. You may acquire the assistance of a student in each period to help you carry books, etc. Only students from that room, that period, can assist. Departure from class is 3 minutes before the bell will be granted.

You must have a written order from a physician to use any assistance devices in the school, including crutches, canes, walkers, wheelchairs and the use of the elevator.

Food or Drink as Physician Directed:

Students who must carry a drink and/or snack, for medical reasons, must have an order from their physician.

Early Dismissal:

In the event of an early dismissal, medications scheduled to be administered at 11:00 am or after in the Jr/Sr High School or 12:00pm or after in the Elementary schools will not be administered.