

- When students are injured and/or sick, it is **IMPERATIVE** that we contact Parents/Guardians quickly. Please inform the school office of any changes in phone numbers and/or contacts as soon as possible. **IMPORTANT: We must have the names and numbers of persons to contact in case of an emergency if we are not able to reach a parent.**
- Any student with, or recovering from a communicable disease will not be permitted in school until the period of contagion is passed or until a doctor recommends a return.
- Children with any illness should stay home for at least 24 hours after a fever of 100.4 or greater has been normal without the aid of any medication. A child with vomiting, nausea, or diarrhea must be symptom free without the use of any medications for a 24-hour period.

IMMUNIZATIONS

Per Arizona Administrative Code, R9-6-702, *A.R.S. 15-872*, and Governing Board Policy 5-403, students will not be admitted without their immunizations being current. Vaccines must follow *ACIP* minimum intervals and ages to be valid. Parents/guardians must provide documentation of any immunizations received during the year to the school Health Office Staff so school immunization records can be kept up-to-date. Children can be exempted from immunizations in the following circumstances:

- A licensed medical provider certifies that one or more of the immunizations would endanger the child's life.
- If parents/guardians complete the Arizona State Health Department online immunization education and submit the completed and signed certificate to the school Health Office. Although the law allows exemptions, the Arizona Department of Health Services or the County Health Department may tell the school to exclude a child from school if there is an outbreak of communicable diseases.

MEDICATION PROCEDURES

Students are not allowed to possess prescription drugs or over-the-counter medication, including cough drops, while on school grounds during school hours and activities. All medication is to be taken directly to the school Health Office by parents/guardians. Medications cannot be brought to school by students or carried on the school bus. Per *Governing Board Policy 5-404, 5-404.A* students are **not allowed** to carry prescription or over-the-counter medication without an order from their healthcare provider. If a student requires medication during the school day, the following

policy is in place:

- The parent/legal guardian will provide a medication order from a U.S. licensed physician, nurse practitioner, physician's assistant, or dentist, including the student's diagnosis, medication name, strength, route, dosage for school, and frequency or time of administration.
- Written permission must be provided by the parent/legal guardian for the administration of the specific medication.
- Prescription medication must be in the original pharmacy container, labeled with the student's name, date prescribed, name of medication, dosage, route, time the medication is given during the school day, and the name of the prescribing physician on the label.
- Any over-the-counter drug or medicine must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked.

ADMINISTRATION BY SCHOOL PERSONNEL

Besides the above Governing Board Policy, the following are also protocols for medication administration:

- The information on the prescription bottle must be the same as the licensed medical provider order.
- Medication will usually be administered by Health Office staff in the Health Office.
- An administrator may designate a properly trained school employee to administer the medication.
- Each administration of prescription drugs must be documented.
- Medications must be kept in their original container in a locked cabinet.

SELF-ADMINISTRATION OF PRESCRIPTION DRUGS

When the licensed medical provider feels it is necessary for the student to carry their diabetic, epi-pen, or rescue inhaler medications and self-administer the medication, the licensed medical provider shall provide a written recommendation to be attached to the signed parent permission form.

- The Parents/Guardians must provide written permission for the student to self-administer and carry the medication. Appropriate forms