

## Friends School Health and Safety Community Code of Conduct 2023-24 School Year

In order to maintain an orderly, thriving and secure educational environment for the students, faculty, staff and families/caregivers of Friends School, the School has implemented health and safety protocols, including policies and procedures designed to reduce the spread of COVID-19. Below, you will find a comprehensive list of policies and procedures in place for the 2023-24 school year. With full commitment from the community, we believe we can uphold in-person teaching and learning, five days a week, for all students.

It is imperative that all members of our school community remain committed to the safety policies and procedures to assist us in keeping students, staff, and faculty healthy and on campus. The School expects families and employees to comply with Health & Safety Protocols. The following agreements represent a shared commitment to uphold our community's health and well-being:

### COVID-19 Policies

We will continue to follow CDC guidelines with respect to COVID-19. All community members are expected to adhere to the directives of applicable federal, state, and local government health departments to reduce the spread of COVID-19.

- **Exposures to COVID-19** - If you or someone in your household tests positive for COVID-19, please notify the Nurse and follow the appropriate actions outlined on the COVID-19 Guidelines page. If you are unsure about whether you have been exposed, please reach out to the Nurse's office for guidance.
- **Contact Tracing** – in accordance with the Baltimore City Health Department, FSB will only conduct contact tracing in the case of a cluster of three or more covid cases that are related (i.e. from a single sports team or within a single homeroom).
- **Vaccination** - The School recommends eligible students receive a COVID 19 vaccine for their personal health and safety. The health of our community depends on everyone's cooperation in helping to stop the spread of COVID-19.
- **Face Masks** – Friends School is operating under mask-optional status. Disposable masks will continue to be available at school.

### Sick Policy

If students are absent due to a serious illness or injury- and are absent more than 3 days- a medical provider note is required. If a student sustains a concussion- a provider note is needed for a return to athletics and if any school accommodations are needed to support the student.

If an individual is exhibiting ANY signs of illness, please keep them home and contact the Nurse's Office and your division's administrative assistant. If students begin to exhibit any of these symptoms, they will need to be picked up within one hour of notice:

- **A fever of 100.0 or higher.** Students must be fever free for 24 hours, without the use of medication before returning to school.
- **Head Lice** - Students will need to be picked up from school and be treated. The following day they may return - please have them see the nurse for a head check. If live lice are found- they will need to return home for further intervention.

- **Diarrhea and/or vomiting** - Students must be symptom free for 24 hours prior to school return.
- **Conjunctivitis (pink eye)**- After diagnosis, students must remain home for 24 hours after the start of medication, and have no discharge present.
- **COVID 19** - Persons with symptoms of COVID-19 or a positive test should follow our COVID-19 protocols.

### **Vaccinations and Immunization:**

The Maryland Department of Health posts immunization requirements each year for children matriculating in school. The current requirements can be viewed [here](#). Friends school requires all students to maintain compliance with these requirements. If a student is not up-to-date on vaccinations, that student will not be allowed to participate in academic or extra-curricular programs.

Friends School will honor any religious exemptions. Exemptions must be declared on the vaccination form, which is available in the Magnus Portal.

### **Optional Vaccinations:**

- Flu Shot - All students and employees are encouraged to receive a flu shot each year.
- Covid-19 – All students and employees are encouraged to stay up-to-date with the latest COVID-19 vaccines and boosters. We will not be asking for proof of vaccination.

### **Medical Forms:**

Annual Health forms are available for download through the Magnus Portal, accessible through the Resources page in MyFriends. These forms assist the nurses in providing appropriate care for all students. We recommend that your provider give the forms to you rather than the provider office sending them to the school. That system allows for easier tracking if need be.

**The Annual Medical Provider Statement**, vaccination documentation, allergy/asthma plans, and medication administration forms **MUST** be submitted by August 1<sup>st</sup>. If a student’s annual physical is not scheduled until after August 1<sup>st</sup>, families must ask their provider to complete these form based on the most recent physical. This deadline allows for the school nurses to review and approve all forms prior to the first day of school. Students will not be permitted to attend school or extra-curricular activities until all forms are submitted and approved.

**Emergency Contacts** - Parents must complete and submit all required student medical forms prior to the first day of school. Parents must provide at least 2 emergency contacts who are able to pick up your child from the School within one (1) hour of receiving a call from the school if your child presents with a fever or becomes ill during the school day.

**Allergy and Asthma Action Plans** must be completed by a medical provider. These forms can be found in the Magnus Portal. In addition, Emergency medications are to be provided to the school by the family and accompanied by a medical provider order form. After notifying the nurse of any food allergies, please speak with our dining services manager at 410- 649-3249. Please be aware Friends is not a nut-free school. However, we are “nut-aware” and are mindful to keep those with nut allergies free from contaminants. Students in Pre-Primary and Lower school will be contacted by their teacher for particulars/details regarding care while at school. Families are responsible for providing any allergy medications including antihistamine and epinephrine, as well as asthma medications such as inhalers.

**Allergy and Asthma Medication Storage:**

- Pre-Primary medications are stored in the Pre-Primary office.
- Lower School medications are stored in the Health Center.
- Middle School medications are stored in the Middle School office. Some students may be able to carry their medications with them with permission.
- Upper School medications are stored in the Health Center, unless families prefer their student to self-carry their medication.
- Allergy and Asthma medications will be needed for all school trips. Middle school and Upper school students traveling off campus for afterschool sports, trips, or meetings will need to have an EpiPen and Benadryl with them. For Pre-Primary, Lower School and Middle school students taking a day trip away from campus, the nurse will send the emergency supplies with the student or faculty chaperone.

**Over-the-Counter Medication Administration:**

The Back to School forms include permissions for the nursing team to dispense various over-the-counter medications to students. Medications will only be dispensed to students if this form is completed, and only medications pre-approved by families will be administered as needed.

**Prescription Medication Administration:**

The nurses partner with families to ensure students with medical needs receive prescription medication through the day as needed. Please contact the nurses to discuss any medications that will need to be administered during the day, including stimulant medication, insulin or any other medication not listed on the over-the-counter permissions form.

**Statement of Care of Students with Chronic Health Concerns**

The nursing team at Friends School is dedicated to ensuring a safe and healthy environment where all students can thrive, regardless of healthcare needs. The nurses will work with families to develop care plans that address individual needs. Please contact the health center directly if you need to discuss your student's health needs.

**Emergency Medical Response**

Friends School maintains a supply of epinephrine, albuterol and Narcan. EpiPens are located throughout campus in the administrative offices, the gym, and the health center. A rescue inhaler is located in the health center for students with asthma who do not have their inhaler available for any reason. Narcan is stored in the health center.

AED Devices are strategically located throughout the campus. Locations include:

- Pre Primary Building- second floor hallway - top of steps to the right
- ZAC Lobby- to the right of the front entrance
- Gymnasium Lobby- to the right of the entrance doors
- Fitness Center- lower entrance to Cafeteria, to the right
- Athletic Training Room- to the right of the office door
- Nurse Hallway- Lower School near room 215

- Middle School Lobby- to the right of the main entrance
- Upper School Main Office- on the book case
- Math and Science Building- second floor hallway - top of steps
- Forbush building- near Senior Hall
- Maintenance Building- lunch room

The School reserves the right to modify its Health & Safety Protocols more strictly or more leniently as situations change throughout the year.

THANK YOU in advance for helping us keep our students safe and healthy. Your diligence and willingness to uphold our community norms is greatly appreciated!