

# FOX CHAPEL AREA SCHOOL DISTRICT



## SCHOOL HEALTH SERVICES HANDBOOK

COMMITMENT TO EXCELLENCE

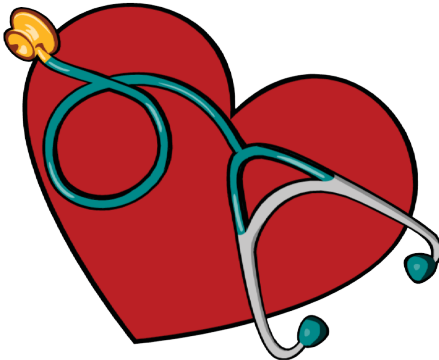
611 Field Club Road • Pittsburgh, PA 15238  
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[www.fcasd.edu](http://www.fcasd.edu)

## INTRODUCTION

The School Health Services Handbook was prepared to help parent/guardians understand state mandated health policies, district policies relating to the health and growth of its students, and as an introduction to the role of the Certified School Nurse (CSN).

The Certified School Nurse is an integral part of the educational team, providing guidelines for school personnel so that specific health needs of students are met. The Certified School Nurse is dedicated to the emotional and physical wellbeing of students. The Certified School Nurse must provide, perform, administer, and/or supervise all necessary treatment procedures required by the student population. The Certified School Nurse attends workshops and seminars to keep abreast of current information regarding health problems among student populations. The Certified School Nurse helps provide students with the opportunity to develop sensible self-care skills for responsible lifelong choices.

For special, large, or even small medical problems, you are always encouraged to contact the Certified School Nurse. The learning environment is best maintained by working with our schools to give children their optimal chance for success. This includes their best health. Learning is enhanced by wellness. Help us keep our children well.



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*June 2017*

## PENNSYLVANIA SCHOOLS IMMUNIZATION REQUIREMENTS

Immunization against certain communicable diseases is necessary for a healthier school life. Under the regulations of the Pennsylvania and Allegheny County departments of health, the immunizations below are required.

The Pennsylvania immunizations required for school entry are:

### Immunizations for Grades K-12

- 4 doses of tetanus, diphtheria and acellular pertussis (1 dose on or after 4<sup>th</sup> birthday)
- 4 doses of polio (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps and rubella, usually given as MMR
- 3 doses of hepatitis B
- 2 doses of varicella (chicken pox) or a written statement from physical/designee indicating month and year of disease or serologic proof of immunity

### Immunizations for Grade 7

- 1 dose of tetanus/diphtheria/pertussis (Tdap, given as Adacel or Boostrix)
- 1 dose of meningitis vaccine (MCV4)

### Immunization for Grade 12

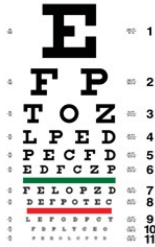
- 2<sup>nd</sup> dose of meningitis vaccine (MCV4)
- **Proof of immunization** must be presented when enrolling in school. Immunization information can be obtained from your family doctor or former school district.
- Immunizations that are required for school are available from the Allegheny County Health Department to children that are uninsured, have Medicaid or are an American Indian or Alaskan native. Call 412-578-8060 for time and location. Any further questions may be addressed to the Certified School Nurse in the building to which your child is assigned.

Parents should notify the school nurse of any immunizations (booster shots) given to the student during the school year. Updated Tetanus information is extremely important if your child becomes injured.

**STUDENTS WILL ONLY BE ADMITTED TO SCHOOL WITH THE REQUIRED IMMUNIZATIONS.**

# STATE-MANDATED EXAMINATIONS/HEALTH SCREENINGS

The Pennsylvania School Health Law requires physical examinations for students entering kindergarten and first grade, and again in sixth and eleventh grades.



**Dental examinations** are required on entering school (kindergarten or first grade) and in third and seventh grades.

**Height, Weight and Vision screenings** are given annually by the school nurse.

**Audio screening tests** are given in kindergarten and first, second, third, seventh, and eleventh grades.

Height and weight are measured and recorded annually from kindergarten through twelfth grade. This assists in the evaluation of each child's growth.

The Body Mass Index (BMI) for age percentile\* is also calculated which is used as a guideline to help assess whether a person may be overweight or underweight.

\*BMI less than 5<sup>th</sup> percentile – at risk for underweight  
BMI between 85<sup>th</sup> and 95<sup>th</sup> percentiles – at risk for overweight  
BMI equal to or greater than 95<sup>th</sup> percentile - overweight

Parents/guardian notification of height, weight and BMI is done yearly.

Scoliosis screening is mandated in sixth and seventh grades. Scoliosis is a lateral and rotary curvature of the spine, most commonly found during the adolescent growth period. This curve can exist in varying degrees, from very subtle to quite severe.

Although it is recommended that these state-mandated examinations be conducted by the student's regular family physician or pediatrician, they are also provided by the school district with parental written permission and given by an approved physician and dentist. Those wishing to have the state-mandated examinations performed by their family physician or pediatrician, must obtain the required forms from the school nurse. These forms must then be returned to the school nurse upon completion.

## KEEPING AN ILL CHILD HOME

Occasionally parents must make a difficult decision regarding their child's health and ability to attend school. When should you keep your child home from school?

Following are a few suggestions:

- A fever of 100 degrees or more;
- Vomiting or diarrhea within the last 24 hours;
- A suspicious rash;
- Stomach ache or fatigue, accompanied by a fever and/or vomiting;
- A headache lasting 1-2 days, or recurring;
- Red, irritated eyes with pus-like or excessive water drainage; and/or
- Persistent, uncontrollable coughing and sneezing.



## EXCLUSION FROM SCHOOL

Students who exhibit signs and symptoms of communicable illnesses will be immediately excluded from school. This includes any student with a temperature of 100 degrees or more. Students will be readmitted only when:

- Free of fever for 24 hours;
- A Non-communicable illness has been diagnosed and certified in writing by a physician; or
- The child has recovered or received appropriate treatment and is no longer infectious.

## COMMUNICABLE DISEASES

The Pennsylvania and Allegheny County health departments demand exclusion of all students who are suspected of or have been diagnosed as having the communicable diseases listed below.

*A student may return to school:*

<b>Strep Throat Scarlet Fever</b>	24 hours after institution of appropriate antimicrobial therapy.
<b>Conjunctivitis</b>	After starting treatment & must show improvement.
<b>Chicken Pox</b>	Five days from the appearance of the first crop of vesicles (new sores), or when all the lesions have dried and crusted, whichever is sooner.
<b>Pediculosis</b>	After appropriate treatment (see page 12).
<b>Scabies</b>	After completion of appropriate treatment.
<b>Ringworm</b>	After the first treatment, if body lesions are covered. Neither scalp nor body lesions that are dried need to be covered.
<b>Impetigo</b>	24 hours after beginning appropriate treatment.

## EMERGENCY CARE CARD

The Emergency Care Card is extremely important. It is your **child's lifeline from school to you in the event of an emergency situation**. A new card, having current information is requested each year. Please take the time to complete the front and the back of it. If a parent cannot be contacted during the school day, another local responsible adult (relative or friend) should be designated as an emergency contact. This person must be willing to make decisions regarding your child and should be able to provide the necessary transportation. Please provide us with these individuals' phone numbers.

If at any time during the school year this information should change, please notify the school nurse immediately.



## TRANSPORTATION FOR THE ILL STUDENT

Parents/guardians are responsible for transporting an ill or injured student from the school. If a parent or guardian is not available to transport the student, arrangements for a relative, friend, neighbor, or public transportation must be made by the parent or guardian. The parent is responsible for the cost of transportation arranged through a public carrier or an ambulance in the event of an emergency and transportation to a hospital is required.



## **CHANGES IN STUDENT'S MEDICAL STATUS**

It is extremely important that parents notify the school nurse of all changes in their child's medical status. We need to have current health information in order to provide proper care in the event of an emergency. PLEASE inform the school nurse of:

1. Any chronic medical conditions, such as heart disease, asthma, seizure disorders, bone or joint disorders, etc.
2. Any acute situations (physical, emotional, or personal) which may affect the student's performance in school.
3. All allergies, including bee stings, medications, and food.
4. Routine prescribed medications, even those not taken during school hours.
5. Any additional vaccinations.

All information will be included in the comprehensive and confidential School Health Record.

Teachers will be notified of special health issues on a need-to-know basis, that is, only when such knowledge may be necessary to ensure the child's well-being. Seizure disorders, diabetes, asthma, bee sting allergy, and significant food allergies are examples of such health issues.

## GUIDELINES FOR ADMINISTERING MEDICATION

Medication should be given at home. Should the need arise for a student to be given medication during school hours, these procedures must be followed or medication will not be administered.

1. Written instructions signed by a physician with the diagnosis, medication, dosage, length of time to be given, possible side effects, and parent signature is required for all types of medication. Forms are available from the Certified School Nurse. A medication order and parent permission is required at the start of each school year.
2. It is the parent's responsibility to maintain an adequate supply of medication throughout the school year.
3. **Medications must be brought to the School Nurse by the parent/guardian in the prescription-labeled container, or original over the counter container that must remain at school.**
4. If the School Nurse is not available, the building Principal or Acting Principal will accept and sign for medication.
5. Over-the-counter medication such as Advil, Tylenol, cough drops, will not be administered to Kindergarten- 5th grade unless prescribed by a physician. Over the counter and holistic medications not listed on the High School and Middle School emergency care card will require a doctor's order to be administered.
6. The Certified School Nurse will review all new medication requests.
7. The first dose of a new medication: *It is the parent's responsibility to give the first dose when the child is able to stay at home to ascertain the child's reaction to the medication.*
8. Medications will be discarded one week following termination date or conclusion of the school year, unless return is requested by the parent. **Medication will be returned to the parent or an adult designee only.**

**NO MEDICATION WILL BE ADMINISTERED AT SCHOOL UNLESS ALL  
REQUIREMENTS OF THE MEDICATION POLICY ARE MET**



## FIELD TRIP MEDICATION

Children with serious, life-threatening or potentially life-threatening medical conditions may request that medication be given on a field trip. No other medication will be permitted.

*NOTE: According to the American Academy of Pediatrics, life-threatening conditions may include, but are not limited to, conditions such as: asthma, diabetes, seizure disorders, hormonal disorders, or severe allergy.*

Students who do not already have emergency medication on their person, but may require administration of emergency medication on a field trip, will be allowed to carry and self-administer the medication if the following criteria have been met:

1. The parent/guardian has completed the section of the Field Trip Form Permission Slip that addresses the administration of emergency medication.
2. The student has on file in the nurse's office authorization for self-administration of emergency medication that meets all the criteria previously addressed in the medication policy. If the school nurse deems the student competent to self-administer his or her medication, he or she will be allowed to take it on the field trip.
3. The medication is currently located in the nurse's office for use by the student.
4. The student will be responsible for obtaining his or her medication from the nurse on the day of the field trip. The nurse will notify the teacher that the student is carrying the medication.
5. The student is responsible for returning the medication to the nurse upon returning to school.
6. Students who are able to self-medicate may do so with signed parental consent.

**Any parent who has a child needing medication in such a situation should contact the Certified School Nurse.**

- Parents of students who receive routine medication during school hours may choose to have the child not receive his or her medication on the day of the field trip; or
- The parent may accompany the child on the field trip or may make other arrangements with the principal.

**NO MEDICATION WILL BE ADMINISTERED UNLESS ALL  
REQUIREMENTS OF THE MEDICATION POLICY ARE MET.**

**FOX CHAPEL AREA SCHOOL DISTRICT  
FIELD TRIP FORM PERMISSION SLIP**

Name \_\_\_\_\_ Grade \_\_\_ Teacher \_\_\_\_\_  
Destination of Field Trip \_\_\_\_\_  
Students will depart at \_\_\_\_\_ Returning at \_\_\_\_\_  
This form must be returned by \_\_\_\_\_  
Student cost (if any) \_\_\_\_\_  
Group \_\_\_\_\_ will stop for lunch \_\_\_\_\_ will not stop for lunch  
\_\_\_\_\_ will bring a lunch \_\_\_\_\_ box lunch will be provided  
I wish \_\_\_\_\_ do not wish \_\_\_\_\_ to give my permission for \_\_\_\_\_  
to go on the field trip.

Please indicate if your child has any of the following health concerns:

\_\_\_ Asthma \_\_\_\_\_ Inhaler Needed  
\_\_\_ Life-Threatening Allergy to Bee Sting \_\_\_\_\_ Epi-Pen \_\_\_ Benedryl Needed  
\_\_\_ Life-Threatening Allergy to Food \_\_\_\_\_ Epi-Pen \_\_\_ Benedryl Needed  
\_\_\_ Seizure Disorder  
\_\_\_ Allergy to \_\_\_\_\_  
\_\_\_ Diabetes  
\_\_\_ Other \_\_\_\_\_

Emergency treatment if needed \_\_\_\_\_

Does your child take daily medication not given in school? \_\_\_\_\_

If so, indicate medication and dosage \_\_\_\_\_

In compliance with school district policy, only emergency medications that are currently registered with the school nurse may go with students on field trips.

Emergency contacts during the field trip:

Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Name \_\_\_\_\_ Phone Number \_\_\_\_\_

If emergency treatment is required, and a parent/guardian cannot be notified immediately, I give consent for emergency treatment and transport to the nearest emergency room.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## FIRST AID

First aid and emergency care is help given until further or more advanced treatment is available. Every effort will be made to notify parents or guardians about emergencies. Minor first aid treatment will be administered to all students with injuries or illnesses that **occur at school**. This may include:

1. Assessment of the illness/injury.
2. First aid procedures (wound cleansing and dressing, ice packs, etc.) established by school physician.
3. Rest and re-evaluation.
4. Verbal or written notification to parents, when necessary.
5. Early dismissal from school due to injury or illness. (See "Transportation for the Ill Student" on page 5)
6. Emergency medical services will be called, when necessary.

Serious illness or injury necessitates parent notification and possible further medical attention. These decisions are at the discretion of the nurse with consideration for the needs of the student.



# PEDICULOSIS – (HEAD LICE)

## Section 1. Purpose

The Fox Chapel Area School District (FCASD) is committed to maintaining a healthy environment for students and staff. To fulfill that commitment, FCASD establishes these guidelines for the prevention and control of head lice.

## Section 2. Guidelines

- a. If a student is suspected of having pediculosis (head lice), the Certified School Nurse or designee shall examine the suspected student and the student's siblings.
- b. When pediculosis (head lice) is found, the school nurse shall contact the parent of the student and provide educational materials concerning treatment and environmental control.
- c. Following treatment, the school nurse will examine the student's head prior to readmission to school.
- d. If the treatment has been ineffective, the certified school nurse or designee will contact the parent to review procedures.
- e. Students who have been identified with pediculosis and have been readmitted after treatment may be checked for re-infestation or at the discretion of the certified school nurse or designee.
- f. Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

## **PEDICULOSIS – (HEAD LICE) – TREATMENT**

When a child is found to have head lice at school, the school nurse will contact the parent or guardian to discuss treating the child at the conclusion of the school day.

If head lice are discovered by you, the parent, please notify either the building principal or school nurse where your child attends. Examine other family members and apply treatment procedures to each infested person. (For children under the age of five, contact your physician for specific instructions.)

Treatment can begin in one of two ways:

1. Contact your family physician for diagnosis and further instructions.
2. Visit your local pharmacy to obtain an over the counter pediculicide and follow the directions contained within.

There are also commercial companies that can help you eliminate head lice. Two local companies that you can contact are LiceDoctors and Center for Lice Removal.

The control of head lice in home and school or other institutions is similar. Early treatment of infested individuals coupled with a few environmental precautions is the key to interrupting transmission. The infested individual should be treated and personal articles (e.g., caps, combs, brushes, towels, clothing, and bedding) should be disinfected by appropriate laundering, vacuuming, dry cleaning, etc.

The drugs most commonly available for the treatment of pediculosis are A-200 Pyrinate, Cuprex, Nix R&C Shampoo, Rid, and Kwell (all shampoos). A-200 Pyrinate, Cuprex, Nix R&C, and Rid can be bought over the counter. Kwell requires a prescription. While these pediculicides rapidly kill immature lice and adult lice, they are not left on the hair long enough to kill eggs. Therefore, the treatment should be repeated in seven to ten days to kill newly hatched lice. (The incubation period for louse eggs is six to ten days.)

### **Treating the Individual**

To treat an infested individual, parents should:

1. Remove or protect the student's clothing.
2. Apply an approved pediculicide according to label directions.
3. Have student put on clean clothing after treatment. Removal of nits (with a fine-tooth comb) after shampooing is essential. Nit removal by hand may be required.



## Treating the Home Environment

Adult head lice can survive away from a human host for two to three days. Their eggs may lie dormant in the environment for up to 14 days. To reduce the chances of re-infestation from an environmental source, it is important to follow this treatment:

- A. **Clean clothing, fresh bedding, towels, and linens:** The person puts on clean clothing and uses fresh bedding, towels, and linens. All clothing (especially coats and sweaters), bedding and other linen which the person used before treatment should be laundered or dry cleaned. One of the following methods should be used:
  - 1. **Machine wash on hot cycle:** Since heat is lethal to lice and their eggs, many personal articles can be disinfected by machine washing in hot water and/or drying using the hot cycle of the dryer.
  - 2. **Dry Clean:** Personal articles of clothing or bedding that cannot be washed may be dry cleaned or placed in a plastic bag and sealed for a period of ten days.
  
- B. **Disinfect combs and brushes** by soaking them for one hour in a two percent Lysol solution or heating them in a pan of hot water for 10 to 20 minutes provided they will not be damaged by heat.

**NOTE: BECAUSE PEDICULOSIS (HEAD LICE) IS NOT TRANSMITTED FROM ANIMALS TO HUMANS, DOMESTIC PETS SHOULD NOT BE TREATED.**

# CERTIFIED SCHOOL NURSING ROLES

## **Provider of Student Health Care**

- Clinical Knowledge
- Student with Special Health Needs
- Nursing Process

## **Communicator**

- Communicates with students, parents, faculty, and community

## **Planner and Coordinator of Student Health Care**

- Collaboration with Community Health Systems
- Collaboration within School System
- Program Management

## **Teacher**

- Health Education

## **Investigator**

- Research

## **Role Within Discipline of Nursing**

- Professional Development

## **The Certified School Nurse . . .**

1. Utilizes a distinct clinical knowledge base for decision-making in nursing practice.
2. Uses a systematic approach to problem solving in nursing practice.
3. Contributes to the education of the student with special health needs by assessing the student, planning and providing appropriate nursing care, and evaluating the identified outcomes of care.
4. Uses effective written, verbal, and nonverbal communication skills.
5. Establishes and maintains a comprehensive school health program.
6. Collaborates with other school professionals, parents, and caregivers to meet the health, developmental, and educational needs of the students.
7. Collaborates with members of the community in the delivery of health and social services and utilizes knowledge of community health systems and resources to function as a school-community liaison.
8. Assists students, families, and the school community to achieve optimal levels of wellness through appropriately designed and delivered health education.
9. Contributes to nursing and school health through innovations in practice and participation in research or research-related activities.
10. Identifies, delineates, and clarifies the nursing role, promotes quality of care, pursues continued professional enhancement, and demonstrates professional conduct.

Reference: National Association of School Nurses

# FOX CHAPEL AREA SCHOOL DISTRICT MISSION STATEMENT



## **Vision**

Students in the Fox Chapel Area School District will enter schools that are prepared to address individual needs. The school community will nurture and inspire students' desire for knowledge and provide the foundation for them to be successful in a global society and to become lifelong learners.

## **Mission**

The Fox Chapel Area School District exists to provide a rigorous school program that strives to take students to their maximum levels of educational achievement and to develop the whole person in order to accomplish his or her personal best.

## **Core Values**

**Respect – Responsibility – Integrity**

### **Goal Areas**

- Improvement of student achievement
- Academic safety nets for students at all levels
- Social and emotional development to ensure successful integration within the district
- Learning environment
- Communications
- Building human capacity

# FOX CHAPEL AREA SCHOOL DISTRICT

## SCHOOL HEALTH OFFICES

### **Dorseyville Middle School**

Nursing Office  
412/967-2523

### **Fairview Elementary School**

Nursing Office  
412/967-2402

### **Hartwood Elementary School**

Nursing Office  
412/967-2481

### **Kerr Elementary School**

Nursing Office  
412/967-2492

### **O'Hara Elementary School**

Nursing Office  
412/967-2508

### **Fox Chapel Area High School**

Nursing Office  
412/967-2450



The Fox Chapel Area School District does not discriminate on the basis of race, creed, color, sex, nationality, ethnic origin, age, or disability in the administration of its policies, hiring practices, employment practices, and admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of its operations.

Additional information pertaining to civil rights, school district policies, and grievance procedures can be obtained by contacting the compliance officers listed below between 8 a.m. and 4 p.m. Monday-Friday. This notice is available from the compliance officers in large print, on audiotape, and in Braille.

Title IX:	David P. McCommons, Ed.D. (412/967-2456)
Section 504 and ADA:	Timothy Mahoney, M.Ed. (412/967-2435)
Address:	Fox Chapel Area School District, 611 Field Club Road, Pittsburgh, PA 15238-2406