



# **Health Services Handbook for Families**

## **Guidelines & Procedures for Children & Parents/Guardians**

Dear Calvert County Families and Staff:

On behalf of the CCPS school nurses and school administrators, we urge you to become familiar with the contents of this publication. Our goal is to promote the health, safety and welfare of all who use our schools. Please take time to familiarize yourself with the various procedures and guidelines. Make sure to call the school on a timely basis if you have any health or medical issues, or questions regarding this handbook.

Thank you for your attention to this publication and good health to all!

## **SCHOOL HEALTH**

### **School Nurse**

The school nurse assists in providing the fullest possible educational opportunity for students by minimizing absences due to illness and creating a climate of health and well-being.

The school nurse is an experienced health professional who is licensed to practice nursing in the State of Maryland and uphold professional standards.

The school nurse is an educator, manager, advisor and care provider.

### **School Health Room**

The Health Room in each school is designated to provide acute care for students who experience first aid needs or medical emergencies in the school setting. The office is staffed by an RN or LPN who will provide initial assessment of a student's condition.

***We do not have facilities or staff to care for sick or injured children for extended periods of time.*** If the school nurse calls you at 9 a.m. to tell you your child has a fever and needs to go home, it would be inappropriate for you to leave the child in the school nurse's care for several hours. It is especially important for the ill child to leave school promptly in order to rest or seek medical attention. This will hasten a return to good health and a return to school.

Health Rooms will be closed for ½ hour each day to allow school nurses to have lunch. Each school will make you aware of this time frame as it will be determined by the needs of the students in that building. Anyone needing emergency assistance during this time will report to the Main Office.

## CONTACT INFORMATION

School	Health Room Phone
Barstow ES	443-550-9506
Beach ES	443-550-9528
Calvert Country	443-550-9914
Calvert ES	443-550-9589
Calvert HS	443-550-8892
Calvert MS	443-550-8971
Dowell ES	443-550-9488
Huntingtown ES	443-550-9355
Huntingtown HS	443-550-8815
Mill Creek MS	443-550-9202
Mt. Harmony ES	443-550-9623
Mutual ES	443-550-9649
Northern HS	443-550-8940
Northern MS	443-550-9227
PAC-Appeal	443-550-9681
PAC-Patuxent	443-550-9709
Patuxent HS	443-550-8854
Plum Point ES	443-550-9737
Plum Point MS	443-550-9174
Southern MS	443-550-9257
St. Leonard ES	443-550-9761
Sunderland ES	443-550-9385
Windy Hill ES	443-550-9799
Windy Hill MS	443-550-9312

- Cecelia Lewis, Director of Student Services, 443-550-8460, [lewiscl@calvernet.k12.md.us](mailto:lewiscl@calvernet.k12.md.us)
- Chris Knode, Supervisor of Student Services – School Health, 443-550-8460, [knodec@calvernet.k12.md.us](mailto:knodec@calvernet.k12.md.us)
- Cheryl Dick, Nurse Specialist, 443-550-8460, [dicke@calvernet.k12.md.us](mailto:dicke@calvernet.k12.md.us)
- Kathryn Haderly, Nurse Specialist, 443-550-8460, [haderlyk@calvernet.k12.md.us](mailto:haderlyk@calvernet.k12.md.us)

## **COMMUNICATIONS BETWEEN HOME & SCHOOL**

Parents and/or guardians are requested to provide the school with a complete and accurate medical history of their child/children. We ask for your cooperation in this regard at the time of registration and subsequently once your child is enrolled.

Make sure to keep the school nurse informed of significant illness and injuries during the school term (as well as when school is not in session). Our goal is to protect your child in the school environment if he/she has a medical need or crisis.

### **Communications – Annual Student Update**

**Make sure information is submitted via the Annual Student Update promptly at the beginning of each school year.** A few reminders:

- Provide the names of several adult contact persons.
- Make sure the contacts are available during school hours.
- Designate contacts that can arrive at the school within 30 minutes after being called.
- Be sure to frequently check answering machines, cell phones, beepers-pagers, voice mail, etc. for messages from the school, and please call back promptly.
- Leave special instructions for the school nurse if you are going out of town (in case of an emergency involving your child).
- **Notify the school if any phone numbers or emergency contacts change during the year.**

### **Communications From the School Nurse**

- The school nurse will use his/her clinical discretion in promptly calling parents about significant injuries or illness.
- If the school nurse is unable to reach the family or designated emergency contacts, a note may be sent home with the child.
- The school nurse will contact the family or emergency contact if the child:
  - has a serious injury, vomits, has a fever, etc.
  - has taken a significant fall.
  - has a head injury.
- The school nurse does not call the family for every minor referral. It is expected that children will tell their family after school if they went to the school nurse, even if it was for a minor matter.

### **Communication To the School Nurse**

Call, write, or email the school nurse in a timely manner if:

- The child is taking medication at home.
- The child has a confirmed contagious illness.
- The child will be undergoing diagnostic tests, treatments, surgeries, rehabilitation, etc.
- Other pertinent medical or health information is available.

## **MEDICATION PROCEDURES**

The school nurse will only dispense medication -- prescription, nonprescription, over-the-counter, herbal and homeopathic -- in accordance with the CCPS regulations and guidelines.

A doctor's order is required for all medications, including over-the-counter. In addition, parent/guardian signature is required on the Medication Administration Authorization form (attached).

If your child will receive medication, it is the parents' responsibility to follow guidelines stated on the medication authorization form. Students are not allowed to be in possession of any medications, including over-the-counter and herbal medications. Students with documented medical issues will need to meet with the school nurse to obtain permission to carry emergency medication.

Certain emergency medication is available on school property: Narcan for the treatment of overdose, epinephrine for unknown anaphylaxis and albuterol for respiratory distress. Individuals with known severe allergies or asthma should provide emergency action plans, health care provider orders, auto-injector epinephrine and albuterol for administration at school.

Cough drops may be kept in the nurse's office if they are provided to the nurse in their original package and with written permission from the parent/guardian. This is only for students experiencing minor cough/cold symptoms and will not exceed 3 days past the date of parental permission.

Sunscreen is not considered a medication. Students can possess sunscreen with a note from the parent/guardian. Students are encouraged to self-apply sunscreen prior to outdoor activities – i.e., sun block.

### **Medication – Start-of-Year Procedures**

At the beginning of each school year, the parent must provide the school nurse with a completed CCPS Medication Administration Authorization Form which clearly indicates instructions for administration of medications effective after July 1<sup>st</sup> for the new school year. The completed form will be kept on file in the school. The parent/guardian must provide all medications in a labeled (original) pharmacy container. It may be necessary to ask your pharmacist to fill an extra bottle or container for use at school. All medications that are to be given at school are to be brought to school by the parent or responsible adult. The student will not transport medications to school. Medications are to be given to the school nurse.

### **Medication – End-of-Year Procedures**

Please note the following parent responsibilities:

- ***Parent/guardian must come to the school to claim any remaining prescription or non-prescription medications.*** Please come in by the last day of school.
- We will not release leftover medications to any child to carry back home, nor will we send medications home with bus drivers.

For safety and security reasons, we do not store medications in the school over the summer. Any medications not picked up by the parent will be promptly and appropriately disposed of at the end of the school year.

**ILLNESS & INJURY****Sick Children ...Send to School or Keep Home?**

**Deciding when a child is too sick to go to school** can be a difficult decision for parents to make. When trying to decide, use the guidelines below to help you.

**Go to School** - If your child has any of the following symptoms, they should probably go to school:

- Sniffles, a runny nose and a mild cough without a fever (this could be an allergic response to dust, pollen or seasonal changes),
- Vague complaints of aches, pains or fatigue.

**Stay at Home** - If your child has any of the following symptoms, please keep your child at home or make appropriate child care arrangements:

- **APPEARANCE, BEHAVIOR** - unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to keep a child at home.
- **EYES** – With pink eye (conjunctivitis) you may see a white or yellow discharge, matted eyelids after sleep, eye pain and/or redness. A student with pink eye may not return to school until they have been cleared to return by their doctor and have been on antibiotics for 24 hours.
- **FEVER** - temperature of 100 degrees Fahrenheit or higher. Remember that a child must be fever-free for 24 hours without the use of fever-reducing medication before returning to school.
- **GREENISH NOSE DISCHARGE AND/OR CHRONIC COUGH** - should be seen by a health care provider. These conditions may be contagious and require treatment.
- **SORE THROAT** - especially with fever or swollen glands in the neck. In cases of strep throat, the student must be on antibiotics for at least 24 hours before returning to school.
- **DIARRHEA** - three (3) or more watery stools in a 24-hour period, especially if the child acts or looks ill. Diarrhea needs to have ended for 24 hours before a student returns to school.
- **VOMITING** - needs to have ended for 24 hours before a student returns to school.
- **RASH** - body rash, especially with fever or itching. Heat rashes and allergic reactions are not contagious.
- **EAR INFECTIONS WITHOUT FEVER** - do not need to stay home, but the child needs to get medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- **LICE** - may not return to school until they have been treated and are free of live lice.
- **CHICKEN POX** - may return to school when all lesions are crusted, generally Day 6 after the onset of rash; may be fewer days especially in students who have been vaccinated.
- **RINGWORM** – Circular or ring-like lesions with a raised edge. Students cannot attend school until treatment has been started and the lesions are covered.

**IF YOUR CHILD SHOWS ANY OF THE ABOVE SYMPTOMS AT SCHOOL, IT WILL BE NECESSARY TO PICK HIM/HER UP FROM SCHOOL PROMPTLY.**

It is the responsibility and obligation of all parents to promptly make arrangements for their child to leave school in cases where a communicable illness may be suspected. This means that someone should come for the child within 30 minutes after the school nurse has contacted the family, left a message, or otherwise tried to reach the family.

Sending a child to school with any of the above symptoms puts other children and staff at risk of getting sick.

While we regret any inconvenience this may cause, in the long run this means fewer lost work days and less illness for parents.

When children return to school, they should pose no risk of illness to others.

Your cooperation in this matter will be greatly appreciated by all students and staff members who are entitled to study and work in a safe environment.

### **Common Injuries in the School Environment**

Children have accidents at school in much the same way they have them at home or in the neighborhood. The following list highlights the type of accidents we frequently encounter:

- Falls (intentional or unintentional), slips down stairs, turning around and not watching where one is going.
- Collisions (during a game).
- Jumping off stairs or from playground apparatus.
- Injuries incurred during an altercation with another student.
- Tipping backwards in chairs.
- Poking oneself with a pencil.

Please remind your child to be as careful as possible in the school setting! Encourage them to follow rules and to exercise care and caution at all times. Teach your child how to prevent accidents and injuries to themselves and others. Proper footwear should be worn at all times.

### **Casts / Crutches / Sutures / Wheelchairs**

- If your child has suffered an injury that requires casts, crutches, sutures, wheelchair or walker, the parent/guardian MUST provide any needed equipment and contact the school nurse prior to the student reporting to school.
- Parent/guardian MUST provide documentation from the student's physician identifying any restrictions to the student's regular activities, the weight-bearing status, level of transfers and any safety concerns. A *Request for Modification of Physical Activity* form can be obtained from the school nurse or on the CCPS website.
- School administration will inform you of any special arrangements, program modifications, and/or restrictions that may need to be put in place for the safety of your child in the school setting.
- Parent/guardian MUST provide documentation from the student's physician identifying when your child may resume all regular school activities.

### **Requests to be Excused from Physical Education Classes**

Your child must participate in physical education classes unless you send in a *Request for Modification of Physical Activity* form from a **physician** indicating a request for change of activity level. The duration of limitation must be listed or a new form from the physician when the child is cleared for full physical education activities will be required. This form can be obtained from the school nurse or on the CCPS website.

If a parent/guardian wants their child to miss a PE class due to a medical problem not yet brought to the attention of a doctor, the parent must send the PE teacher a note.

### **Children Ill or Injured Near the End of the School Day**

The school nurse will make a determination as to whether a sick child is able to leave school at the end of the day. This would apply to those situations where a student takes a school bus.

The school nurse will contact the family or designated person(s) prior to dismissal to discuss the medical status and the feasibility of the child leaving for an after-school destination. In instances where the school nurse feels it is more prudent for the child to stay at school pending the arrival of a parent/guardian or designated person, that person must arrive no later than 30 minutes after dismissal time.

### **Eating & Sleeping Disorders**

Please inform the school nurse if your child has problems with eating disorders (*i.e., anorexia, bulimia, compulsive over-eating, etc.*) and/or sleeping disorders (*bedwetting, insomnia, nightmares/night terrors*) which might impact on alertness or attentiveness in the school environment.

## **IMMUNIZATION REQUIREMENTS**

### **Immunization: It's the Law**

Per COMAR 10.06.04 and Maryland DHMH School Health Services Regulations: “a school administrator may not knowingly admit or retain a student without proper documentation of age-appropriate immunity against vaccine preventable diseases, or evidence of an appointment, within 20 calendar days, to obtain the required vaccines.”

Prior to the first day of school any new or transfer students must have proof of their age appropriate vaccines or proof of a doctor's appointment. This appointment must be within 20 calendar days from the 1<sup>st</sup> day of school. Failure to provide proof of immunizations or proof of an appointment to receive these vaccines by the 20<sup>th</sup> calendar day of school will result in your child being excluded from school.



**Required Documents**

- All students entering school must have complete immunization records on file, reviewed, and approved by the school nurse in order to start classes.
- All new entry students (new to Calvert County) entering grades K-12 have a 20-day period to obtain necessary immunizations and updated documents.

Failure to submit completed immunization transcripts will result in the student being excluded from school until documentation is submitted.

Any special circumstances will need to be discussed with the school nurse and principal.

**International Immunization Documents**

The family is responsible for providing a written translation of all records so that the school nurse can determine if there is equivalence with Maryland mandates.

**REQUIREMENTS & SCREENINGS****Physical Examinations (Required)**

The Maryland State School Health Law requires all students who enter a Maryland public school for the first time to have a physical examination. The law requires this examination to take place within the nine-month period before entering the public school system or within the six-month period after entering the public school system.

**Screenings Conducted by CCPS & CCHD**

- Vision & Hearing – entry, 1<sup>st</sup> grade, 8<sup>th</sup> grade

Screening results are recorded by the school nurse or CCHD nurse on the health records. Parents are informed if there are any concerns or suggestions that the child be taken for more extensive medical evaluations. **Proof of follow-up on vision & hearing referrals is required by the Maryland Department of Health.** Parents who do not want their child to participate should notify the school principal in writing by the end of September.

**OTHER HEALTH ISSUES & CONCERNS****Food Allergies**

Be sure to inform the school nurse if your child has any known food allergies. It is imperative that you inform the school nurse if your child has a serious allergy which could be life threatening, such as those which cause anaphylactic shock. Medical documentation is needed for all allergies. You should also train your child as to the following:

- Only consume his/her own snack or lunch.
- Do not share snacks or lunch with others.
- Do not remove an allergic food from a snack or lunch thinking it's now safe (e.g., do not remove peanuts from a "trail mix," because a residue of the peanut dust may get on the raisins, etc., and this might cause a reaction in a highly sensitive individual).

- Do not ingest party food(s) if you are unsure of the ingredients. Keep a supply of safe snacks in the classroom for your child when or if there is a special celebration in progress.

Parents should confer with the Dietician/Nutrition Specialist (443-550-8684) as to specific cafeteria foods and whether any ingredients might be potentially harmful.

*See Policy Statement # 1450 (Administration) of the Board of Education Regarding Nutrition and Wellness; Policy Statement # 4305 (Supporting Services) of the Board of Education Regarding the Administration and Operation of the School Food Services Program.*

### **Glasses & Hearing Aids**

If your child wears glasses or contact lenses and/or hearing aids, please discuss seating arrangements in the classroom with the teacher. It will also be important for the teacher to know when and if the child has a choice in wearing the glasses.

If the school nurse notifies you of a potential hearing and/or vision problem as a result of screening, please follow up with further medical evaluation and advise the school of the findings. If a health care professional prescribes glasses, etc., we urge parents to follow recommendations!

Students who have difficulty seeing and hearing in the classroom are at a considerable disadvantage. Each year we have several students who do not have or do not wear prescribed glasses, which makes learning much more challenging and problematic for them.

### **Personal Hygiene**

Children should be instructed to use tissues when coughing or sneezing. Fingernails should be kept at a safe length to avoid accidental scratches to others.

Children should not share combs, brushes, hair bands, etc., with other students in order to minimize the possibility of outbreaks of lice.

You are asked to further remind children to wash their hands after visiting the lavatory and before eating.

Parents should carefully oversee the health, hygiene and grooming habits of their child, especially in regard to:

- frequent bathing.
- hair care.
- teeth care.
- toileting and cleanup.
- general grooming, including wearing clean and seasonally-appropriate clothes to school.

The school nurse will contact you if your child is referred for any hygiene concern or if a change of clothing is needed. Soiling of clothes due to a medical condition should be brought to the school nurse's attention.

- Parents will be required to supply a change of clothes if needed.

Feminine hygiene products are available in the health room, as well as, free dispensers located in designated restrooms throughout each school building.

### **Medications for After-School Hours and Field Trips**

Only students with a self-carry order (*signed by physician, parent and nurse*) for emergency life threatening conditions can have medication with them at extracurricular activities (*sport practices, clubs, play/music/band practice, etc.*). For extended field trips, parents need to speak with the school nurse in advance of the field trip. Additional information is available in CCPS Procedures 3900.3, 3900.4, and the Student Code of Conduct.

**Please Note:** All procedures, guidelines and policies listed in this Handbook concerning health / medical / safety issues are subject to ongoing review and adjustment. Updated building-level and district-level regulations will be publicized as necessary in a timely manner.

Your cooperation is appreciated in complying with all stated directives as well as ongoing amended procedures. Thank you!

### **Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocracas.ed.gov> or call 1-800-421-3481.

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### **Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocracas.ed.gov> or call 1-800-421-3481.

**CALVERT COUNTY  
SCHOOL MEDICATION ADMINISTRATION AUTHORIZATION**

This form is valid only for school year (current) \_\_\_\_\_ including the summer session.

School: \_\_\_\_\_, Calvert County Public Schools.

**This form must be completed fully in order for schools to administer the required medication. A new medication administration form must be completed at the beginning of each school year, for each medication, and each time there is a change in dosage or time of administration of a medication.**

- Prescription medication must be in a container labeled by the pharmacist or prescriber.
- Non-prescription medication must be in the original container with the label intact.
- An adult must bring the medication to the school.
- The school RN/LPN will call the prescriber, as allowed by HIPAA, if a question arises about the child and/or the child's medication.

**Prescriber's Authorization**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Condition for which medication is being administered: \_\_\_\_\_

Medication Allergy: \_\_\_\_\_

Medication Name: \_\_\_\_\_ Dose: \_\_\_\_\_ Route: \_\_\_\_\_

Time/frequency of administration: \_\_\_\_\_ If PRN, frequency: \_\_\_\_\_

If PRN, for what symptoms: \_\_\_\_\_

Relevant side effects:  None expected  Specify: \_\_\_\_\_

Medication shall be administered from: \_\_\_\_\_ to \_\_\_\_\_  
Month / Day / Year Month / Day / Year

Prescriber's Name/Title: \_\_\_\_\_

(Type or print)

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Prescriber's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Original signature or signature stamp ONLY)

(Use for Prescriber's Address Stamp)

**PARENT/GUARDIAN AUTHORIZATION**

I/We request designated school personnel to administer the medication as prescribed by the above prescriber. I/We certify that I/we have legal authority to consent to medical treatment for the student named above, including the administration of medication at school. I/We understand that at the end of the school year, an adult must pick up the medication, otherwise it will be discarded. I/We authorize the school RN/LPN to communicate with the health care provider as allowed by HIPAA.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

**SELF CARRY/SELF ADMINISTRATION OF EMERGENCY MEDICATION AUTHORIZATION/APPROVAL**

Self carry/self administration of **emergency** medication for airway-constricting disorders may be authorized by the prescriber and must be approved by the school RN/LPN according to the medication policy.

Prescriber's authorization for self carry/self administration of emergency medication: \_\_\_\_\_

Signature

Date

School RN/LPN approval for self carry/self administration of emergency medication: \_\_\_\_\_

Signature

Date

Order reviewed by school RN/LPN: \_\_\_\_\_

Signature

Date