

# **Health Service Manual**

## **Greater Albany Public Schools 8J**

### Parent Manual



Produced by: Nurse Department

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**NOTE: This is a living document and policies and protocols will change and be updated throughout the school year. Please be sure to always check back in on this document to ensure you have the most recent version.**

# Introduction

Dear Parents/Guardians,

Welcome to the Greater Albany Public SD (GAPS). The district has a Nursing Department within the wonderful Health Services Team at GAPS. As of the 23-24 School Year, six Registered Nurses are working to cover all twenty-two schools within GAPS. The nurses have the title of District Nurse, instead of “School Nurse”. Each nurse has anywhere from three to five schools they oversee and approximately 1500 students on their caseload. There are also LPNs that work in the district as part of the nursing team. These nurses work 1:1 directly with students with severe chronic health conditions. Nurses are here to work with students and families as a team, as your child is very important to us.

District Nurse goals are in line with the National Association of School Nurses position: “To optimize student health, safety and learning, it is the position of the National Association of School Nurses that a professional registered school nurse be present in every school all day, every day” (BASN, 2024). This focus helps decrease absenteeism, support families, and build trusting relationships.

Examples of District Nurse Roles and Responsibilities:

- Provide Direct Student Care
- Individualized Healthcare Plan Creation and Maintenance
- School and Community Care Coordination (medical providers, therapists, community resources, FACT, etc.)
- Student Advocacy
- Health Education and Training
- Data Collection
- Health Promotion
- Quality Improvement

If you have a student with an acute or chronic condition, please contact the District Nurse at your school or contact the Nursing Department directly, at 541-967-4554.

Condition Examples:

**Acute:**

- Concussion/TBI
- Recent hospitalization
- Broken extremity requiring health protocol

**Chronic:**

- Diabetes
- Life-threatening Allergies
- Asthma
- Seizures

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# Medications at School

Students may have prescription and over the counter medications at school, but there are a lot of rules and regulations around this. Students may receive prescription and over the counter medications that are necessary in order for the student to be able to attend school, in accordance with [ORS 339.866-339.874](#) and [OAR 581-021-0037](#). Medications dispensed at school must meet requirements as described in these statutes. If you would like your student to receive medication at school, please begin by reviewing [[GAPS Policies](#) on Medication].

Per Oregon Department of Education (ODE) [Division 22](#) and legislation mentioned above:

- All medication brought in must have an [Authorization to Administer Medication](#) form filled out by a parent/guardian. The information provided on this form MUST match the medication label/prescription/direction for use.
- Only an RN can take verbal orders. No other staff are permitted to make alterations to the time, dose, or way in which a medication is given. The medication must be given as indicated on the medication label and corresponding authorization form.
- Medication must be in its original container (no Ziploc bags)
  - If this is a prescription medication and you need a second bottle, most pharmacies will provide a second labeled prescription bottle for school use, upon request.
- If a student wishes to self-carry their medication, the [Self-Carry Agreement](#) must be filled out and there must be approval from a prescriber or the District Nurse. The District Nurse can deem a student unsafe to carry their own medication(s), if applicable.
- If the medication is non-prescription/over the counter (OTC):
  - The school **must** follow the manufacturer's recommended dosing guidelines, unless it is accompanied by a signed order from a medical provider. (ie: if a container of Tylenol says, for children 12 and under to seek a doctor, we cannot give this medication to anyone under the age of 12 without a doctor's note.).
  - The medication must be necessary for your student to remain in school.
  - Never give a student your OTC medications or another student's
  - Non-prescription medication that is not approved by the Federal Drug Administration (FDA) also requires a written order that is signed by a prescriber. (i.e. herbal tea, essential oils, etc.)
- All medication must be given at a specific stated time and cannot be given "at lunch" for example. Once a time has been established, staff has a 30 minute window before and after that time to administer the medication. If the medication is not administered within that time frame then the medication cannot be given. At that time a parent/guardian will be called and notified. A parent/guardian can come to the school to administer the

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medication themselves or the nurse can take a verbal from the parent that it is okay to administer the medication at a later time by school staff.

- Medication **MUST** be picked up at the end of the school year. If medications are not picked up they will be disposed of per ODE guidelines. Student's cannot transport their own medications home unless they have a self-carry agreement on file, are of age to have their medication without parental consent or are 18 years of age.

# Life-saving/Emergency Medications

Some students have medications kept at school that can save their life or alter their health status. These medications must be checked in/out by a parent/guardian. Most require doctor's orders, but there are times that the prescription label can be used. Please speak with your District Nurse to discuss necessary documentation for the medication to be at and used at school.

Examples of life saving medications (non-exhaustive):

- Epinephrine
- Diastat
- Midazolam
- Solu-medrol
- Glucagon

When a life-saving or emergency medication is administered at school the staff and nurses follow [this](#) protocol.

# Student Health Plans

When a District Nurse receives information about a student with a health concern, the nurse will reach out to the parent/guardian to get further information and decide if a health protocol is needed and if so, work with the parent/guardian to create a health plan that will be shared with the appropriate school staff.

Most health plans require either a doctor's order or note to be paired with the health plan. These doctor's orders/note must be updated annually and require a physician signature. A nurse can make the decision to create a health protocol or safety plan if they feel it is needed, and without parent consent if there is a safety concern for the student, staff and/or other students.

Here is a list of conditions we most commonly see and write a health plan for (non-exhaustive):

- [Diabetes](#)
- [Asthma](#)
- [Seizures](#)
- Eating Disorders
- Cystic Fibrosis
- [Life-threatening allergies](#)
- Shunts
- Spina Bifida
- Adrenal Insufficiency
- [Cardiac](#) problems
- Chronic Syncope
- Concussion/TBI

To view the nurses protocol and guidelines around writing health plans please see [here](#).

There are students that require much higher care in our schools. These students sometimes require 1:1 care either with a Personal Care Assistant or a Licensed Practical Nurse. The District Nurse uses ODE Guidelines and works with Special Education to determine what service(s) a student may need. It is possible students needing more care could have multiple health plans. These students cannot be at school without adequate staffing and doctor's orders, so please alert the District Nurse, as soon as possible, if you have a student that will be attending that may need these services.

# Field Trips

Field trips are arranged through your student's school and not completed through the nurse department. If you want further details on your student's field trip please contact the school directly.

Here you will find health related guidance for field trips. Your student will never be excluded because of a medical condition. There will always be trained staff available on the field trip or else the District Nurse can cancel the field trip, so that no student is ever excluded due to a medical condition.

## FAQ:

1. My student takes medication at school, how will get it while on the field trip?
  - a. Trained personnel attend the field trip with all student medications that will be needed while the student(s) are off campus. The medication will be given at the appropriate time.
  
2. My student has an emergency medication, how will I know they will be safe on the trip?
  - a. Trained personnel are required to attend the field trip and administer any life-saving medications to designated students. Their medication will be brought on the field trip.
  
3. Can I attend my students field trip and be available for medical care?
  - a. You can: (1) this requires prior planning. All parents must have a background check and [volunteer form](#) completed and resulted before the field trip. The background checks can take awhile to come back, so please fill out ahead of time. (2) if the field trip is in what is defined as "public" space, you can attend as a non-volunteer, but still tend to your student's medical needs only and not assist with any other students.

# Health Exclusion & Communicable Diseases

As a school district we are required to follow guidance from the Oregon Health Authority & Oregon Department of Education. They develop guidance and share it statewide. To find the most up-to-date information for Communicable Disease Guidance for Schools click [here](#).

Any student or staff member with ONE of the following symptoms will be sent home. They should not come to school if they are experiencing these symptoms.

- **Fever** (greater than or equal to 100.4° F) - 24 hours from last fever WITHOUT fever reducing medications (ie: Tylenol)
- **Nausea/vomiting/diarrhea** - 48 hours from last episode
- **Rash** (see above link for specifics) - doctors note or healed to return
- **Eye is pink** and crusty - return when doctor/district nurse approves or symptoms gone
- **New and persistent cough**

*Individuals experiencing these symptoms must stay home the recommended amount of time using the Exclusion list above.*

To find the Communicable Disease Management Plan for your school click [here](#).

# Immunizations

Immunizations are handled by each school office and the Nurse Department Secretary. The District Nurses do not handle questions or issues about immunizations. District Nurses can help you find a vaccine clinic near you if you need help finding one.

To see our immunization requirement please click [here](#).

To see our district vaccination rates please click [here](#). Spanish [here](#).

## **Immunization Exemptions:**

### Medical Exemptions

To apply for a medical exemption for a child, the parent must submit to the school or child care a letter signed by a licensed physician stating:

Child's name

Birth date

Medical condition that contraindicates vaccine

List of vaccines contraindicated

Approximate time until the condition resolves, if applicable

Physician's signature

Physician's contact information including the phone number

Nonmedical Exemptions [LINK](#)

# Head Lice

Greater Albany Public School District will maintain a Head Lice Guideline in accordance with recommendations from the Oregon Department of Education (ODE), the American Academy of Pediatrics (AAP), and the National Association of School Nurses (NASN).

Lice head checks are not performed at any of the schools within the district (including preschools). The only way lice can be identified at school is if: lice are visible from regular contact or a parent notifies staff of lice. Lice checks can be performed by parent or student request only. Once lice has been identified, parent/guardian(s) are notified. The student is not required to go home early and can stay the remainder of the day if no one can come and pick them up. Parent/guardian is to treat the student with a lice treatment. The student cannot return to school until treatment is completed, no proof of treatment is required. A second treatment is required 7-10 days after initial treatment. Notify FACT if you need help purchasing lice treatment. OHP covers lice treatments. CDC guidance on lice treatment and recommendations can be found on their [webpage](#). Head lice occurs commonly among school- age children. Head lice are not a sign of poor hygiene and anyone can get them. Notifications to other students will be done when needed at the discretion of the district nurse.

# Bed Bugs

Schools should work sensitively with the parents of any student living in an infested home to develop strategies for preventing the further spread of bed bugs. Because there is a stigma that can come with having bed bugs, parents may be hesitant to admit to having bed bugs and students may not want others to know they have an infestation at home. Students living in an infested home may also feel anxious or tired during the school day. Every effort should be made to keep the student at school. Missed school days have a negative impact on children and it can take many weeks to control a bed bug infestation. Students should not be excluded unless repeated efforts have been made to remedy an infestation.

If it has not been done already, send educational material home with the student. Determine if the infested home is being treated. This often requires a pest management professional. Limit items students transport back and forth to school. In a discreet manner, regularly inspect clothing, backpacks, lunchboxes, and other items that travel back and forth to school. These should be stored in plastic containers at home. At school, the student should be provided with plastic bags or bins in which to store their belongings while they are at school. If possible, jackets may be put in the dryer at high temperature for 30 minutes. If a single bug is

## **Bed Bugs (*continued*)**

found on clothing and can be removed, remove the bug and send the student to class. If infestation is found on clothing (multiple bugs, eggs, etc.) offer a change of clothing or contact parents for a change of clothes. If the student is unable to change to clean clothing the student should be sent home.

If you, or someone you know, needs family support, please contact the GAPS Family Access Community Together (FACT) Team at 541-924-3720 or visit their [webpage](#).

# Concussions/TBI (Traumatic Brain Injury)

Here at GAPS, we take head injuries very seriously. Any time a student has an injury at school, staff are required to fill out a head injury [form](#) along with a student incident report (SIR). The head injury form will be sent home or emailed to the parent/guardian, so that you can monitor your student at home for any symptoms.

If a student is diagnosed with a concussion, the District Nurse and counselor work together to establish temporary 504 accommodations, so that the student does not fall behind in school due to their concussion. The counselor in turn works with the student's teacher(s), student and parent(s)/guardian(s) and checks in as needed to adjust the accommodations. The accommodations will end when the student is no longer having symptoms of a concussion.

The district works with a TBI Liaison, Brandi Lancaster, who is with LBLESD. If you would like to reach out to Brandi, please talk with your District Nurse.

Fact: Concussion symptoms can take up to 2-3 days to present!

Fact: An uncommon symptom of a concussion can be a change in personality.

Review our [Head Injury Protocol](#)

Head Injury Notification [Form](#)

# References

## Policies-

These policies are for the entire district and come from OSBA.

1. Field Trips and Special Events - IICA [LINK](#)
2. Field Trips and Special Events - IICA-AR [LINK](#)
3. Student Health Services\*\* - EBBA [LINK](#)
4. Immunization and School Sports Participation - JHCA/JHCB [LINK](#)
5. Medications\*\* - JHCD/JHCDA [LINK](#)
6. Medications\*\* - JHCD/JHCDA-AR [LINK](#)
7. Personal Electronic Devices and Social Media - Staff \*\* [LINK](#)
8. District Communication Devices [LINK](#)
9. Life-Sustaining Emergency Care [LINK](#)

## GAPS Health Related Protocols

These protocols are specific to the Health Service Department. Please click on the LINK to the protocol you want to view and a PDF version will open in another screen:

1. Emergency Plan for Nurse Dependent Students [LINK](#)
2. Field Trips, School Sponsored Events, and Summer School [LINK](#)
1. Head Injury Protocol [LINK](#)
1. Medical Emergency Injury/Illness Response Protocol [LINK](#)
  - a. Nurse Dependent Specific Emergency Plan [LINK](#)
3. Safe Student Transferring Protocol [LINK](#)
4. Writing Health Plans [LINK](#)
5. Stock Glucometer Use [LINK](#)
6. Nurse Dependent Student Communication Protocol [LINK](#)
7. Live-saving/Emergency Medications [LINK](#)