

## **SCHOOL HEALTH OFFICE:**

The school health office can better meet the health needs of the students by working with parents, students and staff. The Health Office is staffed by Jennifer Kolstad, RN. Jennifer is in the health office daily. Please inform the Health Office staff at any time during the year of any health concerns for your child. If a student has a medically diagnosed condition or is on medication, it is important that the School Health Office is made aware. It is important that the student's health record is kept accurate and up to date.

### **Recess**

A recess period is provided to all children each day either before or after their lunch period. Recess is considered an important part of the school day. We believe that recess benefits children by providing an opportunity for:

- v Physical exercise
- v Fresh air
- v Social skill building
- v Independent choice making
- v Problem solving

Children who participate in recess return to the classroom more ready to participate in the academic curriculum.

Participation – Children are expected to participate in recess every day. At times extreme temperatures, rain, or other weather related conditions require that all children stay indoors during recess. However, in the winter months children go outside unless the air or wind chill dips below -5°. Occasionally, there are circumstances that prevent individual children from going out for recess, but for the most part, children who are able to participate in the rest of the school day should be able to participate in recess. If your child needs to stay in for more than three consecutive days, please provide a doctor's note specifying the reason. Because indoor supervision requires special arrangements, we ask your help in keeping this practice to a minimum.

### **Accidents**

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the nurse in the nurse's office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

### **Asbestos Management Plan [\*]**

The school district has developed an asbestos management plan.

### **Crisis Management**

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

### **EMERGENCIES:**

The most important piece of information the Health Office needs is how to contact you if an emergency arises! Please make sure the office has a current and completed student information card which includes phone numbers where you can be reached and the name of another emergency contact person in the event you are not available. First aid will be given to minor injuries at school. Parents will be notified of more severe injuries or illness and emergency medical services will be activated as appropriate.

### **MEDICATIONS:**

If your child is on a prescription or over the counter medication, please make every effort to give the medication at home. If it is necessary for your child's health to receive the medication at school, here are the things you need to do:

1. The school needs a completed Medication Form, which includes your child's health care provider's order to administer medication. Forms are available at the health office. Parents or guardians must also sign this form.
2. Prescription medications must be brought to school in properly labeled containers from the pharmacy. Pharmacies will provide a second labeled container if you need one at home and at school. Over the counter medications must be brought in the original container labeled with the student's name, dosage to be given, and the health care provider's name.
3. Any time a medication is a short-term medication such as an antibiotic, please make every effort to give the medication at home.

## First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in the main hallway outside of the Gymnasium and in the back hallway outside of the Junior High Gym. Tampering with any AED is prohibited and may result in discipline.

## Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

### Communicable Diseases:

**Scarlet Fever** (Scarlatina) – Incubation period: 2-5 days.

**Epidemic Sore Throat** – Communicability period: during incubation period and illness usually 10 days. Antibiotic treatment terminates infection within 24 hours. Watch for complications of rheumatic fever or nephritis.

**Chicken Pox** – Incubation period: 2-3 weeks, commonly 13 – 17 days. Communicability period: 1 day before to 6 days after a rash appears. Excluded for 7 days after the rash appears, pox are healed and the crust is dry.

**Mumps** – Incubation period: 12 – 26 days, usually 18 days. Communicability period: 2 days before symptoms to 9 days after. Exclusion until there is no fever or swelling.

**German Measles** (Rubella) – Incubation period: 14 – 21 days, usually 18 days. Communicability period: not exactly determined, 3 – 4 days after appearance of symptoms. Exclusion – 3 days after the rash appears.

**Impetigo** – Incubation period: 1 – 5 days. Restricted from school unless lesions are healed or treated by doctor and have doctor's permission to return.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

## Health Service

The student health office is staffed by a trained Registered Nurse.

Students who become sick at school should report directly to the nurse. She will be in contact with a parent/guardian. In the event of an emergency, report directly to the School Nurse. The School Nurse will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. This can be done through the Parent Portal.

Vision testing for K-6th grades  
Hearing testing K-3rd grade  
Vision and hearing for any student, as requested by teachers.

### Health Hints:

How can you help your child do their best in school?

1. Make sure they have breakfast! Breakfast helps fuel the energy a child uses to learn. We encourage all students to make use of the school breakfast program.
2. Pay attention to any complaints of illness or signs and symptoms of illness in your child. If a student has a fever or is not feeling well, it is reflected in their classroom participation and learning.
3. Inform the school health office of any health concerns you may have for your child. We will be glad to help monitor your child's health status. A child should have a temperature of less than 99.0 for 24 hours before returning to school if they have been home with an illness. You will be asked to pick up your child from school as soon as possible if your child has any of these health related concerns: Temperature of 100.4 F or

greater with other symptoms, Vomiting or diarrhea.

4. You may also be contacted if there are concerns about skin rashes. Rashes may appear for a variety of reasons. It may be contagious bacteria or fungal infection, or harmless skin sensitivity. In any case, the health office staff may need to contact you for further information. If a rash has open sores associated with it that have oozing or discharge, you may be asked to bring your child home until it is healed or the child has been seen by your health care provider to determine what is causing it.

### **Immunizations**

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the nurse in the nurse's office.

#### **IMMUNIZATIONS:**

School immunization law changes yearly. It remains a challenge for the health office to ensure all students are immunized according to the law. Most recent changes include getting a tetanus-diphtheria (Td) booster after turning 11 years old. Starting in the 2000-2001 school year, all kindergartners will be required to have the 3 dose Hepatitis B series and 7th graders will be required to have the Hepatitis B series prior to entering school fall of 2001. Currently, all students must have received 5 doses of DTaP (Diphtheria, tetanus, and acellular pertussis), 4 doses of polio, and 2 MMR (measles, mumps and rubella) in order to attend school. Starting on September 1, 2010, for children enrolling in kindergarten and seventh grade, Minnesota schools can no longer accept a parent/guardian's signature as proof that a child has had the chickenpox. Instead, a doctor will need to sign a form saying that the child does not need to get varicella shot(s) because: they are already immune because they had chickenpox disease that was either laboratory confirmed, medically diagnosed, or described well enough to the doctor by the parent/guardian to clearly indicate disease, or they have a medical reason for not getting the shot(s), or they have had a lab test showing they are already immune to chickenpox. As with all immunizations required for school, children whose parents are conscientiously opposed to immunization may also receive an exemption.

### **Medications at School During the School Day**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (section 504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

### **Pesticide Application Notice [\*]**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting Director of Building and Grounds

### **Safety**

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

## **Visitors in District Buildings**

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the Office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.