

### Sleepy Eye Public School Health Policies and Procedures

Sleepy Eye Public Schools is dedicated to the health, wellness and safety of all students and staff members. The development, review and responsibility of these Health Policies and Procedures are done by the School Nurse, our Superintendent/Principal and school board. If students or parents have health issues, injury reporting, or medication administration needs please report to our School Nurse or Elementary Principal. Our School Nurse office hours may vary so please contact the Elementary office to reach our Nurse's Office.

School Nurse provides basic health services such as illness/injury assessment, oversees medication administration, immunization record checks, screens for basic vision and hearing, presents to classes on various health topics as requested, presents puberty class to 4<sup>th</sup> & 5<sup>th</sup> graders each spring, assists with Pre-K screening, develops Individualized Health Care Plans and Emergency Health Plans as needed for medical conditions.

#### Illness

To prevent the spread of illness or any communicable disease, a student should be kept home if they have any of the following:

- A contagious disease, such as chicken pox, strep throat, or impetigo are some examples. (Exclusion for pink eye (viral or bacterial) is no longer recommended unless the student also has a fever or is too uncomfortable to be in school).
- Vomiting or Diarrhea, must be 24 hours since the last episode to be able to return back to school.
- Undiagnosed Rashes.
- Elevated temperature of 100 degrees or greater, must be fever free for 24 hours prior to returning to school.
- Completed 24 hours of a prescribed antibiotic prior to returning to school.

Should a student become ill while at school and unable to attend classes, the student **MUST** report to the Nurse's office to be evaluated prior to going home with a parent to determine if they may be excused due to illness. Parents should make arrangements for their student to be picked up **within 30 minutes of being notified**. If a parent or emergency contact cannot be reached or **does not respond to a phone call/messages within 30 minutes**, the police will be notified and asked to do a welfare check on the home of the parents/guardians.

Please notify the Nurse's Office as soon as possible of any Communicable illnesses. Parents will then be informed of the procedures for returning to school (see Communicable Diseases).

#### Medications

Sleepy Eye School District abides by all Minnesota State Laws regarding the administration of medications during school. If your student requires medications during school hours including prescriptions, OTC (over-the-counter medications) or any holistic supplements the following procedures must be followed:

- Parents are responsible for providing medications to the school in a labeled original container with students full name and **MUST** bring the medication to the Nurse's office. Medications **CANNOT** be sent with the student in a backpack.
- Any medications to be given at school require a Medication Authorization form signed by doctor and parent (forms can be found at our elementary office).
- Students are not permitted to self-administer or carry any medications with them (unless they have a Medication Authorization form completed by their doctor & signed by a parent directing that the student is allowed to self-administer).
- Medications are only given by personnel trained by our School Nurse.
- Medications are only given as prescribed by the Doctor on the Medication Authorization Form.
- All medications **MUST** be picked up by the end of each school year. If medications are not picked up they will be disposed of appropriately after a full week of school being dismissed at the end of the year.
- Parents are allowed to bring medication and administer to their child at school with permission from the School Nurse or Principal.
- Medications with Medication Authorization forms completed can be sent on field trips as needed per medication requirements or upon parent request for As Needed Medications. They will be prepared by the School Nurse and given by a trained personnel on the field trip.
- Stock Epinephrine will not be sent along on field trips, it is parent/guardian's responsibility to have a Medication Authorization form completed and signed by provider and parent, turned into Health Office along with the student's own personal EpiPen to be sent on the field trip.

### **Immunizations Requirements**

Minnesota State statute 123.70, requires that all children who are enrolled in a Minnesota school be immunized. The parent/guardian of any child entering a public school must submit a statement from a physician or public clinic that states the child has received adequate immunizations against the following:

- 2 – Measles, Mumps, & Rubella (MMR)
- 2 – Varicella (does not need a vaccination if child had chickenpox disease)
- 3 – Hepatitis B
- 5 – DtaP's (Diphtheria, Tetanus, Pertussis)
- 4 – Polio

A parent/guardian may decide not to immunize their student due to conscientiously held beliefs or for medical purposes. If so, an exemption form must be completed, notarized and turned into Health Office at the beginning of the school year.

If by November 30<sup>th</sup> a student's immunization records are not up to date or a Conscientious Objector form is not completed/notarized, the school has a right to exclude the student until this is completed.

### **Injury**

If a student experiences an injury while on school property or during a school event it is required to report to a teacher, coach or school health personnel. An injury report will then be completed to document the injury and what occurred. During school hours' students should be brought to School Nurse or Health personnel to be evaluated. Parents will be notified of serious injuries.

Sleepy Eye Public takes head injuries and concussions seriously and has procedures in place for notifying parents if a head injury occurs while at school. We ask parents and students to make sure to notify the School Nurse or Health Personnel if a student experiences a head injury outside of school hours, so that we can monitor students while at school for signs of concussion.

### **Medical Clearance**

With a parent's written/verbal permission a student may be excused from a physical education class for one day only. Students requiring more than a day will need to bring in a primary provider's note to the Nurse's office for approval. The note needs to specify a time frame and any limitations or non-participation requirements for the student. A reinstatement permission slip from the primary provider may be necessary in some circumstances before a student is allowed to participate in physical activities again.

### **Stock Epinephrine**

MN Statute 121A.2207 permits school districts to possess epinephrine injectors for a student or other individuals experiencing anaphylaxis, regardless of whether the student/individual has a prescription for epinephrine. Therefore, the Sleepy Eye Public School has adopted a protocol allowing School Nurse or trained staff to administer epinephrine in a life-threatening allergic reaction. The emergency epinephrine will be kept in the school health office and accessible during school instructional hours.

It will not be sent out on a school-based field trip or available after the instructional day. This anaphylaxis protocol is not intended to replace student specific orders or parent/guardian provided individual medications for students with known anaphylactic reactions.

Anaphylaxis is a rapid, life-threatening allergic response triggered by insect stings, foods, medications, latex, exercise, or in rare cases unknown cause(s). Anaphylaxis is a life-threatening allergic condition requiring immediate treatment; death has been reported to occur within minutes. It is well documented that it is safer to administer epinephrine than to delay treatment for anaphylaxis. If your child has a life-threatening allergic reaction at school and requires epinephrine administration, EMS, parent/guardians and School Nurse or trained staff will be called immediately to respond and administer epinephrine.

The administration of epinephrine does have potential side effects. If your child has a heart condition or other condition that may be complicated by the administration of epinephrine, please talk to your healthcare provider about the safety of administration of epinephrine in the event of a life-threatening anaphylaxis and contact the Health Office.

### **Seizure Training & Action Plan**

MN Statute 121A.24 requires schools to have a written Seizure Action Plan attached to a student's individualized health care plan to address the needs and care of a student with a diagnosed seizure disorder. The statute also requires the school, school nurse and parents of students to collaborate in

developing and implementing the Seizure Action Plan. The plan must identify designated individuals at the school trained in recognizing, aiding, and administering the emergency seizure medication. The designated individuals are required to receive training that includes recognition of signs and symptoms of seizures and appropriate steps in responding to the seizure. The school is responsible for providing appropriate material for the school nurse to train and educate designated staff for the Seizure Action Plan.

### **Communicable Diseases**

Please keep children home when they show signs of illness such as nausea, vomiting, diarrhea, or fever. Colds or upper respiratory infections should be watched with particular care since almost any communicable disease may begin with a cough or cold symptom.

This is the policy and procedures that school follows when reporting and handling the criteria of a communicable disease, Hennepin County Communicable Disease Manual for childcare settings and schools also can be found at this link <https://www.hennepin.us/childcaremanual>.

### **School Head Lice Procedure**

CDC Head Lice Information for Schools recommends that students not be required to go home immediately when diagnosed with live head lice but to finish the school day and receive appropriate treatment prior to returning to class the following day. Students are not required to be Nit free prior to returning to school. School nurses will provide education and information material on Head Lice to parents. Schools will not inform parents of head lice cases in the classroom and it is the parent's responsibility to monitor and check for head lice in their students throughout the school year.

### **Mandated Reporter**

It is the policy of the school district to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. Child means any student under the age of 18. Immediately means within 24 hours of the event. Mandated Reporter means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or the State Department of Education, as required by current law.

### **Delegation**

The Nurse Practice Act (Minnesota Statutes § Chapter sections 148.171 to 148.285 and Minnesota Rules, chapters 6301 to 633021) says that both professional (LSN/RN) and practical nursing (LPN) include, but are not limited to, the performance of acts or functions that are delegated to the nurse by another health care professional. However, only the LSN/RN has the direct statutory authority to delegate to others and the UAP may carry out only those nursing acts or functions that have been delegated by an LSN/RN or assigned by the LSN/RN/LPN.

In the school setting nurses often supervise and delegate to *Unlicensed Assistive Personnel (UAP)*. Anyone designated, willing, and trained can serve as a UAP in schools (e.g., a health assistant, teacher, school administrator, or student services staff member); they are "unlicensed" in terms of providing health services. Under the delegation and supervision of an LSN/RN, UAPs can perform nursing cares based on school district policy and procedures. In order to perform nursing functions, the

UAP needs to have appropriate training to perform these functions, written documentation, and annual evaluation of this individual's competency; knowledge of policy and procedure; and be willing to communicate to the LSN/RN/LPN his or her own ability to perform the task, document the task, and report to the LSN/RN/LPN any inconsistencies or deviations from expected procedures. If uncomfortable with performing a delegated nursing task, a staff member has the right and responsibility to ask for education and additional supervision about the specific task.

The LSN/RN uses professional judgment to decide what is delegated and to whom if anyone. The LSN/RN may choose to not delegate some medical functions. It is the judgment of the LSN/RN whether the delegated functions can be properly and safely performed by the person without jeopardizing the student's welfare. Some activities that require specialized nursing knowledge and skill may be delegated to LPNs, but not to UAPs. Some activities that do not require specialized nursing knowledge may be delegated to UAPs by LSNs/RNs. It is the responsibility of the LPN and/or UAP to perform the delegated activities correctly. The LSN/RN is accountable to verify that the delegate can perform the activity and do so safely. Delegation to UAPs is determined on a case-by-case basis and is most appropriate when they are caring for students with routine, repetitive, ongoing nursing task needs. When the necessary task is not routine and the student's response to treatment is less predictable, nursing delegation should be carefully considered.

All individuals (primary and substitute) responsible for medication administration must be trained. When planning the training for delegating nursing functions. Training needs to be done before the nursing task is performed. Training should include four essential elements:

1. school policies and availability of resources,
2. available written criteria that indicate when to contact a supervising LSN/ RN, monitoring LPN, or call 911,
3. student-specific information, and
4. procedures for safe medication administration.