

Dear Parent/Guardian:

Welcome to our school district. We are pleased you will be joining our school community and hope that your family finds this to be a healthy and supportive learning environment. Please take a moment to read the following information about the nursing services provided at school. If your child has special health care needs, requires medication or health treatments during the school day, or has a chronic health condition, please contact your child's certified school nurse so that we can prepare for his/her entry into school.

The nurse's office is staffed by a certified school nurse or support nurse (RN or LPN). The certified school nurse, when not in the building, is on call during school hours. ***Students must secure a pass from the teacher to visit the nurse's office.***

### **EMERGENCY INFORMATION FOR SUDDEN ILLNESS OR INJURY**

Student Medical information and Emergency Contact information facilitates the care of an ill or injured student as well as provides nursing office staff with routine contact and release information. *Only those persons, (including parents/guardians), indicated on a student's contact list in power school will be contacted and can give permission for the student to leave the building.* In Elementary and Middle School, the child must be picked up from the nurse's office.

Please consider that facilities are available for temporary care only. Parents should develop a plan that would allow their child to be picked up from school within a half hour of notification of an illness or an injury.

It is essential that parents keep their emergency contact information current. Please update (in Powerschool), **EACH SCHOOL YEAR**, your **emergency contact numbers/medical information** for each child in your household that attends the District Schools.

### **MEDICAL INFORMATION:**

Parents/Guardians are required to complete the Medical Information page on the parent/guardian Dashboard account for their child. **This will need to be done when your child's registration is complete and your child has started school in the Mt. Lebanon School District and yearly thereafter.** This will ensure that we have the most current medical information.

### **ALLEGHENY COUNTY SCHOOL IMMUNIZATION REQUIREMENTS**

28 PA.Code, Chapter 23, Chapter C requires that all children, Kindergarten through 12th , including all public, private, parochial, intermediate unit and home schooled students, show written proof of immunizations before they can attend school in the Commonwealth of Pennsylvania. **Your child will not be permitted to attend school until proof of immunizations have been submitted and approved by the Certified School Nurse.** Please contact your child's school nurse; the Allegheny County Health Department or your child's Primary Caregiver with any questions or concerns

Students who are entering school are required to have the following properly spaced vaccines:

- 4 doses of Tetanus, Diphtheria and Acellular pertussis
  - 1 dose on or after 4th birthday; 3 doses if series started on or after 7 years of age
- 4 doses of Polio
  - 4th dose on or after 4th birthday or 3 doses if last one is on or after 4th birthday with proper spacing
- 2 doses of Measles, Mumps, Rubella (usually given as MMR)
  - 1st one on or after 1st birthday
- 3 doses of Hepatitis B with proper spacing
- 2 doses of Varicella (chicken pox)

- 1st one on or after 1st birthday
- OR written statement from physician/designee/parent indicating month and year of disease
- OR serologic proof of immunity

Students entering GRADE 7 are required to have the following vaccines **PRIOR** to the first day of school in addition to the above vaccines:

- 1 dose of Tetanus/Diphtheria/Pertussis (Tdap)
- 1 dose of Meningitis (MCV4)

Students entering GRADE 12 are required to have the following vaccine in addition to the above vaccines:

- 2nd dose of Meningitis (MCV4)

A child entering school on the first day must have had at least one dose of the above vaccinations or risk exclusion.

- If the child does not have all the doses listed above, and the next dose is medically appropriate, (with the proper spacing), the child **must receive** that dose within the first five days of school or risk exclusion
- If the next dose is not the final dose of the series and/or the next dose is not medically appropriate, the child must provide a medical plan, signed by a Pennsylvania Licensed Physician, Physicians Assistant and/or Certified Registered Nurse Practitioner indicating when and/or if the immunization will be administered. This medical plan is due within the first five days of school or risk exclusion.

The Allegheny County Health Department (412-578-8060) is available to provide school required vaccines to children. Please refer to their website

(<https://www.alleghenycounty.us/healthdepartment>).

Pennsylvania Immunization regulations:

<https://www.health.pa.gov/topics/Documents/School%20Health/SIR8.pdf>

<https://www.health.pa.gov/topics/Documents/School%20Health/SIR5.pdf>

### **MEDICAL EXEMPTIONS**

Only Pennsylvania Licensed Physicians, Doctors of Osteopathy, Physicians Assistant, Certified Registered Nurse Practitioners and/or designated Health Department personnel can sign for medical exemptions. Chiropractor's certifications for medical exemptions are not acceptable. A medical exemption for a specific antigen (s) should be documented in the statement of exemption. All other immunizations are still required.

### **RELIGIOUS EXEMPTIONS**

Statements of religious exemptions or strong or ethical conviction opposing immunization must be submitted in writing and signed by a parent/guardian, stating reason and to which vaccines the child is exempt from.

If a child is exempt (medical or religious) from immunizations, he/she/they may be removed from school during a disease outbreak.

### **ILLNESS/INJURY**

Basic health care is available in the nurse's office for any illness or injury that occurs during the school day hours. Parents are notified for an illness or injury as the case warrants. By law, nurses are not permitted to make a diagnosis and or prescribe treatment.

The district is not equipped to provide advanced emergency care. Students needing urgent medical attention (per the direction of the nurse) will be transported to an emergency care facility by a local ambulance service. Parents/Guardians will be notified in a timely manner in regards to the need for this.

Parents/guardians should contact their child's certified school nurse for any special healthcare needs of their child(ren) or if your child requires medication during the school day hours. Also, please keep this information current to insure that your child is receiving the best care possible.

Information regarding your child's health status may be shared as needed with school personnel that your child comes in contact with.

If a child needs to utilize any mobility device - such as crutches, walkers, etc and or needs the use of the elevator, a note from a licensed healthcare provider will be required with beginning and end dates for such.

The district maintains a policy of Universal or Standard Precautions (procedures that are designed to reduce the risk of transmission of bloodborne pathogens) to insure the health, safety and welfare of our students and staff.

## **INFECTIOUS DISEASE MANAGEMENT**

Mt. Lebanon School District Health Services Department utilizes the Allegheny County Health Department "Guide to Infectious Diseases for Schools and Daycare Centers" when determining if a child should be sent home for illness or disease and when a child should return to school after an infectious illness.

A sick child may not learn effectively and may not be able to participate in classes in a meaningful way. Keeping a sick child home helps to prevent the spread of illness in the school community and allows the child an opportunity to rest and recover.

**Please utilize the following guidelines when determining if your child is well enough or not to attend school:**

- Acute cold/cough - where the student is unable to function or concentrate at school
- Nausea/vomiting/diarrhea - children should be free from vomiting/diarrhea for 24 hours before returning to school
- Temperature of 100 degrees or above - children should be fever free for 24 hours without the use of fever reducing medication to return to school
- Contagious illness - such as strep throat - conjunctivitis - any illness or disease process that the use of an antibiotic is required - the child should be on the antibiotic for a full 24 hours prior to returning to school
- Suspected contagious disease/rash - if your child is sent to school with a suspected contagious disease/rash, a parent/guardian will be contacted to pick your child up, a diagnostic referral will be given for your child to be seen by his/her health care provider. The diagnostic referral must be completed and the student cleared for re-admittance by a licensed healthcare provider **prior to the student returning to school**. The student must then be checked into school through the nurse's office with the completed Diagnostic referral.
- The Centers for Disease Control (CDC) recommends that "people with influenza-like illness remain at home until at least 24 hours after they are symptom free."
- If your child displays any COVID-19 symptoms or is awaiting the results of a COVID-19 test, please keep your child home until diagnosis is confirmed. Please notify your child's school nurse.
- If your child is COVID-19 POSITIVE, please notify your child's school nurse and follow the CDC protocol for quarantine. Your child will need to remain at home for 5 days with the onset of symptoms or a positive Test (if no symptoms), being Day zero ... returning to

school/activities on Day 6 ...with a recommendation to mask for 5 days after returning...according to the CDC guidelines.

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>

## **FOOD AND ENVIRONMENTAL ALLERGIES**

Due to the increasing number of children with food related allergies/restrictions, food provided for school sanctioned events should not contain nuts or peanut ingredients. Foods sold in the cafeteria are clearly labeled - parents/guardians may also contact the Food Service Department for ingredient lists. Students are responsible for choosing their food purchases.

A health and safety procedure is established for all students with life threatening allergies. Parents/guardians are asked to contact their child's certified school nurse to discuss the health and safety procedures for their child at the beginning of the school year and as needed throughout it.

In the event of a life threatening allergic reaction, (known and unknown allergies), Epinephrine Auto Injectors are available and may be used by trained staff throughout the school complex. (either on their person, if self carry and self administer orders are obtained or in their schools nursing office with appropriate medication orders.)

## **HEAD LICE**

The positive action of reporting an incidence of head lice to your child's school cannot be overstated. Parents who treat their child for lice and do not report it to the school risk the infestation of others and the reinfestation of their own child. When the nurses office is notified of a student with a positive case of live lice, the following occurs:

- Parent is contacted
- Child sent home for treatment
- Child rechecked by nursing staff upon return to school after treatment has been completed
- Continued checks for 4 weeks
- The class of the infected person may be checked with confidentiality being maintained.

Parents/guardians of children found to have only nits after treatment will be contacted to check their child's head and remove the nits, but are not excluded from school.

## **HEALTH INSURANCE**

If your child does not have health insurance, free or low cost coverage is available through Pennsylvania's Children's Health Insurance Program, (CHIP). CHIP is administered by the Pennsylvania Insurance Department. Applications for CHIP are available in all the school nurses offices or you may call 1-800 -986 KIDS. <http://www.chipcoverpakiksa.com/>

## **HOMEBOUND INSTRUCTION**

When lengthy illness (more than 10 days) prevents a student from attending school, homebound instruction may be requested by the parent. The parent must obtain a written statement from a physician describing the need for homebound instruction. When approved, the school arranges for certified teachers to instruct a student at home or in the hospital for five (5) hours per week. During homebound instruction, the student is considered present in school for attendance purposes.

When homebound instruction is no longer needed, a clearance note from a Pennsylvania Licensed Physician , Physicians Assistant and/or Certified Registered Nurse Practitioner is needed in order for the student to resume in person instruction.

Forms to request instruction are available in the principal's office. Homebound instruction is intended for short term absences of a month or less. All notes from healthcare providers will need to be turned into the nurses office.

### **HOSPITALIZATION**

When a student is in a hospital or any type of inpatient rehabilitation program, the parent should inform their child's Principal **AND** Certified School Nurse. When the student is ready to return to school, the parent should notify:

- The Principal, Certified School Nurse and School Counselor in advance and a meeting requested with the parent and student for planning purposes
- Provide a note from a Pennsylvania Licensed Physician, Physician's Assistant and/or a Certified Registered Nurse Practitioner with date of return to school and any accommodations that may be needed.

### **PHYSICAL EDUCATION/RECESS EXCUSES**

Your child may be excused from physical education for two (2) consecutive classes with a note from a parent/guardian stating the reason for such.

If your child needs to remain out of physical education and/or recess for longer than two (2) consecutive classes, a note signed from a Physician, Certified Nurse Practitioner or Physician's Assistant will be required thereafter.

That note should include the following:

- reason for exclusion from physical education classes and/or recess (if Elementary) and dates to be excluded
  - In ELEMENTARY - a student will need to be fully released to participate in physical education classes and recess.
- If a child is out of physical education classes for any medical reason, then they are also out of recess (if Elementary).
- If an Elementary child is out of recess, then they are also out of physical education classes.
- any accommodations that will be needed (for SECONDARY only)
- if any mobility device or elevator will be needed, the licensed provider must state that on their note and the dates required
- the length of exclusion - a note is required for a student to return to any activity once being out for a medical reason.
- If a student has any type of sling, brace, ace wrap, stitches, etc. on their body they are to be excluded from gym and recess until it is removed by a licensed healthcare provider and a note stating such.
- If your child will not be able to participate in physical education classes or recess due to a lengthy, chronic condition, physical education accommodations may be able to be made with a licensed health care provider's order. Please contact your child's certified school nurse **and** their physical education teacher for assistance with this.

### **RE-ADMITTANCE AFTER FIVE (5) DAYS OF ABSENCE**

Parents are encouraged to notify the nurse of any illness or injury which results in a long absence from school. A parent's written statement for a school absence related to illness is generally all that is required, however, in special circumstances, a Pennsylvania Licensed Physician's statement may be requested.

### **HEALTH MANDATED PROCEDURES**

According to Pennsylvania School Health Chapter 23 - Section 1402, the following screenings and examinations are mandated for school age children. The yearly **screenings** are performed by the certified school nurses and their assistants and should not be substituted for regular check-ups with your child's physician. The **examinations** need to be performed by a Physician/Physician's Assistant/Certified Nurse Practitioner/Dentist. A chiropractor exam is not acceptable for a child's physical examination.

### **SCREENINGS FOR STUDENTS IN GRADES K-12:**

- Height/Weight/BMI (Body mass index)
- Vision

### **SCREENINGS FOR STUDENTS IN GRADES K-3; 7 AND 11 (and new students):**

- Hearing

### **SCREENING FOR STUDENTS IN GRADES 6 AND 7 (and new students):**

- Scoliosis

If a student does not pass any portion of the mandated screenings, a referral will be sent home to the parent/guardian.

If a parent/guardian/teacher has any concerns regarding a vision or hearing issue, please contact that child's certified school nurse to discuss.

### **EXAMINATIONS FOR STUDENTS IN GRADES K, 6 AND 11**

- Physical exam

NOTE: 6th grade exams should include a scoliosis screening

### **EXAMINATIONS FOR STUDENTS IN GRADES K, 3 AND 7**

- Dental exam

### **NEW STUDENTS:**

- Physical Exam
- Dental Exam

It is recommended that these examinations be completed by your private physician/dentist who is more familiar with your child's medical history. The required examinations may be done within one year from the start of the child's current school year.

If you are unable to have these examinations completed by your child's private physician/dentist, our school physician and/or dentist will be able to complete the examination (at no cost to the parent/guardian) with a parent/guardian permission form completed. Please contact your child's certified school nurse for permission form.

### **MEDICATION (PRESCRIPTION AND NON-PRESCRIPTION)**

The administration of medication, both prescription and non-prescription, during school hours, is strongly discouraged for safety reasons and to limit traffic in the nurse's office. However, if a Pennsylvania Licensed Physician, Physicians Assistant and/or Certified Registered Nurse Practitioner deems it medically necessary for a student to take a FDA approved medication, either prescription or non-prescription, during the school day, please abide by the following procedure:

- Medication orders must be dated **on or after July 1st of the new school year**

- Both prescription and over the counter (non-prescription) medications require an order form a licensed prescriber.
- A new medication order is required for each medication that the student is prescribed (example: Benadryl and an Epinephrine Auto Injector need two (2) different orders).
- Each medication requires the signature of a Pennsylvania Licensed MD/DO, CRNP or PA **AND** the student's parent/guardian. The medication form must be turned in to the nurse's office before any medication can be given by the nurse.
- Prescription medication must come in the labeled pharmacy container with the current dosing instructions on the label.
  - Each time there would be a dosage change of the same medication, a new order, along with a new pharmacy labeled container with new instructions must be submitted.
- Over the counter medication must come in the original, unopened container and must match the dosage/type on the medication form. (example: if *liquid* Tylenol is ordered then *liquid* Tylenol must be brought in).
- Please be mindful of the medication's expiration date. Expired medications cannot be administered in the school district.
- No Herbal remedies/oils are FDA approved for administration in a school setting
- Parent/Guardian must bring the medication prescribed to the nurse's office at the school where the child attends.

It is the responsibility of the student to report to the nurse's office for his/her medication. Please remember that your child may not receive his/her medication if these procedures are not followed.

Per the state of Pennsylvania, students are only permitted to self carry/self-administer the following medications:

- Epinephrine Auto Injectors
- Rescue Inhalers
- Diabetic medications/supplies

**Please be aware it is a violation of the district's drug and alcohol policy to self-carry/self administer any medication with the only exceptions being: Rescue Inhalers, Epinephrine Auto Injectors and insulin pumps/pens/supplies.**

In order for students to self- carry/self-administer the above mentioned emergency medications the following steps are required:

- All paperwork must be completed and submitted to the nurse's office
- Paperwork is reviewed by a certified school nurse and the student completes the self carry assessment with the certified school nurse in order to self carry/self administer their medication.

Mt. Lebanon School District reserves the right to withdraw permission to self-carry and administer said medication, if at any time, the student is unable to demonstrate responsible behavior in carrying and/or taking the medication.

Refer to the Medication Policy for complete details on medication administration.

8/10/2023; 8/30/2023