

## STUDENT HEALTH SERVICES REGULATION

*A. Immunization*

Each student must present a record of immunization upon registration signed by a doctor or certified by a clinic. Students will not be allowed to attend classes without proper immunization as per NYS Department of Health.

Students with legitimate religious or health reasons with the proper documentation to certify the condition may be exempted from the requirements.

*B. Administering Medication to Students in School*

The administration of prescribed medication to a student during school hours is permitted only when the medication is necessary to allow the student to attend school or failure to administer the medication would seriously affect the student's health.

Parent/guardians must present the following information:

1. a prescription from the family doctor containing the following information: student's name, the date and name of the medicine, dosage and time to be administered.
- 2-a. a note from the parents/guardians giving permission to administer the medication; or
- 2-b. a Medication Request Form filed with the school-nurse.

The school nurse shall develop procedures for the administration of medication, which require that:

1. all medications will be administered by the school nurse, the Superintendent or designee;
2. medications shall be securely stored in the office and kept in their original labeled container, which specifies the type of medication, the amount to be given and the times of administration;
3. the school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of each instance of administration; and
4. all medications shall be brought to school by the parent/guardians and shall be picked up by the parent/guardians at the end of the school year or the end

of the period of medication, whichever is earlier. If not picked up within five days of the period of medication, the medication shall be discarded.

### *C. Student Medical Exams*

In accordance with Section 903 of the state Education Law, each student shall have a physical exam given by the school doctor or family physician upon entrance to school and at grades A, 1, 3, 7 and 10. Findings are to be kept on record at the school on forms that can be obtained from the school nurse.

### *D. Illness in School*

If a student becomes ill in school:

1. The nurse will determine if the student should remain in the health office or return to class.
2. The nurse will call the parent, guardian or substitute parent if he feels the student should go home. In general, a parent or guardian will pick up the student from school.
3. The nurse will contact the building principal if he feels the child should be transported by bus to the home.
4. If no parent, guardian or substitute parent picks up the student at school, or if no parent/guardian or substitute parent will be home, the student will remain in the nurse's office until such time as a parent, guardian or substitute parent becomes available to assume responsibility for the child.

### *E. Medical Emergency Record*

All students shall have on file a medical emergency record which shall state the name and telephone numbers of the following:

1. the student's parents/guardians at home and work;
2. the student's next of kin;
3. a neighbor;
4. the family physician; and
5. preferred hospital

Cross-ref: 0150 HIV/AIDS