

Calvary Day School

Health Room Handbook 2022-2023



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***The following policies and procedures refer to a 2 year old through 6th grade as lower school and 7th through 12th grade as upper school.**

HEALTH ROOM INFORMATION

Health Room Services

1. Preventative services
2. Health Education
3. First aid
4. Emergency care
5. Referrals
6. Management of acute and chronic health problems

The overall goal of the above services is to prevent health problems and injuries, ensure care for the students, and promote a healthy and safe school environment.

Role of The School Nurse

1. Reduce the incidence of health-related problems in order to maximize class time
2. Support Calvary Day School staff in the safe administration of medications, health care, medical emergencies, and health education
3. Ensure compliance with state mandates for immunizations and physical exams for school entry and attendance

Health Room Policies

1. Students that become ill, injured, or have a medical need will be sent to the school nurse in the health room located at E1102. This health room is designated for the temporary care of a student needing exclusion from class.
2. Upper school students will report to the upper school office for a nurse pass before going to the health room and before returning to class. Students will exit the B building and use the crosswalk to the main entrance of the D building.

3. Lower school students will report directly to the health room per the teacher's instructions.

4. If a student needs to be sent home or needs medical treatment, the school nurse will notify the parent/guardian or emergency contact and the appropriate staff member (upper school office for upper school and teacher for lower school.)

5. Students who become ill or injured should not contact their parents before seeing the school nurse or office staff.

6. No student will be permitted to walk alone to the health room if he/she is having difficulty breathing, high or low blood sugar symptoms, allergic reaction, or any other symptom concerning the office staff or teacher.

It is essential that Calvary Day School has adequate and accurate student health information on file at all times. Safe participation in athletic and physical education activities, administering medications, and the school's response to emergencies and day to day needs are governed by the information received from the parent/guardian. Cooperation with Calvary Day School policies is imperative to providing appropriate care. In the event a student is treated for a significant illness or injury, his/her parent/guardian or emergency contact will be notified as soon as possible. If the parent/guardian or emergency contact is unable to be reached, the Calvary Day School nurse, athletic trainer, or trained staff will use their judgment in seeking the appropriate treatment needed.

Calvary Day School Immunization Policy

The North Carolina General Statutes (G.S. 130A-152(a)) requires immunizations for every child present in this state. The parent/guardian enrolling a student at Calvary Day School is required to present an up-to-date immunization record within 30 calendar days from the first day of attendance. At the end of the 30-day calendar period, any student without an up-to-date Certificate of Immunization will be prohibited from attending school until the Certificate of Immunization is provided or the parent/guardian can show the process has begun. A student that has begun a series of immunizations, but has not completed the series due to minimum intervals between doses, is considered in process and may attend school while catching up.

Detailed information can be found using the following link: [Birth-18 Years Immunization Schedule](#).

Calvary Day School Illness Policy

In compliance with The American Academy of Pediatrics, The Center for Disease Control, and The National Association of School Nurses Calvary Day School will adhere to the following policies to provide exclusion guidance for parents and staff.

General Guidelines For Exclusion From School

1. A student with a temperature of 100.4 degrees Fahrenheit (oral or temporal) or more must be excluded from school until they are fever-free (without fever-reducing medications such as Tylenol or Motrin) for a minimum of 24 hours.
2. A student with a bacterial infection (i.e. strep throat, pink eye, etc) needs to be on antibiotics and fever-free (see fever guidelines above) for a minimum of 24 hours before returning to school.
3. A student must be excluded from school until he/she has not vomited for a minimum of 24 hours.
4. A student with excessive diarrhea or more than 3 times in a 24 hour period must be excluded from school.
5. A student with an illness requiring more care than the school staff are able to provide, preventing participation in activities, and affecting the health and safety of others must be excluded from school.
6. A student with live lice or viable nits will be excluded from school immediately until treated and free from live lice and viable nits. The student is required to check in with the school nurse before returning to class to verify he/she is void of live lice and without viable nits.

7. A student with mouth sores and drooling that can not be contained must be excluded, unless a written letter is provided by a physician stating the child is not contagious.
8. A student with skin sores that are oozing and can not be covered by a waterproof dressing must be excluded, unless a written letter is provided by a physician stating the child is not contagious.
9. A rash along with a temperature (100.4 degrees Fahrenheit or higher orally or temporally) and/or a change in behavior requires the student to be excluded from school until the student is fever free without medication for a minimum of 24 hours and the rash is deemed not contagious.
10. If a student is experiencing eye drainage associated with redness, inflammation, itching, or discomfort he/she must be excluded from school until a written note from the physician is provided deeming the student not contagious.
11. Some illnesses and injuries may require a physician's note to return to school at the discretion of the school nurse.

Calvary Day School Procedures Regarding Illness

1. The Parent/guardian or emergency contact will be notified as soon as possible of suspected illness.
2. The Parent/guardian or emergency contact is expected to pick the student up as soon as possible, no more than an hour from the time of notification.
3. In the event the parent/guardian or emergency contact is unable to be reached, the school nurse or qualified school staff will use their judgment in seeking the appropriate treatment needed.

4. Calvary Day School will provide a designated health room for the temporary care of an ill student who needs to be separated from others. All equipment will be cleaned and sanitized after each use.

5. The Public Health Department will be notified if there is a question of a reportable communicable disease or in the event of a suspected outbreak of an illness.

6. The Calvary Day School nurse reserves the right to send a student home if the exclusion period has not been followed or if the proper documentation from a physician has not been provided.

7. If a student is absent due to illness for more than 3 consecutive school days, a doctor's note is required.

Calvary Day School

Medication Administration Policy

Medication needed to prevent illness, relieve symptoms, control, or cure health problems will be administered during school hours. In compliance with The American Academy of Pediatrics and National Association of School Nurses, Calvary Day School will adhere to the following policies and procedures.

Administration of Medication by School Personnel

1. All medications should be given at home when possible.
2. The Calvary Day School nurse will administer scheduled, as needed, or emergency medications. If the nurse is unable to administer medication, the responsibility will fall to a designated staff member.
3. All students must have a completed Health Assessment Form along with other applicable forms on file for the current school year prior to medications given. An updated form is required for each school year.
4. Prescription medications must be prescribed by an authorized health care professional. Over-the-counter medications do not require a prescription unless needed on a regular or scheduled basis for longer than two weeks.
5. Each prescription medication requires a Prescription Medication Form completed, signed, and dated by the parent/guardian and physician. An updated form is required for each school year.

6. Over-the-counter medication requires an Over-the-Counter Medication Form completed, signed, and dated by the parent/guardian. An updated form is required for each school year.
7. The Parent/guardian may come to school and administer the medication directly to their child if they do not have a Prescription Medication Form or Over-the-Counter Form on file.
8. Non-prescription sunscreen, insect repellent, and diaper cream do not require Licensed Healthcare Professional orders but do require parent/guardian authorization.
9. All prescription medications and over-the-counter medications must be hand-delivered to the Calvary Day School nurse by the parent/guardian along with the required forms. Students are forbidden to have any prescription or over-the-counter medications in their possession other than Self-Carried Medications (see policy below.) Upon delivery, the school nurse or designated staff will count and record the number of doses in the container on the Medication Inventory Log.
10. All prescription medications must be in the original packaging and have the following:
 - Pharmacy name and number
 - Name of medication
 - Prescriber's name and number
 - Strength of Medication
 - Prescription number
 - Quantity
 - Date prescription was filled
 - Manufacturer
 - Student's first and last name
 - Instructions for administration
 - Instructions for Storage

*Parents can request the pharmacist for two labeled prescription bottles, one for home and one for school. Please request the pharmacist to apply the labels around inhalers rather than the box.

11. All over-the-counter medications (acetaminophen, ibuprofen, topical antibiotic cream, hydrocortisone cream, etc) must be in the original packaging and have the following:

- Product name
- Active Ingredients
- Purpose
- Uses
- Warnings
- Directions
- Expiration date
- Inactive ingredients
- Specific instruction for child, dose, etc

12. The school nurse will match the medication label with the correct permission form and instructions, document on the Medication Inventory Log, collect necessary information from the parent/guardian, and properly store the medication in a secure locked cabinet or refrigerator with temperatures between 36 and 46 degrees Fahrenheit separate from food.

13. The first dose of an antibiotic must be given at home.

14. A confidential Medication Administration Log in Renweb will be maintained on each student receiving medication.

15. In order to ensure safety and avoid errors when administering prescription medications, the school nurse or designate will verify the 5 rights as follows:

- Right name
- Right medication
- Right dose/amount
- Right time
- Right route

16. The parent/guardian is responsible for retrieving all unused medications from Calvary Day School when they are discontinued and/or the end of the school year. Medications not picked up within one week will be properly disposed of by the school nurse and documented on the Medication Inventory Log.

17. Calvary Day School will provide a stock supply of Acetaminophen, Ibuprofen, Diphenhydramine, Antibacterial Ointment, and Hydrocortisone cream. These will be in the appropriate form needed.

Off-Campus Events

1. It is the teacher's responsibility to notify the school nurse one week prior to a field trip or school-sponsored activity off-campus.
2. The school nurse will designate a Calvary Day School staff member to administer prescription, over-the-counter, and emergency medications.
3. On the day of the event, the designated staff member is responsible for picking up the necessary medications and paperwork (Prescription Medication Form, Over-The-Counter Medication Form, and Emergency Action Plans.)
4. The designated staff member is responsible for administering the correct medication to the correct student and documenting the student name, time, medication, dose, and route.
- 5.. The designated staff member is responsible for returning unused medication and all necessary paperwork listed above to the school nurse.

Self-Carried Medication

1. All emergency medication (epinephrine auto-injector, rescue inhalers, insulin and glucagon, diabetes supplies, etc) may be self-carried by Calvary Day School students with parent/guardian permission and the school nurse approval.

2. Prior to self-carrying of medication, the parent/guardian must provide an appropriate Action Plan from a licensed healthcare provider and a Student Agreement for Self-Carried Medication form. A new form is required for each school year.
3. The student must demonstrate mature and responsible behavior using their medication.
4. The student must dedicate a secure safe place to store self-carried medication in compliance with the manufacturer's directions. Students must keep the medication in their possession at all times or in the possession of Calvary Day School staff that will return the medication as soon as possible.
5. The privilege of self-administered medication may be revoked with proper cause.
6. Controlled substances and medications at risk for abuse are not appropriate for self-carry.
7. In the event, the student uses their self-carry medication he/she needs to communicate with the teacher or school nurse if symptoms do not improve.

Medication Removal in Response to Building Evacuation

1. In the event of a building evacuation, all emergency medications will be removed from the building by the following Calvary Day School designated staff:
 - Lower School teachers in the individual classrooms
 - Upper School principal or administrative assistant
 - Health Room school nurse or designee
2. Calvary Day School staff providing medication during an evacuation will be available by cell phone in the event emergency medications were needed by students.
3. Any emergency medication given during an evacuation will be documented per school policy listed above.

Calvary Day School Allergy Policy

Calvary Day School recognizes allergies can be very serious, even life-threatening, and will make every effort to reduce the risk of allergens providing a safe school environment for students physically, socially, and mentally. In compliance with the American Academy of Pediatrics and the National Association of School Nurses, Calvary Day School will adhere to the following policies and procedures.

Reducing the Risk of Allergens

1. The parent/guardian of the student with known allergies is responsible for communicating with the school nurse and teachers.
2. Lower school teachers will notify parents in advance of planned classroom activities and celebrations that include food. Calvary Day School can not guarantee that food prepared from homes or purchased is allergen-free. Therefore students with known allergies are required to provide their own allergen safe snacks for all classroom celebrations (ie birthdays, holidays, etc.) unless the parent/guardian of the student is physically present to give permission and remains with their child during the celebration or they give approval in writing of specific purchased food only prior to consumption.
3. The cafeteria will provide separate eating areas that are void of specific allergens. Other students with safe lunches are allowed to eat with him/her at the teacher's discretion.
4. All eating areas in the classroom and lunchroom will be thoroughly cleaned removing all visible contamination.
5. Students will be required to wash their hands before and after eating.

Parent/Guardian Responsibilities

1. In addition to the online Health Assessment Form a current Food Action Allergy Plan must be completed and signed by the parent/guardian and physician and submitted to the school nurse prior to the first day of school. A new form is required for each year. A copy of the Action Plan will be distributed to the appropriate teachers and information pertaining to a student's allergies will be shared with Calvary Day School staff who have immediate contact with the student.
2. Epinephrine auto-injectors are required in the event of an allergic reaction. The parent/guardian of the student with known allergies is required to supply a minimum of one 2-pack epinephrine auto-injectors. Lower school teachers will keep the epinephrine auto-injectors in the classroom and carry it at all times in a red First Aid bag along with the Food Action Allergy Plan.
3. Students requiring emergency medication for anaphylactic reactions may self-carry epinephrine auto-injectors (see Self-Carried Medication policy) or store them in the Health Room.
4. The parent/guardian is responsible for educating their child to manage their allergy at school, encouraging the child to ask questions, or ask for help if he/she is unsure of food choices.
5. The parent/guardian is responsible for communicating changes in student allergies and health needs to the school nurse.
6. It is the responsibility of the parent/guardian to inform the athletic trainer, coaches, or Calvary Day School staff overseeing school-sponsored afterschool activities of student allergies. The parent/guardian of the student with allergies is responsible for providing the emergency medication and the appropriate paperwork (Allergy Action Plan.)

Calvary Day School Responsibilities

1. Calvary Day School will supply a one 2-pack supply epinephrine auto-injector for general emergency use stored in the health room. The school nurse is responsible for the epinephrine auto-injector storage and expiration date.
2. A standard Emergency Protocol will be followed for students who do not have an Allergy Action Plan on file.
3. If a student experiences an anaphylactic reaction and the epinephrine auto-injector is administered, the EMS protocol will be activated and the parent/guardian or emergency contact will be notified immediately.
4. Anaphylaxis training will be provided to all staff who provide education/care for the student with allergies before the start of the school year.
5. Calvary Day School reserves the right to exclude a student from participating in athletic events and school-sponsored after school activities if the parent/guardian has not provided the appropriate paperwork or medication of the student with allergies.
6. Lower school teachers are responsible for keeping student epinephrine auto-injectors and necessary paperwork in a red First Aid bag with them at all times during the school day. In the event the student goes off-campus for a field trip or school-sponsored event, the designated staff will be responsible for carrying the red First Aid bag.
7. In the event of a building evacuation, all emergency medications will be removed from the building by Calvary Day School staff (see Medication Removal in Response to Building Evacuation.)

Calvary Day School Asthma Policy

In an effort to create a safe and supportive learning environment for students diagnosed with asthma, Calvary Day School will adhere to the following policies and procedures recommended by the Center for Disease Control, The American Lung Association, and The American Academy of Pediatrics.

Parent/Guardian Responsibilities

1. In addition to the online Health Assessment Form a current Asthma Action Plan must be completed and signed by the parent/guardian and physician and submitted to the school nurse prior to the first day of school. A new form is required for each year. A copy of the Asthma Action Plan will be distributed to the appropriate teachers and information pertaining to the student's asthma will be shared with Calvary Day School staff who have immediate contact with the student.
2. The parent/guardian of the student with asthma is required to supply the prescribed medication and equipment used to treat the student. We request that you provide an Aerochamber or mask so that the medication can be administered properly. Lower school teachers will keep the medication and equipment in the classroom of the student with known asthma and carry it at all times in a red First Aid bag along with the Asthma Action Plan.
3. Students requiring medication and equipment for asthma may self-carry with parent/guardian permission (see Student Agreement for Self-Carried Medication policy) or store the medication in the Health Room.
4. The parent/guardian is responsible for educating their child to manage their asthma at school, to ask questions, or to ask for help.

5. The parent/guardian is responsible for communicating changes in the student's asthma and health needs to the school nurse.

6. It is the responsibility of the parent/guardian to inform the athletic trainer, coaches, or Calvary Day School staff overseeing school-sponsored afterschool activities of the student with asthma. The parent/guardian of the student with asthma is responsible for providing medications within the expiration date and the appropriate paperwork necessary (Asthma Action Plan.)

Calvary Day School Responsibilities

1. A student with asthma experiencing breathing difficulties that do not improve with the use of prescribed inhalers should be referred to the Health Room. The student must be escorted by Calvary Day School staff.

2. Calvary Day School will supply two inhalers with disposable spacers for general emergency use stored in the health room. The school nurse is responsible for the storage and expiration date.

3. A Standard Asthma Emergency Protocol will be followed for students who do not have an Asthma Action Plan on file.

4. If a student experiences asthma symptoms the parent/guardian or emergency contact will be notified immediately.

5. Training will be provided to all staff who provide education/care for the student with asthma before the start of the school year.

6. Calvary Day School reserves the right to exclude a student from participating in athletic events or school-sponsored after school activities if the parent/guardian has not provided the appropriate paperwork and medication of the student with asthma.

7. Calvary Day School's lower school teachers are responsible for keeping student inhalers and the necessary paperwork in a red First Aid bag with them at all times during the school day. In the event the student goes off-campus for a field trip or school-sponsored event, the designated staff will be responsible for carrying the red First Aid bag.

Calvary Day School Seizure Policy

Students with seizures and epilepsy experience complex and unique issues in the school setting due to the unpredictable nature of seizures. Following the recommendations of the American Academy of Pediatrics and the National Academy of School Nurses, Calvary Day School will enforce the following policies.

Parent/Guardian Responsibilities

1. The parent/guardian is required to provide a completed individualized Seizure Action Plan for the student that is developed collaboratively among the family and the prescribing professional. An updated form is required for every year.
2. The parent/guardian is responsible for communicating changes in the student with seizures as needed.
3. The least restrictive choice of medication is recommended (ie buccal or nasal route) for the student.
4. It is the responsibility of the parent/guardian to inform the athletic trainer, coaches, or Calvary Day School staff overseeing school-sponsored afterschool activities of the student with seizures. The parent/guardian of the student with seizures is responsible for providing medications within the expiration date and the appropriate paperwork necessary (Seizure Action Plan.)

Calvary Day School Responsibilities

1. The school nurse will communicate occurrences of seizure emergencies and medication administration to the parent/guardian or emergency contact as soon as possible.
2. All seizures will be documented (start time, length of seizure, medications administered.)
3. The school nurse will provide seizure and epilepsy training to Calvary Day School staff if applicable prior to the start of the school year.
4. All emergency medication will be readily available to students in the Health Room.

5. In the event of an off-campus school-sponsored event, it is the teacher's responsibility for taking the emergency medication and a copy of the Seizure Action Plan (see Off-Campus Event policy.)

6. The school nurse will activate the Emergency Medical Service if the following occurs

- The student has a first-time seizure
- The seizure lasts longer than 5 minutes
- The student has repeated seizures without regaining consciousness
- The student is injured or has diabetes
- The student has breathing difficulties
- Any concerns with airway, breathing, circulation, or other vital signs

Calvary Day School Diabetes Policy

Appropriate diabetes care in the school setting is necessary for the student's immediate safety, long-term well being, and optimal academic performance. To facilitate the appropriate care of the student with diabetes, Calvary Day School will follow the recommendations of the Center for Disease Control Prevention, The American Academy of Pediatrics, and The American Diabetes Association and adhere to the following policies and procedures.

Parent/Guardian Responsibilities

1. The parent/guardian is required to provide an individualized Diabetes Health Care Plan developed and signed by the student's healthcare provider before the start of the school year. This Care Plan should specify blood glucose monitoring, insulin administration, meals and snacks, symptoms and treatment of hypoglycemia and hyperglycemia, testing for urine ketones and appropriate action to take. An updated form is required every year.
2. The parent/guardian is responsible for providing Calvary Day School with all materials, medications, and equipment necessary for blood glucose testing, insulin administration, and urine ketone testing.
3. The parent/guardian is responsible for the maintenance of the blood glucose testing equipment and must provide materials to ensure proper disposal.
4. The parent/guardian is responsible for supplies to treat hypoglycemia (insulin, snacks, and a glucagon emergency kit if indicated in the Diabetes Health Care Plan.)
5. The parent/guardian is responsible for providing information about the student's meal/snack schedule.
6. It is the parent/guardian responsibility to communicate with the athletic trainer, coaches, or Calvary Day School staff overseeing school-sponsored afterschool activities of the student with diabetes. The parent/guardian of the student with diabetes is responsible for providing medication, material, forms, and equipment needed within the expiration date.

Calvary Day School Responsibilities

1. Training will be provided to all staff who provide education/care for the student on the symptoms and treatment of hypoglycemia and hyperglycemia and emergency procedures prior to the start of school.
2. A minimum of two designated staff will be trained to perform fingerstick blood glucose monitoring, take appropriate actions for blood glucose levels outside of the target ranges, test for urine ketones, and respond appropriately.
3. In the event of an off-campus school-sponsored event, it is the teacher's responsibility for taking medications, materials, and equipment needed along with a copy of the Diabetes Health Care Plan (see Off-Campus Event policy.) The teacher will be trained to assist or supervise the student as needed.
4. In the event of a building evacuation, all emergency/rescue medications will be removed from the building by Calvary Day School staff (see Medication Removal in Response to Building Evacuation.)
5. A school nurse or designee will be available during school hours to assist with necessary diabetes procedures and treatments.
6. A student experiencing hypoglycemia should never be left alone, sent anywhere alone, or escorted by another student.
7. The health room will offer a private area for blood glucose testing and insulin administration. The student may also choose to check his/her blood glucose level and treat it as needed anywhere he/she is during school hours if indicated in the Diabetes Health Care Plan.
8. The student has permission to eat a snack anywhere and anytime necessary to treat hypoglycemia.
9. The student has permission to use the restroom and have access to fluids (water) as necessary.
10. All glucagon will be safely stored in the Health Room unless the student has permission to self-carry (see Self-Carried Medication policy) or it is in the possession of the teacher in the red First Aid bag.

Student Responsibilities

1. The student should provide self-care for their diabetes during school hours with parent/guardian consent that is appropriate for their age and ability. This will be agreed upon by the school nurse, the parent/guardian, and the healthcare provider.
2. The student is expected to respond to blood glucose levels as quickly and conveniently as possible indicated in his/her Diabetes Health Care Plan.
3. A student with low blood sugar may require assistance from trained staff and should be supervised until his/her blood glucose value has returned to normal.

Calvary Day School Concussion Policy

Calvary Day School recognizes students can get a concussion in various settings at school or outside of school. Recognition and proper response to concussions when they first occur can help aid recovery and prevent injury. In compliance with the Center for Disease Control and Prevention and the American Academy of Pediatrics, Calvary Day School will adhere to the following policy and procedures.

1. Any student that has been sent to the health room for a bump, blow or jolt to the head or body will be observed by the school nurse or designee at their discretion for signs and symptoms of a concussion.
2. The Concussion Signs and Symptoms Checklist will be completed when necessary.
3. The parent/guardian or emergency contact will be notified the student has a head injury.
4. The school nurse is responsible for communication with the necessary Calvary Day School staff.

Student without Signs and Symptoms of Concussion

1. The student may return to class. Participation in PE, playground time, or school-sponsored sports on the same day of the injury will be at the school nurse or designated staff members discretion.
2. A copy of the completed Concussion Signs and Symptoms Checklist will be sent home with the student for his/her parent/guardian to review and to continue observation.

Student with Signs and Symptoms of Concussion

1. The school nurse will recommend the parent/guardian or emergency contact to take the student to a healthcare provider.

2. A copy of the completed Concussion Signs and Symptoms Checklist will be given to the parent/guardian or emergency contact for the healthcare provider to review.
3. The student will not be allowed to return to PE, playground time, or school-sponsored sporting activities without a written return to learn plan from the physician.
4. In the rare case a student shows signs of a more serious brain injury, 911 will be called (loss of consciousness.)

Students may also get a concussion when doing activities outside of school. No matter where a concussion occurs, Calvary Day School will work with the student to prevent further injury and to help with recovery.

*Calvary Day School reserves the right to update all policies throughout the year.

**The Healthroom Handbook policies and procedures are current as of 08/09/2021*

ADDENDUMS TO THE 2020-2021 HEALTHROOM HANDBOOK DUE TO COVID-19

- If a student is absent 3 or more days due to a COVID-19 exposure or a confirmed case he/she is not required to provide a note from his/her healthcare provider unless returning before the required quarantine period.
- All students with permission to self-carry medications who need to use their inhaler during the school day must use it outdoors or come to the Health Room (E1102) to use where social distancing and proper cleaning and disinfecting will be supervised.
- All students requiring scheduled or as-needed use of an inhaler during the school day must provide their own aerochamber/mask in order to use during the school day.

*Calvary Day School reserves the right to update this policy throughout the year.

**These addendums are current as of 08/09/2021 and subject to change as needed.*