

## East Stroudsburg Area Senior High School – South: Health Policies

### ILLNESS -- FIRST AID

Students who become ill during the day shall secure a pass from their teacher and report to the nurse. Reporting without a pass is only permissible in the case of an emergency.

Non-emergency visits to the school nurse are to be initiated by the student before school, after school, or the first ten (10) minutes of the student's lunch break.

A student who becomes ill and cannot secure the services of the nurse should report to the office. A student spending a class period or part of a class period elsewhere in the building claiming they were sick, and not reporting to the nurse will be judged as "cutting" class.

In the event of an illness or injury whereby the student is to be sent home, the nurse will contact the parents and arrange for them or their designee to pick up their ill or injured child. It is then the parent's responsibility to arrange for further care.

Any student, claiming illness, who leaves the building without the permission of the nurse, or the assistant principal, will be considered truant and will be subject to disciplinary action upon their return to school.

A student given permission to leave school because of illness must follow the normal routine for reporting as explained in the "attendance" section.

### HEALTH SERVICES

A comprehensive health record is kept for each student in the District. All District students are weighed, measured and vision screened annually. Hearing testing is done annually for students in kindergarten through grade 3, grade 7, grade 11, and for all students with known hearing losses and students new to Pennsylvania schools.

According to the Pennsylvania Public School Code Section 1402e: "The school physicians of each district or joint board shall make a medical examination and a comprehensive appraisal of the health of every child of school age, (1) upon original entry into school in the Commonwealth, (2) while in sixth grade, (3) while in eleventh grade."

Any child of school age may furnish the local school officials with a medical report of an examination at his/her expense by his/her family physician. Examinations shall be submitted prior to the date of regularly scheduled school examinations. School districts are allowed to accept reports of private physical and dental exams completed within one year (12 months) prior to a student's entry into the grade where an exam is required (as per PA Department of Health – April, 2000).

Parents/guardians who choose to have their child examined in school by the school physician will be notified of the time and date of the examination. Parents/guardians are encouraged to be present during the examination. Parent/guardian notification of the state mandated physical examinations will be mailed to the home.

Please note: Board Policy #5148 states that: "Students who fail to complete and/or submit acceptable evidence of required medical examinations within the appropriate time period will not be admitted to school the following school year unless and until acceptable proof of compliance is received."

Students who participate in the District's athletic programs are required by PIAA regulations to have a physical examination before participation. For fall sports, the physical must be done after June 1st. For winter and spring sports, the physical must be done no more than six (6) weeks prior to the beginning of each season practice. School athletic physical dates are announced through the athletic office. In lieu of a school examination, students may submit an athletic physical exam form and a PIAA card completed by the family physician. This information **must** be submitted before a student is allowed to practice.

Parents/guardians will be contacted if a referral to a physician is needed after school screenings. If a parent/guardian informs school officials of financial inability to have a physician render treatment or care, the school officials shall advise parent/guardian of the possible availability of public assistance.

**MEDICATION POLICY**  
**East Stroudsburg Area School District**  
**Administration of Medication During School Hours and for School Related Activities**  
**General Guidelines**

**I. INTRODUCTION**

Whenever possible, parent(s)/guardian(s) are requested to administer medication at home. If this is not possible, the parent(s)/guardian(s) may request the East Stroudsburg Area School District (District) school staff to administer medication at the scheduled time. Every effort should be made by the parent(s)/guardian(s) and their physician to schedule the administering of medication, whenever possible, at times during which the student is not in school; thus eliminating disruption to the student's school day and maximizing his/her participation in the learning process. Medication including aspirin or other over the counter medications will be administered only upon written order from a physician and in accordance with Board Policy #5142.2. All requests shall be reviewed by the school nurse.

**II. OBJECTIVE**

To administer medications ordered by a physician that are necessary to allow the student to maintain sufficient health to attend school.

**III. PROCEDURE**

- A. -An "Authorization for Medication During School Hours" form must be completed by the physician and signed by the parent(s)/guardian(s) before medication can be given in school. In the absence of this form, there must be a written order from the physician and a note from the parent(s)/guardian(s) requesting administration of the medication. The school nurse may accept a verbal order from the student's physician only in a life threatening situation.
- B. An "Authorization for Medication During School Hours" form should include:
  1. Name of student,
  2. Date,
  3. Diagnosis,
  4. Medication, dosage, time schedule, and duration,
  5. Special conditions to observe,
  6. Physician's signature, address and phone number (fax number, if possible),
  7. signature of parent(s)/guardian(s).
- C. Medication must be in a properly labeled container (by the physician or pharmacy).
- D. The supply of medication brought to school must be documented.
- E. Parent(s)/guardian(s) are requested to bring all medication to school.
- F. Medications are kept in a designated locked area in the nurse's office or, where necessary, in the refrigerator.
- G. Unused medications are to be picked up by the parent(s)/guardian(s) no later than the last day of the school year; medications which are not picked up will be destroyed fourteen (14) days after the close of the school year.
- H. The school nurse has primary responsibility for the administration of medication including:
  1. reporting to physician and/or parent(s)/guardian(s),
  2. conferring with the physician and/or parent(s)/guardian(s),
  3. informing, when appropriate, school staff regarding a student's medication requirements,
  4. administering and recording of medication data.

- I. Written documentation of the administration of medication will be kept. These records will include the student's name, the name of the medication, the dosage, the time and date of dispensation, and the signature of the person administering the medication.
  - J. The nurse may refuse to administer any type of medication. The parent(s)/guardian(s) will be notified of this action.
  - K. In the absence of the school nurse, the principal or his/her designee is responsible for the administration of medication.
  - L. If it is necessary to administer emergency medication, the school nurse can administer only those medications for which the chief school physician or individual student's physician has authorized standing or emergency orders.
  - M. Parents/guardians are responsible for informing the school nurse of any change in the health and/or medication of students. When changes occur, the parent(s)/guardian(s) must return a new medication order form to the nurse. Medication, including aspirin or other over-the-counter medications, will be administered only upon written order from the physician.
  - N. All medications must be kept in the nurse's office. Students are not allowed to carry medications with them unless a physician's order states that they must do so. Violations may be considered for appropriate disciplinary consequences.
  - O. Students in possession of over-the-counter, prescription or other types of drugs which have not been registered with the school nurse will be considered to be in violation of the District's drug and alcohol policy and will be subject to the disciplinary action as set forth therein.
  - P. The District will incur NO liability for the use of unauthorized drugs or medications.
  - Q. This policy is in effect for all school district sponsored activities and field trips.
- IV. HOLD HARMLESS CLAUSE
- A. The East Stroudsburg Area School District, in consideration of dispensation of prescription drugs by the school staff who are employed by said District, hereby covenants and agrees to hold harmless and indemnify all school staff against any and all claims, damages, expenses, attorneys' fees, suits, cause or causes of action in law or equity or any place howsoever which may be brought against any of such school staff because of any negligent act or omission done or not done by such school staff in connection with said dispensation.
  - B. This policy is a directive of the East Stroudsburg Area School District Board of Education; school staff acting pursuant to this policy are acting within the scope of their employment.
  - C. The attached Field Trip Medication Administration Form must be completed by parent(s)/guardian(s) when a staff member is responsible for medication administration to a student during a field trip or other school district sponsored activity.
  - D. The term of this agreement shall begin on the date executed and continue until the dissolution of the District by the General Assembly of the Commonwealth of Pennsylvania.

### **EMERGENCY CARDS**

Emergency cards are sent home with each student on the first day of school. It is very important that the emergency card be completed in full and returned to school the next day. It is imperative to have two local emergency contacts on the emergency card. In case of a change in telephone numbers or other information, it is crucial to notify the school as soon as possible. Space is provided on the emergency card to indicate any health problems of which the school should be aware. Emergency card information is vital to the student's welfare. Students who do not return an emergency card promptly will be subject to disciplinary action.

## **IMMUNIZATIONS**

East Stroudsburg Area School District requires written proof of immunization prior to student registration. Pennsylvania School Immunization Law requires that students in **ALL** grades (K – 12) need the following vaccines:

- ? 3 doses of tetanus\*
- ? 3 doses of diphtheria \*
- ? 3 doses of polio
- ? 2 doses of measles\*\*
- ? 1 dose of mumps\*\*
- ? 1 dose of rubella (German measles)\*\*

Children **ENTERING SCHOOL** (at K or grade 1) need the following vaccines:

- ? 4 doses of tetanus\* (1 dose on or after the 4<sup>th</sup> birthday)
- ? 4 doses of diphtheria\* (1 dose on or after the 4<sup>th</sup> birthday)
- ? 3 doses of polio
- ? 2 doses of measles\*\*
- ? 1 dose of mumps\*\*
- ? 1 dose of rubella (German measles)\*\*
- ? 3 doses of hepatitis B
- ? 1 dose of varicella (chickenpox) vaccine or history of disease

Children **ENTERING 7<sup>TH</sup> GRADE** need the following vaccines:

- ? 3 doses of tetanus\*
- ? 3 doses of diphtheria\*
- ? 3 doses of polio
- ? 2 doses of measles\*\*
- ? 1 dose of mumps\*\*
- ? 1 dose of rubella (German measles)\*\*
- ? 3 doses of hepatitis B
- ? Age appropriate dose(s) of varicella (chickenpox) vaccine or history of disease

\* Usually given as DTP or DTaP or DT or Td

\*\* Usually given as MMR

Exceptions to the above requirements need to be discussed with the school nurse.

If a student receives immunizations at any time, please send a physician's note stating immunization(s) received and the date to the school nurse so that school records can be kept current.

## **ILLNESS**

Students should not be sent to school if they have a fever (temperature > 100), and/or earache, severe headache, skin rash, severe cold or cough, nausea or vomiting, red inflamed eyes, body mites or head lice, or any communicable disease such as chicken pox or scarlet fever. Counseling and appraisal of students occur each time the student is seen regardless of reason. Those who are seen for reasons of illness or injury are evaluated and treated. If a student is sent home, parents/guardians are responsible for transportation. If emergency treatment is deemed necessary and the child is transported via ambulance, the parents/guardians are responsible for any cost involved.

## **DENTAL EXAMINATIONS**

Students are required to have on file a report of dental exams upon original entry (kindergarten/first grade/transfer), third grade, seventh grade and as new students when their records do not contain adequate dental reports. Students are encouraged to provide reports of private dental exams which must be reported on forms approved by the Secretary of Health and provided by the school. The school dental hygienist with parental permission is available to provide a dental screening and prepare the required report.

Students who fail to complete and/or submit acceptable evidence of required dental exams within the appropriate time period will not be admitted to school the following school year unless and until acceptable proof of compliance is received as per district policy #5148.