



2025-2026 Clinic Policies

The school nurse coordinates the collection of physical forms, emergency contact information, health information, and immunization records. The school clinic handles sick and injured students until parents can be contacted. Emergency contact forms must include a minimum of three emergency contact numbers. Students must be fever and/or symptom free, without the aid of fever-reducing medication, for a 24-hour period before returning to school. Any student who is running a fever of 100.4 or higher will be sent home, and may not return to school until the fever has been gone for 24 hours.

The Archdiocese of Atlanta does not recognize an exemption based upon matters of conscience / religious exemption or serology; a medical exemption provided by the child's pediatrician documenting a medical contraindication will be accepted. Parents requesting a medical exemption from any Georgia state required immunization must provide a detailed explanation of the child's disability and/or disease process as documented and signed by a licensed pediatrician using Form 3231. This documentation must be provided on the pediatrician's official letterhead, and must contain the physician's medical license number. It must state if the medical exemption is temporary or permanent. The Archdiocese of Atlanta reserves the right to obtain a second medical opinion in such cases.

Prescription medications must be left in the clinic with the exception of inhalers and EpiPens, which can be carried by the student for immediate use. Medications kept in the clinic must have a Medication Permission Form signed by the parent and must be in the original container labeled with student name, name of medication, and administering instructions. Medication left in the clinic at the end of the year is discarded, if not picked up by the parent. Students are allowed to carry small amounts of over-the-counter medication such as Tylenol, Advil or Midol. This medication must be in the original container clearly marked with the name of the medication on it. This medication is only for your student's use and must never be shared with other students. Over-the-counter medication will be dispensed in the clinic to students if the required Medication Permission Form has been filled out and the medication brought to the clinic. Please update the clinic's [electronic system](#) with any changes concerning health conditions or medication changes; this includes both prescription and over-the-counter medications.

Communication with Parents

If a student becomes ill or is involved in an emergency situation requiring that he/she must leave school, the parents or emergency contact is notified prior to dismissing the student. Only

the nurse, principal, or grade level assistant principal may give students permission to leave the campus during school hours. On-demand transportation services (e.g., Uber, Lyft) are prohibited from transporting Archdiocesan students to and/or from Archdiocesan property unless a parent, grandparent, or guardian accompanies the student in the vehicle.

Students making phone calls home regarding illness must follow these steps in the following order:

1. **Student must report to the clinic prior to calling parent**
2. Student must be assessed by the nurse
3. Students will call parents/emergency contact in the presence of the nurse.

Students incurring a part-day absence, who followed this procedure, are excused and will be allowed to make up all work missed for full credit.

Required Health Records for School

Per Archdiocesan Policy and the State of Georgia, current immunizations are required for school attendance. All students entering school (through 19 years of age) must be immunized according to the rules and regulations established by the Georgia Department of Human Resources (DHR). For current requirements, please visit <https://dph.georgia.gov/schoolvaccines>.

Form 3231, The Certificate of Immunization for the state of Georgia, is the official record of immunization and is required for each student attending Blessed Trinity Catholic High School. This form can only be obtained through your student's physician or the DHR.

Our electronic medical records system, [Magnus](#), is available for you to complete the mandatory health information for your student(s). ALL health information must be completed and updated annually via the Magnus system where it is stored electronically. Blessed Trinity follows HIPAA and FERPA guidelines regarding medical records as well the Archdiocese of Atlanta's policies regarding use and retention of records.

Does the HIPAA Privacy Rule allow a health care provider to disclose protected health information (PHI) about a student to a school nurse or physician?

Yes. The HIPAA Privacy Rule allows covered health care providers to disclose PHI about students to school nurses, physicians, or other health care providers for treatment purposes, without the authorization of the student or student's parent. For example, a student's primary care physician may discuss the student's medication and other health care needs with a school nurse who will administer the student's medication and provide care to the student while the student is at school. In addition, a covered health care provider may disclose proof of a student's immunizations directly to a school nurse or other person designated by the school to receive immunization records if the school is required by State or other law to have such proof prior to admitting the student, and a parent, guardian, or other person acting in loco parentis has agreed to the disclosure. See 45 CFR 164.512(b)(1)(vi).

Archdiocese of Atlanta Infectious Disease Policy

The primary responsibility for the prevention and control of infectious diseases lies with individuals, families and public health authorities. Schools are not responsible for providing expert infectious disease advice or treating students; this is the role of medical practitioners and health authorities. Attendance at any school may be denied to any student reasonably suspected of or diagnosed with a contagious or infectious disease that could make the child's attendance harmful to the welfare of all other students, faculty and staff.

Schools reserve the right to require a statement from the student's primary care physician authorizing the student's return to school. Schools will respect all students' privacy. Parents of other children attending the school may be notified that their child has been exposed to a communicable or infectious disease in a manner that avoids identifying the particular student identified with the disease to the maximum extent appropriate in each particular circumstance.

During periods of infectious disease, some operational procedures and events may be added, modified and/or canceled including but not limited to:

- Prevention techniques – hand washing education, coughing and sneezing education; hand sanitizers in classrooms; sanitizing wipes in classrooms for computers, desks, common areas, etc.; tissues in all rooms; sanitation procedures; and if appropriate, social distancing.
- Preparedness – Schools will comply with CDC, State Department of Health guidelines, and directives from the Office of Catholic Schools.
- Response – Schools will follow the Office of Catholic Schools policy for school closures (Policy 5285) and directives from State and Local (County and Municipal) jurisdictions. The Office of Catholic Schools will provide a written Reopening of Schools Plan specific to the infectious or communicable disease present.
- Recovery – Schools will publish a return to school procedure in accordance with directives from the Office of Catholic Schools which aligns to the Reopening of Schools Plan approved by the Superintendent of Schools.