

REGULATION

Students

STUDENT HEALTH SERVICES REGULATION

A. *Immunization*

Catskill Central School District will require immunizations according to New York State law for Diphtheria, Polio, Measles, Mumps, Rubella, Hepatitis B, *Maemophilus influenzae* type B (Hib), Varicella and others prior to entering or being admitted to school.

Parents must provide acceptable proof indicating required receipt of all vaccines in accordance with law and regulations. A child may be excluded from the immunization requirements based on a licensed physician's determination that the vaccine poses a health risk for the student. This medical exemption must be signed by a physician licensed to practice in New York State and state the vaccine, the reason, and the length of time for exclusion. A child may also be excluded from the immunization requirements because the child's parent/guardian holds a genuine and sincere religious belief which is contrary to the practice of immunization. Parents/guardians must submit a written request to the superintendent for a waiver of the immunization requirements. The superintendent will review the request and render a decision. Such decision may be appealed to the Board of Education, and if the parent is not satisfied, may be appealed to the Commissioner of Education.

A child will not be admitted to school or allowed to attend school without an appropriate immunization certificate or acceptable evidence of immunization. The Building Principal must inform the parent of the necessity to have the child immunized and that any health practitioner may administer the immunization or the child may be immunized by the county health officer without charge if they execute a consent. If the parent does not want to do this, the Building Principal provide the parent with a form (5420-E.3) that gives the parent notice that as a prerequisite to processing the application for admission or for continued attendance at school, the person must state a valid reason for withholding consent.

The Building Principal may allow a child transferring from another state or country to be allowed to be admitted and to attend school for no longer than 14 calendar days without an appropriate immunization certificate or acceptable evidence of immunization provided that the parents/guardians can show a good faith effort to get the necessary certification or other evidence of immunization.

When a student transfers out of the district, the parent/guardian will be provided with an immunization transfer record showing the student's current immunization status which will be signed by the school nursing personnel or the school physician. A transcript or photocopy of the immunization portion of the cumulative health record will be provided to the new educational institution upon request and written consent of the parent/guardian.

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B. Administering Medication to Students in School

The administration of prescribed medication to a student during school hours is permitted only when the medication is necessary to allow the student to attend school or failure to administer the medication would seriously affect the student's health.

Parent(s) or guardian(s) must present the following information to the School Nurse:

1. An order from a licensed health care provider containing the following information: student's name, the date and name of the medicine, dosage and time to be administered, and list of possible side effects; and
2. A note from the parent(s) or guardian(s) giving the school permission for the medication to be taken by the child; or
3. In lieu of 1. & 2. above, a medication request form (5420-E.1) completed by the health care provider and the parent/guardian.

In addition, all medications must be in a properly labeled original pharmacy container.

The school nurse shall develop procedures for the administration of medication, in accordance with New York State Education Department guidelines. :

1. All medications will be administered by a licensed person unless the child is self-directed;
2. Medications shall be securely stored in the Health Office and kept in their original labeled container, which specifies the name of the child, the name of the medication, the amount to be given and the times of administration;
3. The school medication request form, such as 5420-E.1 must be completed by the parent/guardian and the prescribing health care provider and maintained in the school Health Office.
4. The school nurse shall maintain a record of the name of the student to whom the medication may be administered, the prescribing health care provider, the dosage and timing of medication, including a signature of the school nurse or the adult who supervises the child taking his/her medication.

All medications shall be picked up by the parent(s) or guardian(s) at the end of the school year or the end of the period of medication, whichever is earlier. If not picked up within five days of the period of medication, the medication shall be safely discarded.

Administering medication on field trips and at after-school activities

Taking medication on field trips and at after-school activities is permitted if a student is self-directed in administering their own medication and appropriate medication orders are on file in the Health Office. On field trips or at other after-school activities, teachers or other school staff may carry the medication so that the self-directed student can take it at the proper time.

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If a student is going on a field trip but is not self-directed (i.e., fully aware and capable of understanding the need and assuming responsibility for taking medicine), then the district may:

- Permit the parent or guardian to attend the activity and administer the medication.
- Permit the parent to personally request another adult who is not employed by the school to voluntarily administer the medication on the field trip or activity and inform the school district in writing of such request.
- Allow the student's health care provider to be consulted and, if he/she permits, order the medication time to be adjusted or the dose eliminated.

If no other alternative can be found, a licensed person employed by the school district must administer the medication.

Self-Directed Students

A request from a student's parent/guardian and the prescribing health care provider to permit a student to carry and self-administer his/her own medication shall be considered by the School Nurse and/or School Physician on an individual basis, based on the student's cognitive and emotional development. A decision shall be made based upon the following criteria:

- Severity of the health problem (particularly asthmatic or allergic reactions)
- Prescribing health care provider's order directing that the student be allowed to carry his/her medication and self-administer
- Parent statement requesting compliance with the prescriber's order
- The student has been instructed in the procedure of self-administration and can assume responsibility for carrying properly labeled medication in the original container on his/her person or keeping it in school
- School Nurse or School Physician assessment that the student is self-directed to carry and self-administer his/her medication properly
- Parent contact to clarify parental responsibility regarding monitoring the child on an ongoing/daily basis to ensure that the child is carrying and taking the medication as ordered. The School Nurse will document such contacts.

An unlicensed person, who is appropriately qualified and trained, as determined by the School Nurse or School Physician, may assist a student assessed to be self-directed in the administration of his/her medication.

Administering epi-pen in emergency situations

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The administration of epinephrine by epi-pen has become an accepted and extremely beneficial practice in protecting individuals subject to serious allergic reactions (e.g., individual has an anaphylactic reaction to a wasp sting or the ingestion of peanut butter).

Pursuant to Commissioner's regulations, registered professional nurses may carry and administer agents used in non-patient specific emergency treatment of anaphylaxis. In addition pursuant to SED guidelines; school nurses may provide training to unlicensed school staff in administering epi-pens, prescribed by a licensed prescriber, to a child who has been diagnosed with the potential for a severe reaction, in the event of the onset of a serious allergic reaction when a nurse is not available.

NOTE: In the June/July 2002 School Executive's Bulletin, SED clarifies that the Department will not consider the mere action by a registered nurse, nurse-practitioner, physician or physician's assistant of training an unlicensed person to administer an epi-pen in an emergency to constitute an act of professional misconduct provided (1) the training is premised upon the use of an epi-pen only in an emergency situation where a nurse or other licensed individual is not available; (2) the licensee providing the training possesses adequate knowledge, preparation and licensure to provide the training and (3) the training is not provided in a negligent or grossly negligent manner, etc.

C. Student Medical Exams

In accordance with Section 903 of the state Education Law, each student shall have a physical exam given by the school physician or the student's licensed health care provider upon entrance to school at grades 1, 3, 7 and 10 and new students entering the school district. Findings are to be kept on record at the school on forms that can be obtained from the school nurse.

D. Illness in School

If a student becomes ill in school:

1. The nurse will determine if the student should remain in the health office or return to class.
2. The nurse will call the parent, guardian or other authorized adult if he/she feels the student should go home. In general, a parent or adult designee will pick up the student from school.
3. For K-8 students: if no parent, guardian or authorized adult (individuals identified on the emergency card) picks up the student at school, or if no parent/guardian or substitute parent will be home, the student will remain in the health office until such time as a parent, guardian or substitute parent becomes available to assume responsibility for the child.
4. For grades 9-12 students: if no parent, guardian or authorized adult (individuals identified on the emergency card) picks up the student at school, or if no parent/guardian or substitute parent will be home, the student will be allowed to return home to an unsupervised home location only with parental permission.
5. The School Nurse will contact the Building Principal if he/she assesses that the child should be transported by bus to the home at the end of the day. The Building Principal will notify the

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District Transportation Coordinator who will notify the assigned bus driver of the student's health status. If time does not permit coordination between the Principal and the District

Transportation Coordinator, the School Nurse may speak directly to the bus driver to inform him/her of the student's condition.

E. Annual Health and Emergency Home Contact Information

All students shall have on file a medical emergency record. This record will be completed by the parent/guardian at the beginning of each school year and updated as necessary throughout the school year. It will include the following information:

- Student name, address, grade, date of birth, homeroom, ;
- Address and telephone contact information for the student's parent(s) or guardian(s) at home and at work;
- Name and contact telephone number of a neighbor;
- The contact information for the student's health care provider;
- Any allergies or serious health conditions;
- Current medications;
- Illness, surgeries and serious illnesses in the past year;
- Immunizations received in the past year;
- Health insurance information; and
- Signed authority to treat the student in an emergency in the event that the district cannot contact the parent/guardian or student's health care provider.

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