



# School Nurse Policy & Procedures

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Supporting Every Learner.  
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PINEWOOD AMERICAN INTERNATIONAL SCHOOL

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# 1 Role of the School Nurse

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The role of a school nurse is multifaceted, encompassing various responsibilities aimed at promoting the health and well-being of students within the educational setting. They conduct health assessments, administer first aid during emergencies, and manage medication for students.

School nurses play a crucial role in health education, providing information on topics like nutrition and disease prevention. They monitor and support students with chronic health conditions, collaborate with staff on health-related initiatives, and ensure immunization compliance. Additionally, school nurses maintain confidential health records, manage outbreaks of communicable diseases, and offer health counseling to students. Their work involves close collaboration with teachers, administrators, and community healthcare providers, contributing to the creation of a healthy and supportive school environment. Staying updated on health trends through professional development, school nurses play a vital role in fostering a safe and thriving learning environment.

To ensure health and safety in Pinewood , a dedicated school nurse is present and available at both campuses during regular school hours.

## 2 Communication with the School Nurse

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***When do the parents/guardians need to contact the school nurse?***

- Their child is prescribed medication, especially when the child needs to take this medication during school hours
- Their child is diagnosed with, or there is a strong suspicion of a contagious disease or condition
- Their child is hospitalized
- Their child has suffered an injury or developed a condition that is possible to create the need of health related accommodations e.g. restriction in PE classes.

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### 3 Excusal Policy

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If a student exhibits symptoms of sudden illness such as fever (temperature > 37.5°C or 99.5°F), cough, or other symptoms of a contagious disease before heading to school, it is crucial to keep the student at home to prevent potential infections from spreading within the classroom. In instances of highly contagious diseases like chickenpox, the student can only return to school with a doctor's note confirming they are fit to attend.

Parents are required to promptly notify both the school and, preferably, the school nurse of any contagious illness diagnoses their child receives.

Immediate communication with parents will occur if such a disease is identified, and comprehensive preventive measures will be implemented across the entire school.

Regarding fever or active flu symptoms, the student may return to school 24 hours after the last occurrence of fever (without the use of fever medication) and when free of active symptoms. An earlier return requires a doctor's note authorizing the student's return.

### 4 Emergency Response Procedures

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In the event of an accident or any type of injury, our school nurse will promptly respond by conducting a thorough examination of the student to assess the nature and extent of the

injury and providing appropriate first aid. The nurse will contact the parent or guardian of the student to communicate the incident and discuss the best course of action.

In time-sensitive situations, the nurse will liaise with the National Center for Emergency Care (EKAB) and initiate the necessary steps, including the activation of emergency medical services such as ambulance assistance.

## 5 Medical Problems Procedure

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If a student isn't feeling well, our school nurse checks them quickly to see if they can go back to class. The parents are then notified of the situation and are asked to pick up the child if necessary. If a student decides on their own to leave and hasn't been checked by the nurse, the nurse might not allow it. In such cases, the nurse will check the student. If the student is allowed to stay in school but still wants to leave, the principal needs to grant permission. If a student has a temperature or is visibly sick, we strongly recommend that parents pick them up from school. These steps are to make sure our students are taken care of and that we communicate well about any health concerns.

## 6 Medication Administration Protocol

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When it comes to administering medication to students, the school nurse follows specific guidelines based on the Greek law. Both prescription (antibiotics, insulin) and non-prescription (ibuprofen, paracetamol etc) medication can be administered only with written permission from the parent/guardian, along with a copy of the doctor's prescription including clear administration instructions. In cases where a student requires non-prescription medication regularly, such as for menstrual pain or migraines, the nurse initiates communication with the parent/guardian to establish an agreed-upon plan for future instances. This approach ensures that medication administration is carried out responsibly, with collaboration and understanding between the school and the parents/guardians.

## 7 Management of Chronic Medical Conditions & Support by the School Nurse

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Upon notification from the parent/guardian about a student's chronic medical condition, the school nurse schedules an appointment to meet with them. During this meeting, parents/guardians share essential information regarding the patient's medical history and strategies for disease management. Collaboratively, the school nurse and the parents/guardians develop an Emergency Care Plan (ECP) based on the treating physician's instructions. This personalized plan is designed to cater to the specific needs of the student, ensuring effective and comprehensive care. Regular reviews of the plans are conducted as necessary and, at a minimum, once at the beginning of each school year. This approach aims to establish a supportive and adaptive framework, promoting the well-being of students with chronic medical conditions throughout their academic journey.

## 8 Lice Checks

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If there is a suspicion that a student may be infested with lice, the school nurse will conduct a brief lice check. If lice infestation is found, detailed instructions for a thorough check at home will be emailed to the parents/guardians of this student's classroom. Additionally, the nurse promptly contacts the parents/guardians of the child with lice, offering guidance if necessary, and urges them to initiate treatment at the earliest opportunity. Following the completion of the treatment, typically taking around 3 days on average, the student is then eligible to return to school. This process ensures a timely and effective response to maintain a lice-free environment within the school community.

## 9 Student Privacy Policy

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Respecting the privacy and dignity of each student is a paramount principle in our school nurse's policy. It is explicitly stated that the school nurse will not conduct examinations involving private body parts, even in cases where there may be suspicions of health issues in

those areas. In instances where the nurse perceives that an examination of a student's private areas is necessary, the parents/guardians are promptly informed. In such situations, immediate action is recommended, urging parents/guardians to seek medical help to address any potential health concerns. This policy underscores our commitment to safeguarding the confidentiality and personal boundaries of our students while ensuring that appropriate medical attention is sought when necessary remaining in accordance with Pinewood's [Child Protection and Safeguarding Policy](#).

## 10 Confidentiality

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The school nurse maintains the confidentiality for any health-related information, adhering to the legal retention periods specified for each document category. In situations of time-sensitive emergencies, the school nurse may share pertinent and critical health information with healthcare professionals to ensure swift and appropriate care for the student. This approach balances the imperative of privacy with the necessity of providing crucial information during urgent medical situations.

## 11 Nurse Absence Protocol

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If the nurse is supporting a student with a chronic condition, established through KEDASI certification or school policy, collaboration is essential. Prior to their absence, the nurse contacts parents and the principal to jointly decide whether the student will attend school during the nurse's non-availability period.