



Capital School District

Board of Education Policy

Section: Human Resources
Title: Health and Medical Policies
Policy #: 500-11
Date Approved: 11/14/12
Date Revised: 08/15/12

Purpose:

To provide pertinent information regarding school health responsibility.

HEALTH AND MEDICAL POLICIES RESPONSIBILITY

LOCAL SCHOOL ADMINISTRATORS

The Capital School District Board of Education adopts the following school health responsibilities as pertinent to the actions of all local school administrators:

1. They shall supervise all health and safety programs within their schools.
2. They shall plan for the efficient use of all school nurses in the day-to-day operations while they are on duty in the school.
3. They shall plan health programs in cooperation with the school nurse and the District Office of Student Services as requested.
4. They shall make all employees under their supervision aware of all emergency and procedural policies.
5. They shall exclude ill children from school in the absence of the school nurse.
6. They shall inform all teachers to inform school nurses of any communicable diseases within their schools which come to their attention.
7. They shall include the student's health record in with his other records when he transfers. Completion of the health record should be confirmed with the school nurse.
8. They shall provide the school nurses with complete rosters of all students by grade in early September. The roster shall be updated by informing the nurse of all in-transfers and out-transfers.
9. They shall provide the district's emergency cards for each student and each employee to the school nurse for filing. A copy of the student emergency card should be kept in the school office.

10. They shall make sure that all medical history forms are received for each student new to the school.
11. They shall make available to the school nurse, upon request, pupil absentee records.
12. They shall refer all psychological referrals to the school nurse for the nurse to comment in the space provided on the district referral form.

PROFESSIONAL STAFF MEMBERS

The Capital School District adopts the following responsibilities for all professional staff members.

1. They observe all students with symptoms of illness and report to the school nurse or local principal those students which they feel should be excluded for health reasons.
2. They shall isolate any student suspected of having a communicable disease until the parent is notified and the child is sent home with the parent or a responsible adult whom the parent has authorized to collect the child. The child is *not transported* to the home by school personnel.
3. They shall read all students' health files in order to make themselves more aware of any limiting factor in the child's learning process.
4. They shall report all diseases, surgery, and accidents on the students' health record, and other pertinent information as required by regulation.
5. They shall consult with the school nurse upon her request in order to assure a better health education program within the school.
6. They shall channel all information concerning the student's health to the school nurse for evaluation and proper action.
7. They shall include the school nurse in conferences with parents when a physical or mental health situation is a factor.