

# Health Policies and Protocols

In order to maintain a thriving and secure educational environment for the students, faculty, staff, and families of Friends School, the School has implemented the following health and safety protocols.

## *Annual Health Forms*

Our annual health forms ensure the School has the most accurate and up-to-date health information, laying the foundation for the community's health and safety. Families are required to submit all forms for approval before August 1 each year. Forms should be submitted through Magnus Health Portal, which is available on the Resources Page of MyFriends. Some forms require a signature from a medical provider, so families are advised to complete forms as early as possible. **Students will not be permitted to attend any pre-season sports practices, Smart Start programs, summer refresher courses, or the start of the school year without submission and approval of their required Medical/Health Forms and Non-Health Parent Forms.**

The following forms are listed in order of completion in Magnus Health Portal. Forms requiring a medical provider signature are marked with \*\*.

### **Conditional Questions**

This form asks families to indicate whether their student has certain health or support needs, including allergies, asthma, diabetes, seizures, psychoeducational testing, counseling outside of school, or tutoring outside of school. When a family answers "yes" to one of these questions, the appropriate additional form(s) will automatically become available in the Magnus Health Portal for completion.

### **Vital Health Record**

This online form must be updated annually. Families should continue to update this information throughout the year in the event of any changes to medications, medical providers, or health concerns.

### **Annual Medical Provider Statement\*\***

This form is specific to the School. It should be completed by a medical provider based upon a student's most recent physical exam. That exam must have taken place after August 1, 2025.

### **Over-the-Counter Medication Form**

The medications listed on this form are administered under standing orders from the school's supervising medical provider. Parent/guardian permission must be on file for each medication before it can be given. Medications are administered at the discretion of the school nurse based on the student's symptoms and clinical assessment.

### **Medication Administration Form\*\***

This form is required for any medication a student may need to take during the school day that is not included on the OTC Permission Form, including emergency medications, routine daily medications, and medications taken as needed (PRN). The form must be completed by the prescribing medical provider and signed by a parent or guardian before medication can be administered at school. Inhalers and EpiPens for Middle School students will be stored in the Middle School office for convenient access. All other medications will be stored in the Health Suite, unless the prescriber authorizes the student to self-carry. **Families are responsible for providing medication to the school in the original pharmacy-labeled container with the student's name, medication name, and prescribing instructions clearly indicated.**

### **Immunization Form**

An updated form must be submitted if a student has received any vaccinations since their last form was provided to the school. Please note that **all rising 7th grade students are required to submit documentation of the Tdap and Meningococcal vaccines** in accordance with state immunization requirements. The school strongly encourages all students to remain up to date on recommended vaccinations in accordance with CDC guidelines. The school will honor religious exemptions in accordance with applicable state regulations.

### **Emergency Action Plans\*\***

Students with medical conditions that may require urgent care at school must have an Emergency Action Plan (EAP) on file. These plans may include, but are not limited to, Diabetes Management Plans, Seizure Action Plans, Allergy/Anaphylaxis Plans, and Asthma Action Plans. EAPs must be completed by the student's medical provider and signed by a parent or guardian.

### **Psychoeducational/Neuropsychological Evaluations**

Beginning in the 2026–27 school year, families are required to upload a copy of any psychoeducational or neuropsychological evaluation their student has completed within the past five years. Submitting these documents through the Magnus Health Portal helps ensure that information is stored securely and that student privacy and confidentiality are protected.

### **Additional Forms for Pre-Kindergarten Students**

The Office of Childcare The Office of Child Care requires additional health forms for students enrolled in Pre-Kindergarten. These forms include:

- **Emergency Contact Form** – completed by a parent or guardian
- **Blood Lead Testing Form\*\*** – completed by a medical provider
- **Health Inventory Form\*\*** – completed by a medical provider

For complete information and guidance, please read [Submitting Your Child's Medical/Health Forms for Grades PK-12](#).

<https://docs.google.com/document/d/1ijxWhqrTMSR6Acg0tc2RDbUQ94iRrbseBBzEEem2eZV8/e/dit?tab=t.0>

## *School Health Suite*

**Location:** Room 215 in the East Lower School building

**Hours:** 7:45 a.m. to 4:00 p.m. when school is in session

**Phone:** (410) 649-3243

**Fax:** (410) 649-3226

**Email:** [nurse@friendsbalt.org](mailto:nurse@friendsbalt.org)

When a student becomes ill or is injured during the day, the student should inform a teacher and go to the Health Suite for assistance. If the student's illness or injury is minor in nature, the nurse will administer care on site. In the event of serious illness or injury, the nurse will contact the student's parent/guardian. **Families are expected to pick up their student within one hour of being contacted by the nurse.** Students who drive themselves to school will only be permitted to drive home with permission from both the nurse AND a parent/guardian.

Students should report directly to the Health Suite after receiving permission from a teacher. Upon discharge from the Health Suite, Middle and Upper School students will receive a note with the time of arrival and the time of departure.

### **Nursing Students**

The Health Suite is staffed by two Registered Nurses. Through partnerships with local schools, the Health Suite also hosts nursing students who are pursuing their BSN. These students operate under direct supervision of the school nurses.

## *Medication Administration*

Parent/guardian permission must be on file for each medication before it can be given. Medications are administered at the discretion of the school nurse based on the student's symptoms and clinical assessment. The school nurse is the only person on campus authorized to administer medication, except in the case of emergency rescue medications (i.e. epinephrine, diastat, glucagon). Staff receive annual training on administration of emergency medications.

For the safety of the school community, **students may not carry or self-administer over-the-counter medications while at school.** OTC medications should be administered through the Health Center.

Families of Lower School students will automatically be notified when medication is administered during the school day. Families of Middle School or Upper School students who would like to receive notification may email [nurse@friendsbalt.org](mailto:nurse@friendsbalt.org) to request this communication.

Administration of any medication not listed on the OTC Permission Form requires a Medication Administration Form completed by the prescribing medical provider and signed by a parent or

guardian. Families are responsible for providing the medication in the original, clearly labeled container with the student's name, medication name, and dosage instructions visible.

Students may self-carry and self-administer medication only when this is specifically authorized by the prescribing medical provider on the Medication Administration Form.

## *Medical Provider Documentation*

The School requires documentation from a medical provider in the following circumstances:

- **Absence due to illness or injury:** If a student misses more than three consecutive days of school.
- **Physical Education/Athletics restrictions:** If a student is unable to participate in Physical Education due to illness or injury. A clearance note is also required before the student may resume participation.
- **Concussion:** If a student sustains a concussion, documentation from a medical provider is required both to initiate any recommended school accommodations or activity restrictions and again to clear the student to resume normal activities.

## *School Exclusions*

Students who become ill during the school day may be sent home for the following reasons:

- **Fever:** Students with a temperature of **100.0°F or higher** will be sent home and may return when they have been **fever-free for 24 hours without the use of fever-reducing medication**.
- **Vomiting or Diarrhea:** Students who experience **vomiting or diarrhea** will be sent home and should remain home until they have been **symptom-free for 24 hours**.
- **Lice:** Students found to have live lice will be sent home and may return to school after treatment.
- **Hand, Foot, and Mouth Disease:** Students may return when they have been fever-free for 24 hours, provided that blisters can be covered and drooling can be controlled.
- **Suspected Pink Eye (Conjunctivitis):** Students should be evaluated by a medical provider before returning to school.

## *Lice Policy*

Head lice are common among school-aged children. While they are a nuisance, **they are not a health hazard**. The School's lice policy aligns with the **National Association of School Nurses (NASN) position statement regarding lice in schools**.

If **live lice** are identified on a student during the school day, the student will be sent home and may return to school **after treatment and once no live lice are present**.

The Health Center **does not conduct classroom-wide or school-wide lice screenings**, as visual checks are not considered effective in preventing the spread of lice. The School also **does not send community-wide notifications** when a case of lice is identified.

Families are encouraged to **perform regular lice checks at home using a fine-toothed comb**, which is the most effective method for detecting lice.

## *Emergency Medical Response*

The School maintains a supply of epinephrine, albuterol, and Narcan. EpiPens are located throughout campus in the administrative offices, the gym, the dining hall, and the Health Suite. A rescue inhaler is located in the Health Suite for students with asthma who do not have their inhaler available for any reason. Narcan is stored in the Health Center.

AED Devices are strategically located throughout the campus. Locations include:

- **Nurse Hallway**- Lower School East near room 215
- **Pre Primary Building (11)** - 2<sup>nd</sup> floor hallway - top of steps to the right
- **ZAC Lobby (12)** - to the right of the front entrance
- **Gymnasium Lobby (8)**- to the right of the entrance doors
- **Fitness Center (8A)**- lower entrance to Cafeteria, to the right
- **Athletic Training Room (8B)**- to the right of the office door
- **Middle School Lobby**- to the right of the main entrance
- **Upper School Main Office**- on the book case
- **Math and Science Building**- 2<sup>nd</sup> floor hallway - top of steps
- **Forbush building**- near Senior Hall
- **Maintenance Building (Physical Plan/Security on map)**- lunch room
- **Middle School Lower West Entrance**- by the turf field