

## **Parent Student Handbook- Health Services**

### ***Physical Examination with Immunization Summary***

A complete physical examination is required for entrance to *Pre-K, Kindergarten or First Grade (first entry), Sixth and Ninth grades*. This physical must be completed within one year prior to the first day of school attendance. The exam must cover all required elements as listed on the two-page “Certificate of Child Health Examination” form. All fields must be completed by the physician including Body Mass Index (BMI) and Diabetic Screening. The form requires completion and signature from parent (guardian) and physician.

In accordance with state law, medical or religious exemptions to any health requirement are to be submitted on the same schedule as the requirement.

In state transfer students are required to comply with the physical examination and immunization requirements of the grade they are entering. \*Out of state transfer students will need to have a physical exam completed in compliance with Illinois standards and dated no more than one year prior to the date of enrollment.

Health requirement forms are available through the school health office, the school’s main office or the District website, [www.geneva304.org](http://www.geneva304.org).

### ***Tuberculin Skin Test***

A tuberculosis skin test screening shall be included as part of each health examination *IF* the child resides in an area designated by IDPH as having a high incidence of tuberculosis, is exposed to a high risk individual or is in a high risk group, or has recently immigrated from or traveled to a high risk area.

### ***Lead Screening Requirement***

The requirement that children must be assessed for lead poisoning applies to children six months through six years of age. Proof of blood testing or screening must be submitted to the school for all children *entering day care, preschool or Kindergarten*. The doctor or nurse shall use the “Childhood Lead Risk Assessment Questionnaire” provided by IDPH.

### ***Dental Examination Requirement***

Before May 15<sup>th</sup> of each school year, all children in *Kindergarten, Second, and Sixth grades* shall present to the school proof of having been examined by a licensed dentist. The examination must have taken place within the 18 months prior to May 15<sup>th</sup> of that school year.

### ***Vision Examination Requirement***

An eye examination (history, visual acuity, subjective refraction, internal/external examination and glaucoma evaluation) is required to be done on all children enrolling *in Kindergarten, or enrolling for the first time in an Illinois school*.

### ***School Health Screenings***

Vision and Hearing Screenings will be conducted on those students specified under the guidelines set forth by the Illinois Department of Public Health. A Vision and Hearing Technician Certified through the State of Illinois will perform these screenings; vision and hearing screenings should not be considered a substitute for regular examinations by a physician. In addition, vision screenings are not a substitute for a complete vision exam by an eye doctor and do not satisfy the state requirement for vision examinations.

### ***Annual Student Health Summary***

An annual student health summary is required to be completed by the parent/guardian and submitted to the school nurse at the start of each new school year. If your child has any life-threatening condition or chronic health concern please document this on the annual student health summary and make personal contact with the nurse at the start of each new school year.

### ***Emergencies***

In case of an emergency, school personnel will handle the situation as quickly and efficiently as possible. Attempts to contact parents will be made. If necessary, the school will call upon appropriate emergency services to transport the student to the hospital emergency room.

### ***Illness/Injury***

A Health Office staffed by a Registered Professional Nurse is located in each school building. The nurse is on duty throughout the hours of student attendance. **A student must have a pass to visit the Health Office** except in emergency situations. Students who feel ill in class need to report to their teacher who will send the student to the nurse. If the Health Office is closed, the student is to report to the deans'/principal's office. When a student is too ill or injured to remain in school, the parent/guardian or designee named on the emergency card is notified and plans are made for transportation to her/his home. A student will not be sent home unless a person listed on his/her emergency card is notified. **The Health Office must make all calls home due to illness. Students who leave school because of illness or injury must sign out in the administrative office, failure to do so may result in disciplinary action.**

If parents will be out-of-town, please provide the administrative office and the Health Office with the name and phone numbers of the adult who will be caring for your student in your absence. It would also be prudent to sign a statement of permission to provide medical care to your student's temporary guardian.

When a student is too ill or injured to attend school, parents should notify the administrative office each day of student absence. Please state the reason for absence, and if illness related, the diagnosis or symptoms of illness. Follow the recommended procedures given below for a student's re-admission to school if he/she has been absent due to:

1. **Chicken pox** - Student must remain out of school for at least six days after the appearance of the first eruption. All eruptions must be dry before the student may return to school.
2. **Conjunctivitis or Pink Eye** – Student may return to school after 24 hours of treatment with a prescription eye medication. Proof of having purchased the recommended medication or physician statement of treatment must be brought to school. The student may not return until the eyes are free of drainage, extreme redness, and itching.
3. **Fever**- A temperature of 100 degrees or higher is considered to be a fever. If your student has been ill with fever, he/she may return to school after being fever free for 24 hours WITHOUT the use of over the counter fever reducing medicine.
4. **Head Lice** - Student may return to school after shampoo treatment. Proof of having purchased the recommended treatment and follow-up treatment must be submitted to the health office. All lice and the majority of nits must be removed prior to the student returning to the classroom.
5. **Hepatitis** - Student may return to school only with a doctor's permit.
6. **Impetigo** - Student may return to school after twenty-four hours of treatment. Student must show proof of having purchased the recommended medication. All sores must be covered with a band-aid or gauze bandage during the school day.
7. **Measles (Rubeola)**- Student will remain out of school for 7 days after the appearance of the rash, and return with doctor's permission.
8. **Mononucleosis** - Student may return to school only with a doctor's permit.
9. **Mumps** - Student will remain out of school for 9 days after the onset of the swelling, and return with doctor's permission.
10. **Rash**- Undiagnosed rashes need doctor's clearance to return to school.
11. **Ringworm** - Student may return to school after treatment has begun and must show proof of having purchased the recommended treatment. The affected area must remain covered until the infection has resolved.
12. **Scabies** - Student may return to school after treatment has begun and must show proof of having purchased the recommended treatment.
13. **Strep Throat/Scarlet Fever** - Student may return to school after 24 hours of antibiotic treatment, provided treatment is continued as prescribed. If strep throat is suspected and a throat culture is done but no treatment is prescribed, the student may not return to school until the results of the culture are known. In the event of a positive culture, the student may return after 24 hours of antibiotic treatment *and 24 hours free of fever.*
14. **Viral Illness** – *Students ill with fever, vomiting or diarrhea may not return to school until they are without symptoms for 24 hours without the use of medicine.*

**If a student is diagnosed with one of these ailments, please notify the Health Office as soon as possible. The school district reserves the right to request a doctor's permit for a student to return to school if the nurse and/or principal feel this procedure is necessary for the protection of the other students or as a guideline for full or limited activities of the ill student.**

## **Procedure for Administration of Prescription and Non-Prescription Medication**

### **MEDICATION**

Public Act 87-790 (effective January 1, 1992), states that, "It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school related events should be discouraged unless absolutely necessary for the critical health and well being of the student." Parents/Guardians have primary responsibility for administering medication to their children. Only those medications absolutely required for the critical health and well-being of the student will be administered during school hours or during school related activities. In order to insure the safe and proper administration of medication to students, the following procedures have been established in accordance with the guidelines from the State Superintendent of Education for the State of Illinois and policies of the Board of Education. The intent of these procedures is to protect the student, to provide a clear and consistent approach to the administration of medication and to ensure the physician, parents, school, and student understand their responsibilities.

### ***Self Administration of Asthma Medication and/or Epinephrine Auto-Injector***

Under Public Act 096-1460, students are permitted to self-administer asthma medication and/or an epinephrine auto-injector provided that:

#### **FOR ASTHMA MEDICATIONS**

- (1) The parents or guardians of the student provide to the school written authorization for the self-administration of medication, AND
- (2) The parents or guardians of the student provide to the school the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is to be administered

#### **FOR EPINEPHRINE AUTO-INJECTOR MEDICATION**

- (1) The parents or guardians of the student provide to the school written authorization from the student's health care provider
- (2) The parents or guardians of the student provide to the school a written statement from the student's health care provider containing the following information:
  - (A) the name and purpose of the medication or epinephrine auto-injector;
  - (B) the prescribed dosage; and
  - (C) the time or times at which or the special circumstances under which the medication or epinephrine auto-injector is to be administered.

### **Right to carry and/or self administration of Diabetic Medications**

Under Public Act 096-1485, the Care of Students with Diabetes Act, provided that a student is authorized by health care provider and parent, a student shall be permitted to possess on his or her person at all times the supplies and equipment necessary to monitor and treat diabetes.

## **PROCEDURE FOR ALL PRESCRIPTION AND OVER THE COUNTER MEDICATIONS:**

1. The parent/guardian and Illinois health care provider will complete the School Medication Authorization Form before the administration of any non-prescription or prescription medication at school.

2. The School Medication Authorization Form must be completed annually (annually meaning with the beginning of each new school year) or whenever there is a change in medication and /or dosage.
3. All medications will be provided to the nurse in an original container or vial, as provided by the pharmacist, with the prescription/dosage affixed. Upon request, the pharmacist will supply you with two properly labeled containers, one for home use and one for use at school. Non-prescription (over-the-counter) medications must be provided in the original container labeled with the student's name.
4. No student may possess or consume any prescription or non-prescription medication during school hours or school-related activities until a completed and signed School Medication Authorization Form is on file.
5. The parent/guardian is responsible for bringing medication to the school and for taking unused medication from the school when no longer required.
  - a. Medication will only be received by and/or returned to the parent/guardian by the nurse or building administrator.
6. Upon drop off, medication is required to be counted by the nurse and/or building administrator in the presence of the parent/guardian. The parent/guardian will be asked to sign off on the amount being supplied to the school.
7. Medication will be administered by the school nurse or under the direction of the building administrator (unless self administration authorization is received as per Public Act 096-1460 or Public Act 096-1485).
8. NO herbal, vitamin, or mineral supplements shall be possessed or administered during school hours.

### *Emergency Epinephrine*

All Geneva schools have an RN on duty during the hours of student attendance. This supports the District commitment to promoting safety and health within our school community. The Registered Professional Nurses (RN) in our Geneva schools will now be equipped with stock Epinephrine for their use in the event of an anaphylactic emergency on campus.

As of August 15, 2011, the Emergency Epinephrine Act, P.A. 97- 0361 (the Act) became law in Illinois, permitting schools to stock a supply of Epinephrine auto-injectors giving Registered Professional Nurses (RN) the power through their professional determination to administer the epinephrine to any student whom the nurse believes is having an anaphylactic reaction. The Illinois Legislature passed this Act in an effort to save the lives of children who, while at school, suffer from anaphylaxis – a severe allergic reaction that can result in death.

This stock Epinephrine is an additional level of support to our students who may be an unknown risk to this life threatening condition. The implementation of having stock Epinephrine is in addition to the ongoing efforts the nursing team makes to have individual plans and parent supplied medications available for those students whose risk level is already known.

### **Medical Excuses from Physical Education and/or Recess**

Students may be excused from class participation physical education and/or recess for up to three consecutive days by submitting a parent note. **A request for an excusal from physical education participation of four or more days due to a health reason requires a note from a licensed provider.** Students excused from PE due to a health condition must contact their teacher to discuss makeup requirements. The school district reserves the right to request updated medical notes from the provider to document continued need for PE and/or Recess excusal. Contact the school your child attends for further building specific instructions.

### **Elevator Key & Backpack Pass**

When a student cannot walk stairs because of illness or injury, **elevator service** may be available. A note from a parent and physician must be brought to the school to acquire the use of an elevator key. Student **backpacks** are to remain in their lockers during the school day. If a student has an illness or injury that would be aided by the use of a backpack during the school day, a pass will be issued with a note from parent and physician. Both keys and backpack passes will be issued at the discretion of the school. A monetary amount may be charged as a replacement fee for failure to return a backpack pass or elevator key.