

NEW CASTLE COMMUNITY SCHOOL CORPORATION

Health Assistant Handbook

POLICY AND PROCEDURE GUIDELINES

Trina Wilkey, DNP, RN
801 Parkview Drive
New Castle, IN 47362
Phone 765.593.6670 Fax 765.593.6585
twilkey@ncweb.me

Contents

Section 1: Introduction	5
1.1 Purpose of Handbook	5
Section 2: Employee Hours	5
Section 3: Standards of Conduct and Discipline	5
3.1 Dress Code	5
3.2 Certification/Time Cards	5
Section 4: Leaves of Absence/Attendance	5
4.1 Absences	5
4.1.1 Illness	5
4.2 Emergencies/Leaving Building	5
4.2.1 Emergencies	6
Section 5: Closings	6
5.1 Delays	6
Section 6: Immunizations/Chirp	6
6.1 Immunizations	7
6.1.1 Proof of Vaccination/Immunity/Disease History	7
6.1.2 Immunity	7
6.1.3 Disease History	8
6.1.4 Medical Exemptions	8
6.1.5 Religious Objections	8
6.2 Philosophical Objection	9
6.3 Foreign Exchange Students	9
6.4 HPV	9
6.4.1 Procedure HPV Notification	10
6.5 MCV	10
6.5.1 MCV Requirements/Information	10
6.6 State Reporting	10
6.7 Letters	10
6.8 Chirp	11
Section 7: Vision	11
7.1 State Reporting	11
7.2 Screenings:	11

7.3	MCT	12
Section 8: Hearing		12
8.1	State Reporting	12
8.2	Screenings	12
8.2.1	Screening Procedure	12
Section 9: Individualized Health Care Plans		13
9.1	Development of IHP	13
9.1.1	Responsibility of the Health Assistant	14
9.2	Diabetics	14
Section 10: Medical Conditions/Physician Orders:		14
10.1	Physician Orders:	14
10.2	Medical Conditions	15
Section 11: Medications		15
11.1	Policy	15
11.2	Administrative Procedure:	16
11.3	Prescriptions/Daily Medications:	16
11.4	Over-the-counter Medications	17
11.5	Diabetics	17
Section 12: Health Office		17
12.1	Clinic	17
12.2	Health Office Log	18
12.3	Emergencies	18
Section 13: Field Trips		18
Section 14: Accident/Incident Reports		19
14.1	Incident Reports	19
14.2	Accident Reports	19
Section 15: Suspected Drug Use		19
Section 16: Puberty Video		20
16.1	Policy	20
Section 17: Communicable Diseases		20
17.1	Head Lice	20
17.1.1	Policy	21
17.1.2	Procedure	21

17.1.3	Notifications	21
17.2	Bed Bugs	21
17.2.1	Policy	22
17.2.2	Procedure	22
Section 18: Department of Child Protection Services		22
18.1	Policy	22
Section 19: Children in Need		22
19.1	Policy	22
19.2	Programs	23
19.2.1	Shoes – Kiwanis Club	23
19.2.2	Vision – Nursing Supervisor NASN	23
19.2.3	Winter Coat – School Corporation	23
19.2.4	Community Partners	23

Section 1: Introduction

1.1 Purpose of Handbook

The purpose of this handbook is to familiarize you with policies and procedures of New Castle Community School Corporation. Compliance with this handbook and the company's policies and procedures is a condition of employment. New Castle Community School Corporation and the Nursing Supervisor reserves the right to interpret this handbook's content as it sees fit, and to deviate from policy and procedure when it deems necessary.

Section 2: Employee Hours

Health Assistants will be allotted a set number of hours per day and week. **Time missed may not be made up. NO ADDITIONAL TIME** is permitted above a set number of hours per week unless approved by the Nursing Supervisor and/or Human Resources. New Castle Community School Corporation and the Nursing Supervisor reserves the right to make changes at any time to the Health Assistant assignments, hours, or days worked. Medical emergencies in the Health Assistant specific building are the only exceptions to these rules. When this situation does occur, please email the Nursing Supervisor, who will forward the message to Amy Blake and Jena Schmidt. Health Assistants work 185 calendar days per school year.

Section 3: Standards of Conduct and Discipline

3.1 Dress Code

Health Assistants are required to dress appropriately during their scheduled work days. Scrubs or dress clothes (business casual) are acceptable. Any special days where clothing outside the normal attire can be worn please refer to your building's dress policy. All Health Assistants must follow an approved dress code at all times.

3.2 Certification/Time Cards

All health assistants are to email or have copies of completed time cards given to the secretaries no later than the end of work day on Tuesday at the end of the certification period, unless certification ends prior to a break then email on the last day worked.

3.3 Title

For clarification purposes, it is highly recommended that this position is referred to as a "Health Assistant" position. This just helps avoid any confusion if a parent needs to clarify something with the RN. The Health Assistant may sign with their appropriate title, as in their degree or certification, when necessary.

Section 4: Leaves of Absence/Attendance

4.1 Absences

Health Assistants are to fill out an absence request form at least 2 days prior to absence when scheduling and submit to the nursing supervisor. **Excessive absences will be subject to disciplinary action.**

4.1.1 Illness

Health Assistants are required to call or text the Nursing Supervisor prior to the start of their shift. It is also the responsibility of the Health Assistant to notify staff at their assigned building (i.e. principal, secretary, clerk, etc.). Absence request form is to be filled out and sent to nursing supervisor the day returning to work.

4.2 Emergencies/Leaving Building

There will be times in which the Health Assistant would need to leave their assigned building. The Health Assistant is required to notify the Nursing Supervisor when leaving their assigned building and upon return for any reason. Failure to notify Nursing Supervisor may result in disciplinary action if habitual. Time missed from being out of the building for non-work related reasons is not permitted to be made up or included on their time card. If Health Assistant is out of the building for work related reasons time is permitted to be listed on time card.

4.2.1 Emergencies

In the event of an emergency in your building Health Assistant must notify the Nursing Supervisor, and if unable have another staff member notify. Please follow the following guidelines:

- Notify nursing Supervisor with details: (Emergency; time over if above scheduled time; and Date of Emergent Issue)
- Please document Emergency information in email to Nursing Supervisor the same day or by the following day of emergency
- If overage of time is incurred for emergent reasons – Health Assistant must adjust time within the same certification week. If unable to adjust time in the same week, time must be adjusted the following week.

1) Calling 911

- a. Use school phone whenever possible
- b. If unable to call from school phone you may use Cell
- c. Make sure to notify Nursing Supervisor of call
- d. CEC is to be notified as soon as possible of 911 call
- e. Make sure to stay with student and be available to talk with EMS upon arrival
- f. Document all information in PowerSchool when able

Section 5: Closings

There are times in which the school would close due to unforeseen circumstances which could include weather, emergencies, holidays, or other reasons. In the event that the school would be closed or delayed.

5.1 Delays

In the event that the school would be closed due to a delay Health Assistants are permitted to come in at their regularly scheduled time (but not required to) if the following is met:

- Must have meaningful work to complete

- Must be prearranged and approved by principal at assigned building
- Must notify Nursing Supervisor of time working with details of what Health Assistant will be working on during delay time

Section 6: Immunizations/Chirp

The Indiana State Department of Health strives to prevent disease, disability, and death in children, adolescents, and adults through vaccinations. Immunizations are very important for adults and children to prevent illness and remain healthy. There are several different factors that affect which immunizations are recommended (i.e. Past immunization history; Existing health conditions; Lifestyle; Age; International Travel). **Immunization schedule along with facts are attached for your reference regarding School Immunization Requirements for school age children. Please follow guidelines set by State of Indiana.**

According to Indiana Code 20-34-4-5 a child may enroll in school if they are not up to date on their vaccinations. IC 20-34-4-5 states that a child is not permitted to attend school beyond the first day without furnishing a written record unless:

- *The school gives a waiver (for a period not to exceed 20 days)*
- *The local health department or a physician determines that the child's immunizations have been delayed due to extreme circumstances and that the required immunizations will not be completed by the first day of school. The parent must furnish a written statement and a time schedule approved by a physician or health department*
- *A medical exemption or religious objections is on file*
- *All questions should be directed to the Nursing Supervisor*

6.1 Immunizations

Health Assistants are required to maintain accurate immunization records and stay on top of obtaining vaccinations for student's when not in compliance. Immunization requirements are set by the Indiana State Department of Health and are attached. It is the responsibility of the Health Assistant to follow set standards for immunizations. Keep in mind that Indiana School requirements are grade based not age based. Direct any and all questions to Nursing Supervisor.

6.1.1 Proof of Vaccination/Immunity/Disease History

6.1.1.1 Adequate documentation from a physician must include

- 1) Students Name
- 2) Date of Birth
- 3) Vaccine Administered
- 4) Date (month/day/year)

6.1.1.2 Documentation that is adequate is as follows:

- 1) Documentation from a health care provider
- 2) An immunization record from another school corporation

- 3) An immunization record in the Indiana Immunization Registry (CHIRP)
- 4) A printed record from another state registry

6.1.2 Immunity

Laboratory evidence of immunity is a blood test for disease-specific immune globulin that measures immunity to disease. Laboratory results for evidence of disease immunity must be ordered and interpreted by physician.

- I. Laboratory evidence is **NOT** acceptable for Diphtheria, Pertussis, or Tetanus.
- II. Laboratory evidence of immunity may be used in place of immunization requirements for the following school required immunizations for: Measles, Mumps, Rubella, Chickenpox, Hepatitis & B, Polio.
- III. Serology testing for chickenpox can only be used to document history of disease

6.1.3 Disease History

6.1.3.1 *For children entering preschool through 7th grade:*

- 1) Signed statement by a health care provider, documenting a diagnosis of varicella or verifying the history of disease, including date (MM/YY) is required.
- 2) A child does not need to see their health care provider at the time of illness in order to request a verification of disease history
- 3) A parent may speak with their child's healthcare provider to ascertain whether the child had chickenpox based upon the disease presentation and transmission.

6.1.3.2 *For children entering grades 8 – 12, documentation from a parent is sufficient. A written statement should include:*

- 1) Date of disease
- 2) Signature of Parent/Guardian
- 3) Date of Signature
- 4) If parent/guardian is unable to recall exact dates they may be able to state that the disease was around spring of 2000
- 5) Acknowledgment of Incomplete Vaccinations form should be signed by parent/guardian and kept on file
- 6) Send documentation to Nursing Supervisor to enter into CHIRP accurately

6.1.4 Medical Exemptions

A medical exemption is a physician's certification that a particular immunization may be detrimental to the child's health. It must state that the child has a medical contraindication to receiving a vaccine. The Indiana State Department of Health has a medical exemption form available that can be accessed on the Nursing Page on Moodle and should be used to document medical exemptions. Medical contraindications to immunizations are vaccine specific and must be written for each vaccine that is contraindicated. Only valid medical exemption forms that are received by the school should be passed along to the Nursing Supervisor and must be documented as an exemption in CHIRP. Health Assistants responsibilities:

- 1) Responsible for obtaining medical exemptions for vaccinations
- 2) Must verify that medical exemption form is on file

- 3) Many contraindications to vaccination are not permanent; therefore; a medical exemption should be obtained for the student each school year. If medical exemption is permanent Health Assistants are required to verify that the medical contraindication is still in effect and document findings.
- 4) Notify Nursing Supervisor of Medical Exemptions that need to be entered into CHIRP. Send copy of Medical Exemption to Nursing Supervisor.
- 5) Obtain Acknowledgement of Incomplete Vaccinations form with parent/guardian signature each school year and file as appropriate.
- 6) Document in PowerSchool under vaccination tab of the exemption and make comment of what the contraindication is for.

6.1.5 Religious Objections

A religious objection must state that the objection to immunization is based on religious grounds. The objection must be:

- 1) Made in writing
- 2) Signed by the parent/guardian
- 3) Delivered to school
- 4) Must specify the vaccine(s) the parent is refusing
- 5) No requirement of proof needed
- 6) Required to obtain each school year
- 7) Acknowledgement of incomplete vaccination form signed by parent/guardian and kept on file
- 8) Send Religious Objection and Acknowledgement of incomplete vaccination forms to the Nursing Supervisor to document accurately in CHIRP

6.2 Philosophical Objection

Indiana Law only allows Medical and Religious Objections. If parent is refusing due to Philosophical reasons they may fill out the Philosophical Objection form found on the nursing page on Moodle along with the Acknowledgment of Incomplete Vaccinations. However, the student will be considered to be out of compliance.

6.3 Foreign Exchange Students

Foreign Exchange Students, who are enrolled in Indiana schools, are required to meet the school immunization requirements for high school entry each academic year. The Indiana School requirements do not include all recommended vaccinations for children in this age group. Children who are behind on their immunizations should follow the 2012 CDC "Catch-up Immunization Schedule." All minimum intervals and ages for each vaccination as specified per 2012 CDC guidelines must be met for a dose to be valid. Document is attached for your reference

6.4 HPV

Indiana Code 20-34-4-3 requires the Indiana State Department of Health to provide information on the link between cancer and the human papillomavirus (HPV) and the vaccination that can protect the student from HPV related cancers later in life. **It is a requirement to provide educational materials to the parents of enrolled students in 6th grade in accordance with IC 20-34-4-3. The information may be sent home in letter form or posted on the school's website.**

According to the American Academy of Pediatrics all boys and girls ages 11 or 12 should get vaccinated but it is optional and not required. The State Department of Health shall provide schools with information concerning cervical cancer and the human papillomavirus (HPV) infection and must include:

- 1) The latest scientific information on the immunization against the human papillomavirus (HPV) infection and the immunization's effectiveness against causes of cervical cancer
- 2) That a pap smear is still critical for the detection of precancerous changes in the cervix to allow for treatment before cervical cancer develops
- 3) Information concerning the means in which the human papillomavirus (HPV) infection is contracted
- 4) A statement that any questions or concerns concerning immunizing the child against human papillomavirus (HPV) could be answered by contacting a health care provider

6.4.1 Procedure HPV Notification

- 1) Indiana State Department of Health will notify the school Registered Nurse, Superintendent, and administrators with the most current letter and HPV facts
- 2) Nursing Supervisor will send information to CEC who will pass along to administrators at beginning of school year
- 3) Schools are required to send out information by Fall of current school year with updated information and not before information is approved and provided by Nursing Supervisor.
- 4) Most buildings have the school's secretary send out the information to be within standards set by the Indiana State Department of Health
- 5) Health Assistants are required to make sure that letters with facts are in fact sent out by Fall of current school year. If information has not been sent out Health Assistants must notify the Nursing Supervisor.

6.5 MCV

Meningococcal disease is a serious illness caused by a type of bacteria called Neisseria meningitides. It can lead to meningitis, infection of the lining of the brain and spinal cord, and infections of the blood. Meningococcal disease often occurs without warning. The disease can spread from person to person through close contact (coughing or kissing) or lengthy contact. **It is a requirement to provide educational materials provided by the Indiana State Department of Health to the parents of all students in accordance with IC 20-34-5-18. The information may be sent home in letter form or posted on the school's website.**

6.5.1 MCV Requirements/Information

Two doses of MCV are routinely recommended for adolescents 11 through 18 years of age with the first dose to be administered at 11 or 12 years old, with a booster dose at age 16. If individuals receive their first dose on or after their 16th birthday they will not need a second dose of MCV4. If a child receives one dose of MCV4 at age 10 or older and another dose at age less than 16 they will not need another booster dose at age 16. As long as the first dose was given after the child's 10th birthday and the 2 doses are separated by a minimum of 8 weeks.

6.6 State Reporting

All schools are required to report immunization data to the State, in compliance with IC 20-34-4-6, electronically through the use of the immunization data registry, as established by IC 16-38-5, annually.

- 1) Send Immunization Data to Nursing Supervisor for Grades K, 1st, 6th by **Friday January 26th**.
- 2) Submit Immunization Data to Nursing Supervisor for Grades 2nd – 5th; 7th – 12th by **Friday February 2nd**. This is an estimation for mid semester update on where we are regarding compliance.
- 3) Submit Data on report sheet provided by Nursing Supervisor for all grades to Nursing Supervisor in **May. Date to be provided at a later time by Nursing Supervisor.**

6.7 Letters

- I. Send approved letters home with students on a regular basis regarding vaccinations needed for compliance to be met. Document all attempts in PowerSchool under log entry.
- II. Send home approved letters with students at the end of the school year to parent/guardian relating to vaccinations requirements for following school year that may be needed.
- III. Letters can be found on Moodle – Jen’s Nursing page
- IV. Letters may not be changed in anyway and Health Assistants are required to use the approved forms located on Moodle Only

6.8 Chirp

The Children and Hoosiers Information Registry Program (CHIRP) is a secure web-based application that is administered by the Indiana State Department of Health. An immunization registry program is designed to permanently store a person’s immunization records in an electronic format. Health Assistants have the ability to view vaccination records only. CHIRP access is to remain private and login information is not to be shared. Health Assistants will use CHIRP to determine student’s compliance in regards to standards set by the Indiana State Department of Health. The following should be followed:

- I. Keep accurate records of all student’s immunization information
- II. Document immunization information in PowerSchool under the vaccine tab
- III. Make sure that Parent/Guardian has signed a CHIRP release form. CHIRP permission form follows student through school. A new form is **NOT** required each school year.
- IV. Document in PowerSchool under log entry – Chirp Form on File
- V. Send vaccination records (not print out of PowerSchool) to Nursing Supervisor if immunizations are found to not be entered into CHIRP
- VI. When information is listed in CHIRP under Exemptions – please send information to Nursing Supervisor for verification of meaning for appropriate documentation. Please include: (Student Name; DOB; Grade; School; SIIS Number; Parent/Guardian Name; Address; Phone Number)

Section 7: Vision

Vision is a requirement of the Health Assistant to oversee each school year. The Indiana Department of Education requires that the vision of students in **Grades K, 3rd, 5th, 8th** are screened each school

year. It is the responsibility of the Health Assistant to maintain accurate vision records throughout the school year. Health Assistants are required to do the following;

7.1 State Reporting

Grades K, 3rd, 5th, 8th are due to Nursing Supervisor in May for end of the year reporting. Form and date will be provided by Nursing Supervisor later in the school year.

7.2 Screenings:

It is the responsibility of the Health Assistant to keep accurate vision records in regards to screening. Follow these guidelines:

- I. Schedule screenings
- II. Re-screen students who are absent on scheduled day
- III. Document Results in PowerSchool under screening tab
- IV. Screen: New enrolled students; Transfer students; Teacher/Staff Requests; Re-screens no matter students Grade Level
- V. If student fails screening they must be re-screened within 2 weeks of initial screening
- VI. Send home with students, approved letter found on Moodle Nursing Page for all students who failed vision screening
- VII. Keep numbers on ALL students screened no matter grade

7.3 MCT

This screening is for Kindergarten Students only and is done by an optometrist. The Nursing Supervisor schedules this screening for all buildings with Kindergarten Classes. Health Assistant is to make themselves available to assist the Doctor with the screenings. All results are to be documented in PowerSchool under screening tab. Dr. Malott volunteers his time each school year to meet this state requirement, therefore, we have to go by his schedule on dates. Keep accurate results of MCT vision screenings as results are required to be submitted to Nursing Supervisor by May (Exact date to be given by Nursing Supervisor at later time). You will be required to report Number of students who were screened by optometrist. All questions should be referred to the Nursing Supervisor.

Section 8: Hearing

Hearing screenings are the responsibility of the Health Assistant to help with as needed. The Indiana Department of Education requires that **Grades K, 1st, 4th, 7th, 10th** are screened each school year. The SLP assigned to your building will perform all initial screenings. Date is scheduled by building principal and Health Assistants are to notify Nursing Supervisor of date scheduled.

8.1 State Reporting

Grades K, 1st, 4th, 7th, 10th are due to Nursing Supervisor in May for end of the year reporting. Form will be provided by Nursing Supervisor for documentation. Exact date will be given later in the year.

8.2 Screenings

The initial screenings will be performed by the SLP, however, the Health Assistant is responsible for the following:

- I. Send screening date to Nursing Supervisor by end of school year for next school year
- II. Record results of SLP initial screening in PowerSchool under screening tab
- III. Health Assistants are responsible for screening: Newly enrolled students; Transfer students; teacher/staff requires for all grades not just grades required by State.
- IV. Re-screen failed students within 2 weeks of initial screening
- V. Notify SLP for failed screenings for further testing
- VI. Letter for failed screening is to be sent by SLP

8.2.1 Screening Procedure

- I. Red on Right
- II. Blue on Left
- III. Test at 20 – 25 dB (depending on background noise)
- IV. Present tones at 1000, 2000, 4000 Hz
- V. Be sure student is facing away so they are not reacting to you pushing the button or seeing the light
- VI. For younger kids, train with headphones off and volume turned up to 90 dB
- VII. Refer all failures to your assigned SLP for further testing
- VIII. Contact SLP assigned to your school or Nursing Supervisor with any questions

Section 9: Individualized Health Care Plans

The IHP is a written document by the Registered Professional Nurse (school nurse) and is a plan for students whose healthcare needs affect or have the potential to affect safe and optimal school attendance and academic performance. The IHP is based on standards of care regulated by the State Nurse Practice Acts and cannot be delegated to unlicensed individuals. The IHP is developed using the nursing process in collaboration with the student, family, and healthcare providers.

9.1 Development of IHP

- 1) Responsibility of the school nurse to implement and evaluate the IHP every school year. Implementation of the IHP should include each step of the nursing process which will strengthen and facilitate educational outcomes for students.
- 2) Assessment:
School nurse will collect comprehensive data pertinent to the healthcare consumer's health and/or situation. The Health Assistant will play a critical role in obtaining informational documents/physician orders from the parent/guardian and send information to the school nurse to help in developing the Health Care Plan.
- 3) Nursing Diagnosis:
The school nurse analyzes the assessment data to determine the diagnoses or issues
- 4) Outcome Identification:
The school nurse identifies expected outcomes for a plan that will be individualized to the student and situation.
- 5) Planning:
The school nurse will develop the plan that prescribes strategies and alternatives to attain the expected outcomes.
- 6) Implementation:

The school nurse will implement the identified plan and go over with the Health Assistant for providing care.

7) Evaluation:

The school nurse will evaluate progress towards attainment of outcomes and when changes in health status occur to determine the need for revision and evidence of desired student outcomes.

8) Nursing Supervisor:

Will mail IHP upon completion along with the Relevant Medical Form to Parent/Guardian for signature

9.1.1 Responsibility of the Health Assistant

- 1) Obtain physician orders from parent/guardian and send to school nurse for implementation of the IHP every school year
- 2) Follow up with parent/guardian when notified that signed health care plan has not been received at the direction of the Nursing Supervisor
- 3) Send approved letter home with students notifying parent/guardian that new orders will be needed for the following school year.
- 4) Share relevant information with teachers/staff regarding care in the IHP
- 5) Know how the details of student's healthcare plan's and how to treat
- 6) Keep copy of IHP on file for quick reference
- 7) Follow physician orders and direction of IHP as a legal document
- 8) Send signed IHP/Relevant Medical Forms to Nursing Supervisor when received
- 9) Notify the Nursing Supervisor of any changes relating to student's healthcare needs

9.2 Diabetics

State Law requires orders to be on file with parent/guardian signatures. Physician orders pertaining to the student's diabetes must be received prior to the first day of school and **MUST** be signed by physician and parent/guardian and updated each school year. Approved parent/guardian permission form for diabetics **MUST** be signed and on file with Nursing Supervisor.

- 1) IHP to be written by Registered School Nurse
- 2) Training/Education provided to Health Assistants; Principals; Office Staff; Teachers; and anyone else that will have the student during school hours and may need to provide treatment or know signs and symptoms. This training/education can only be provided by the Nursing Supervisor or LPN at the direction of the Nursing Supervisor.
- 3) Health Assistants are responsible for notifying teachers/staff/aides/coaches who will have direct contact with student during school hours or functions
- 4) Send Diabetic Acknowledgment forms to identified staff who will have contact with student and follow up that forms are returned and signed by the staff member
- 5) Reassess schedule changes each 9 weeks for any changes to staff and notify staff members and send and collect Diabetic Acknowledgment Agreements.
- 6) All Returned Diabetic Acknowledgment Agreements are to be sent to the Nursing Supervisor by the end of the first month of school - **August; first week following the end of the 9-week period if changes; and the end of January.**
- 7) When new staff are identified it is the responsibility of the health assistant to send the train

Section 10: Medical Conditions/Physician Orders:

10.1 Physician Orders:

- 1) Legal documents that are required to be followed
- 2) Health Assistants are responsible for obtaining physician orders every school year and to send to Nursing Supervisor
- 3) If IHP is written Health Assistants are to follow details and instructions in the IHP
- 4) If an IHP is not written the Health Assistant is to follow the directions on the physician orders and the direction of the Nursing Supervisor
- 5) Document all pertinent information in PowerSchool
- 6) Passes: If order states to issue a pass for any medical reason (i.e. restroom; elevator; restrictions; etc.) the Health Assistant is to document the information in PowerSchool with issue and expiration dates and provide copies to pertinent staff members.
- 7) Notify staff members who are with the student during school hours or functions of student's restrictions or passes
- 8) **Exceptions only at the direction of the Nursing Supervisor**

10.2 Medical Conditions

- 1) New orders are required each school year for all student's medically related healthcare decisions (i.e. Diabetes; Seizures; Severe Allergies; Asthma; Disabilities; Etc.)
- 2) Meetings may need to be held with: Parent/Guardian; Nursing Supervisor; Principal; Health Assistant; TOR; Student; Etc.
- 3) IHPs to be written as stated above under IHP section
- 4) If no IHP is written it is the responsibility of the health assistant at the direction of the Nursing Supervisor to provide proper health care for student
- 5) Health Assistants are responsible for understanding medical conditions and how to treat
- 6) Health Assistants are responsible to notify teachers/staff of conditions if appropriate
- 7) Schedules are to be reviewed every 9 weeks for changes and if new teachers/staff it is the responsibility of the Health Assistant to notify
- 8) Health Assistants are to consistently notify the Nursing Supervisor or any changes to a student's health conditions or health care needs.
- 9) Training can only be provided to staff by the Nursing Supervisor or LPN at the direction of the Nursing Supervisor
- 10) Send approved letters home with students regarding obtaining physician orders each school year

Section 11: Medications

11.1 Policy

Medications that need to be administered to a student during school hours is the responsibility of the Health Assistant and in their absence back up staff members.

- 1) Medications MUST follow the directions on the medication bottle or physician orders
- 2) Must be in the original bottle and labeled with: Student Name; Medication; Dose; Time of Administration and is to be followed as ordered

- 3) Parent directions that do not match prescription or physician orders is not to be administered. Nursing Supervisor is to be notified of discrepancies
- 4) Transported to and from school by Parent/Guardian. Student is not permitted to transport medications unless exception approved by Nursing Supervisor.
- 5) Health Assistants are to notify Parent/Guardian when medication refill is needed by telephone unless parent/guardian requests notification by letter. Approved Medication Refill letter can be found on Moodle on the Nursing Page and can be sent to notify parent/guardian or if Health Assistant is unable to reach parent by telephone. Letters can be sent home with student.
- 6) At the end of the school year it is the responsibility of the Health Assistant to notify parent/guardian to pick up excess medications. Approved letter will be uploaded to Moodle Nursing Page when final day of school and time is determined. Letter may be sent home with student's.
- 7) If prescription changes it is the responsibility of the health assistant to obtain an updated prescription bottle and orders
- 8) Any and all exceptions are at the discretion and direction of the Nursing Supervisor**

11.2 Administrative Procedure:

- 1) Administer ALL medications (Prescription/Non-Prescription) directly from medication bottle
- 2) 5 rights are to be verified: (Student Name; Medication; Dose: Route: Time)
- 3) Daily Medications containers are not to be used unless directed otherwise as exception by the Nursing Supervisor

11.3 Prescriptions/Daily Medications:

- 1) Parent/Guardian Permission form for administration during school hours is to be signed by Parent/Guardian and kept on file in the nursing office
- 2) Medications are to be verified by 2 individuals. At all times when possible the medication should be counted in front of Parent/Guardian. If Parent/Guardian is not available a 2nd witness is to verify the count of medications.
- 3) Each student is to have their own daily medication log
- 4) Student daily medication log is to be initialed by individual whom administers the daily medication
- 5) Any refusal to take prescribed Medications must be documented on daily log sheet and Parent/Guardian is to be notified. Nursing Supervisor is to be notified of any ongoing issues. If needed meeting will be held with: Parent/Guardian; Principal; Health Assistant; Student; Nursing Supervisor
- 6) Medication that is returned to the Parent/Guardian is to be documented on medication log and verified by 2 individuals, one preferably being the parent/guardian
- 7) Medications that are in excess at the end of the school year and not picked up by Parent/Guardian by set time is to be destroyed and documented appropriately by 2 individuals
- 8) If student does not show up at scheduled medication administration time, Health Assistant is to call student to the health clinic and remind student of their scheduled time.
- 9) Student's may carry medication on their person only with physician orders stating that student may do so. (i.e. Epi-Pen; Inhaler; Diabetic Medications).

- 10) Medications administered that are not daily and PRN are to be documented in PowerSchool under health office visit with: Student Name; Medications: Dose; Time; Date; and any other pertinent information.

11.4 Over-the-counter Medications

- 1) Parent/Guardian Permission form for administration during school hours is to be signed by Parent/Guardian and kept on file in the nursing office.
- 2) Medication is to be administered from the bottle and directions are to be followed as stated on the medication bottle.
- 3) May be carried on student if physician order on file stating that student is able to do so
- 4) Document administration of medication under health office visit in PowerSchool with: Student Name; Medication; Dose; Time; Date; and any other pertinent details).
- 5) Excess medications that are not picked up by Parent/Guardian at set time are to be destroyed at the direction of the Nursing Supervisor. Nursing Supervisor will provide trash bags/kitty litter for medications to be destroyed properly and per guidelines.

11.5 Diabetics

- 1) Orders must be received prior to the first student day of the school year and is to be signed by physician and parent/guardian (State Law)
- 2) Diabetic's may carry supplies on their person if physician orders state that they may do so
- 3) Diabetic Supplies are to be kept in Nursing office whether the student carries on person or not and include: Extra Meter; Test Strips; Lancets; Ketone Strips; Batteries; Glucagon; Snacks; Drinks; Etc.
- 4) Parent/Guardian is responsible for supplying school with diabetic supplies/snacks/drinks that are needed in order to provide proper care to student.
- 5) Health Assistants are responsible for notifying Parent/Guardian when new supplies/snacks/drinks are needed
- 6) Health Assistants are responsible for checking expiration dates of medications and notifying Parent/Guardian as needed
- 7) IHP/Physician orders are to be followed
- 8) If student needs assistance in figuring insulin it is the responsibility of the Health Assistant to:
 - a) Verify Carbs
 - b) Figure Corrective Dosage
 - c) Figure Food Dosage
 - d) Check Dosage
 - e) Administer Insulin if orders state to assist
 - f) Document on logs found on Moodle Nursing Page

Section 12: Health Office

12.1 Clinic

The Health Assistant is responsible for maintaining the daily operations of the Health Office Clinic. It is of the up most importance to always document thoroughly and accurately the student's visit to the clinic. The Nursing Supervisor will, at random, review office visit documentations for details entered and follow up with the Health Assistant as needed.

- 1) All office visits must be documented in PowerSchool under office visit tab with:
 - a. Date
 - b. Student Name
 - c. Time in and Time out
 - d. Provider
 - e. Issue
 - f. Assessment
 - g. Action
 - h. Outcome
 - i. All other pertinent Information
- 2) Private information should be documented under log entry
- 3) Always use proper judgement before sending student home or allowing to stay in the clinic
- 4) Do not allow students to use cell phones when in the clinic
- 5) If necessary, notify the teacher that student is in the clinic
- 6) Notify Nursing Supervisor when assistance is needed
- 7) Contact Nursing Supervisor with all questions or concerns

12.2 Health Office Log

The health office log can be found on Moodle on the Nursing Page. The log is to be used when PowerSchool is down for a period of time and when the Health Assistant is not in the office. Office staff will document student visits to the clinic. It is the responsibility of the Health Assistant to enter the visits documented on the log, if not already done so, in PowerSchool. When entering the information make sure that: Date is correct & if different from day entering change to correct date; Change provider name and title; Make comment that office staff provided care due to Health Assistant being unavailable.

Section 13: Field Trips

- 1) Responsibility of Health Assistant to find out when students will be attending field trips
- 2) Identify Students with medication or health needs
- 3) Prepare medications at least a day prior to field trip
- 4) Notify teacher of students with medication/health related needs
- 5) Prior to field trip send home parent/guardian permission forms and prepare staff acknowledgment permission form
- 6) Educate teacher assuming responsibility for medication on times
- 7) Send both forms along with medications on the field trip
- 8) Document on medication log if daily medication that med was sent on field trip
- 9) File forms in nursing office as documentation
- 10) Peer Field Trips: Send signed forms to Nursing Supervisor (Nursing Supervisor will go over with Lyndsay Davis)
- 11) Overnight Field Trips: Contact Nursing Supervisor – Send home permission forms along with approved letter

Section 14: Accident/Incident Reports

14.1 Incident Reports

Responsibility of the Health Assistant. This is for students within the school corporation that have injured themselves. Form is to be filled out by individual who witnesses the incident. If no form accompanies student, the health assistant is to complete the incident form and gather information regarding what happened. Form is then submitted to Insurance and CEC. Copy to be kept on file in Health Clinic. Document pertinent information in PowerSchool. Some building principals require the incident form to be reviewed by them prior to faxing. Please refer to your building principal for their preference.

14.2 Accident Reports

Handled by secretaries of the buildings and is an accident relating to NCCSC staff. This is **NEVER** to be handled by the Health Assistant. Health Assistant may be asked to assess the staff member after the accident or assist but the report should never be handled by the Health Assistant under no circumstances.

Section 15 Suspected Drug Use

When a student within your building is suspected of using drugs please notify administration if they have not already been informed. SRO officer should be contacted if warranted, especially in the high school/middle school. Requirements for detailed Assessment:

- 1) Heart Rate
- 2) Blood Pressure
- 3) Respiration Rate
- 4) O2 Saturation
- 5) Temperature
- 6) Pupil Size and Reaction
- 7) Speech
- 8) Mobility
- 9) Demeanor
- 10) Overall condition of Student
- 11) Any other pertinent information
- 12) Document assessment findings in PowerSchool under health office visit
- 13) Document other pertinent information under log entry in PowerSchool

Section 16: Puberty Video

State Law requires schools to show approved puberty video on Growth and Development to 5th grade boys and girls every school year

16.1 Policy

- 1) Schedule Video to be shown between March and April
- 2) Notify Nursing Supervisor of scheduled date
- 3) Parent/Guardian Permission forms must be signed and on file in order for student to view the video

- 4) Free Samples to pass out to students should be ordered when they become available from P & G
- 5) A female must show video to 5th grade girls along with another individual
- 6) A male must show video to 5th grade boys along with another individual
- 7) Direct all questions to Nursing Supervisor

Section 17: Communicable Diseases

Communicable disease is an infectious disease transmissible (as from person to person) by direct contact with an affected individual or the individual's discharges or by indirect means. All Communicable Diseases should be reported to the Nursing Supervisor. The health of Indiana's children is the foundation for success in education. Controlling the spread of communicable disease in the community is the legal responsibility of the Indiana State Department of Health (ISDH) and local health departments (LHD); public officials rely upon the contribution of schools, health care providers, and parents to prevent the spread of disease. The Nursing Supervisor will use the Communicable Disease Reference Guide for Schools when determining proper steps that must be taken regarding the student and reporting of disease to the Local or State Health Department. The Communicable Disease Reference Guide:

- a) Provides the best medical information available
- b) Assist those providing health care in the schools
- c) Prevent the introduction of communicable disease
- d) Reduce the spread in the school environment
- e) Guides the development of specific local policy and procedures regarding the management of communicable disease in schools

17.1 Head Lice

Head Lice (*Pediculosis Capitis*) is an infestation of adult lice or nits (eggs) in the hair on the head. The head louse lives close to the scalp and is most visible behind the ears or at the base of the neckline. Lice depend upon human blood to live and can only survive up to two days away from the scalp. The main symptom of head lice infestation is itching. Transmission occurs by direct head to head contact with a person with a live infestation, or less frequently, direct contact with their personal belongings that are harboring lice, such as combs, hairbrushes, hats, towels, and pillowcases. A person can spread lice as long as live lice remain on an infested person in the hair and are within 1/4 "from the scalp.

17.1.1 Policy

- 1) Students who are found with "live lice" or "nits" are **NOT** to be Excluded from school
- 2) Parent/Guardian is to be notified of findings and have the option of picking up their child or leaving them at school until the end of the day.
- 3) Health Assistant should educate parent/guardian of treatment options and precautions to take at home.
- 4) Health Assistant should check student daily upon return to school X 2 weeks for "live lice." And X 1 week for "nits." All findings are to be documented on Head Lice form.
- 5) All children living in the same household should also be checked when live lice is found. If required notify other health assistants if student is in another building.

- 6) Check students suspected or reported of having head lice
- 7) Check students at requests of teacher/staff
- 8) **DO NOT** routinely check classrooms
- 9) If requested to check entire classroom, Health Assistants may do so at their convenience which may not necessarily be the same day
- 10) Treatments should be provided to parent/guardian if requested or needed. Make sure that parent/guardian sign permission form
- 11) Please contact Nursing Supervisor if questions

17.1.2 Procedure

- 1) Head Checks are to be done in private (i.e. Nursing office; pod; hallway; etc.)
- 2) Use end of tips
- 3) Use new tips with each student
- 4) Gloves Only: (Not Recommended) MUST change gloves between every student
- 5) Document information on lice form and if “live lice” is found in log entry

17.1.3 Notifications

- 1) Notify parent/guardian via phone call if “live lice” or “nits” or found on student. Parent/Guardian has the choice to pick up student or leave them until the end of the day
- 2) Unable to reach parent/guardian send approved letter home with student notifying them of findings
- 3) Document findings on the lice log and send to Nursing Supervisor weekly with results
- 4) Notify Nursing Supervisor if ongoing issue with same student. Meeting may be called with Nursing Supervisor; Principal; Health Assistant; and Parent/Guardian
- 5) Document all attempts under log entries and other pertinent information in PowerSchool

17.2 Bed Bugs

Bed bugs are reddish brown, flat insects that are about ½ inch long when fully grown. They do not live on the human body. They hide in cracks and crevices near sleeping areas, especially mattresses, box springs and headboards. Bed bugs usually feed on the blood of humans during the night-time hours then return to their hiding places. Some individuals experience: Itching; pain and/or swelling of the skin; within a day or two after a bite. Bed bugs go through five immature or nymphal stages before they become adults. Bed bugs are spread through the acquisition of infested second-hand furniture or by hiding on items used during travel. They occasionally can be brought into schools via a student’s book bag, clothing or other personal items from an existing infestation in a home.

All questions should be directed to the Nursing Supervisor.

17.2.1 Policy

- 1) Anytime a bed bug is found or suspected, the student and belongings are to be checked daily first thing in the morning X 2 weeks
- 2) If no bed bugs are found after 2 weeks, the health assistant may return to normal routine
- 3) Nursing Supervisor is to be notified of all bugs for identification
- 4) If identified the Health Assistant will be required to notify parent/guardian
- 5) Student is to store belongings in a sealed tote or trash bag

- 6) Teachers/staff/aides are **NOT** to be notified of findings
- 7) Library Aide is to be notified privately to take extra precautions with library books. They are not to be given details of the situation. Also, after the student is no longer under precautions notify library aide to stop using extra precautions regarding library books
- 8) Nursing Supervisor will notify CEC after positive identification

17.2.2 Procedure

- 1) Attempt to collect bed bug keeping it intact
- 2) You may use a piece of paper or an index card
- 3) Place the bug in a plastic zip lock bag and seal until Nursing Supervisor can identify
- 4) You may place in freezer until identified by Nursing Supervisor
- 5) Avoid using tape if possible. If using tape attempt to not smash bug as it can make identification difficult

Section 18: Department of Child Protection Services

Indiana Department of Child Protective Services protects children from further abuse or neglect and prevents, remedies, or assists in solving problems that may result in abuse, neglect, exploitation, or delinquency of children. DCS operates a toll-free hotline (1-800-800-5556).

18.1 Policy

- 1) When DCS needs to be involved, please discuss with your building administrator and Nursing Supervisor
- 2) Refer to Principal regarding their preference on who should make the DCS call
- 3) Emergent needs call for SRO officer for assistance
- 4) Notify Nursing Supervisor if involvement is needed
- 5) Document information under log entry in PowerSchool

Section 19: Children in Need

19.1 Policy

- 1) Identify students/families in need of assistance
- 2) Refer individuals to appropriate programs
- 3) Notify Nursing Supervisor when need is identified and program is not listed for options
- 4) Notify Nursing Supervisor when student/family are referred to programs

19.2 Programs

19.2.1 Shoes – Kiwanis Club

- a. Fill out referral card
- b. Student and parent/guardian will be sent to shoe show
- c. There is a set amount to spend – if parent/guardian would like to purchase shoes more than set amount they may pay the difference
- d. Keep copy for record

19.2.2 Vision – Nursing Supervisor NASN

- e. Glasses needed or other items relating to vision

- f. Vouchers – Supplied through NASN to Nursing Supervisor
- g. Notify Nursing Supervisor with the following information to determine if they qualify:
 - (i) Student Name
 - (ii) Date of Birth
 - (iii) Grade
 - (iv) Address/Phone Number
 - (v) Parent/Guardian Name
 - (vi) Average Salary
 - (vii) Number of dependents in household

19.2.3 Winter Coat – School Corporation

- h. Identify Students
- i. Parent/Guardian to sign parental permission form
- j. Different sized coats located in REC and other buildings
- k. Size not found at REC/other building: Notify Nursing Supervisor for further direction
- l. Coats also stored at High School Health Office
- m. Can purchase coats from Walmart at Nursing Supervisors direction
- n. Refer any and all questions to Nursing Supervisor

19.2.4 Community Partners

Community Partners for Child Safety is a branch of DCS that is free and is eligible for anyone with children, under the age of 18 at home who live in Fayette, Franklin, Henry, Rush, Union or Wayne County. They can help with:

- Family Planning
- Pregnancy/Birth
- Newborn
- Child Care
- School/Education
- After-school activities
- Social/recreational supports
- Food
- Clothing
- Housing
- Utilities
- Transportation
- Employment
- Money Management
- Parenting Information
- Substance Abuse Information
- Mental Health Information
- Medical/dental Information
- Legal Information
- Spiritual Information
- Health/hygiene Information

- 1) Fill out approved application form that can be found on Moodle Nursing Page

- 2) Fax or email forms to: Fax 765.827.6097; Email Region12@childrensbureau.org
- 3) Toll Free Phone Number 866.431.4439 or 765.827.2045
- 4) Application does not constitute approval for assistance
- 5) Community Partners will review application and determine eligibility

Calendar

August:

- a) Obtain Medication Permission forms for student's medications that must be administered at school
- b) Follow all Medications Policies and Procedures
- c) Obtain Health Record and Consents and document alerts in PowerSchool
- d) Physician Orders – Continue to obtain from parent/guardian
- e) Health Care Plans – Obtain orders and send to Nursing Supervisor
- f) Chirp – Verify signed parental permission form on file
- g) Immunizations – Collect official vaccine records
- h) Open clinic – stock supplies
- i) Verify first aid kits are stocked and in classrooms
- j) Check AED and document

September:

- a) Immunizations – Continue to obtain records for compliance
- b) Physician Orders – Continue to obtain from parent/guardian
- c) Vision Screenings K, 3rd, 5th, 8th Document results in PowerSchool
- d) MCT vision screening for Kindergarten ONLY – Scheduled by Nursing Supervisor
- e) Identify students in need of a winter coat
- f) Check AED and document

October:

- a) Immunizations – Continue to work on obtaining records for compliance
- b) Physician Orders – Continue to obtain from parent/guardian
- c) Vision Screenings K, 3rd, 5th, 8th if not completed
- d) Hearing Screenings K, 1st, 4th, 7th, 10th Verify screening is scheduled
- e) Check AED

November:

- a) Immunizations – Continue to work on obtaining records for compliance
- b) Physician Orders – Continue to obtain from parent/guardian
- c) Vision Screenings K, 3rd, 5th, 8th – rescreen if needed
- d) Check AED and document

December

- a) Immunizations – Continue to work on obtaining records for compliance
- b) Physician Orders – Continue to obtain from parent/guardian
- c) Check clinic supplies and restock as appropriate

January:

- a) Immunizations – Grades K, 1st, 6th due by Friday January 26th
- b) Verify Schedule Changes and update teachers/staff as appropriate
- c) Check AED and document

February:

- a) Records to be updated in PowerSchool (i.e. Vision; Hearing; Immunizations)
- b) Immunizations – Grades 2nd – 5th; 7th – 12th due for mid semester review by Friday February 2
- c) Check AED and document

March:

- a) Show Puberty Video on Growth & Development
- b) Review that all Hearing/Vision Screenings are entered in PowerSchool
- c) Check AED and document

April:

- a) Organize data for immunizations; vision; hearing for All grades
- b) Notify Nursing Supervisor of upcoming activities at your locations
- c) Show Puberty Video on Growth & Development if not already done so
- d) Prepare approved End of Year Medication pick up letter and send home by end of month
- e) Check AED and document

May:

- a)** State Report Numbers Due – Nursing Supervisor will provide exact date and form to input data into
- b)** Prepare End of year letters (i.e. immunizations; care plans)
- c)** Notify health assistants of pertinent information of student's transferring to another building or next grade level at a new building
- d)** Check AED and document
- e)** Close up clinic
- f)** Prepare items for storage at REC