

Health

District 114 provides health services. Services include health supervision, health instruction, consultation with parents, teachers and special service personnel, vision and hearing screening and follow-up, first aid care, and supervision of medication administration.

Communicable Diseases

Communicable diseases are defined as diseases that may be transmitted directly or indirectly from one (1) individual to another. In the school setting, it is our responsibility to refer any child suspected of having a communicable disease to his/her doctor for diagnosis. If your child has been diagnosed with a communicable disease, we ask that you call and/or write to the school and inform us. The local health department sends a handbook to each school district regarding procedures for handling communicable illnesses. Manhattan School District 114 follows the instructions set forth by the Health Department.

The Illinois Department of Public Health recommends that your child stay home when the following conditions occur:

1. **Fever** - Temperature of one hundred (100) degrees F or above. Children are required to stay home for at least twenty-four (24) hours after the fever has gone down.
2. **Nausea, Vomiting or Diarrhea** - All body fluids are considered contagious. Children are required to stay home at least twenty-four (24) hours after the last episode.
3. **Pink Eye** - This may be viral or bacterial. Any child with symptoms such as swelling, redness, itching, or drainage should be seen by a physician. Antibiotics must be administered at least twenty-four (24) hours before returning to school.
4. **Rash** - A rash is assumed contagious and must be diagnosed by a doctor. A doctor's note should accompany the child when returning to school that identifies the rash.
5. **Antibiotic administration** - Any child that has been diagnosed with a communicable disease that requires an antibiotic is required to stay home until he/she has taken the antibiotic for at least 24 hours.

Dental Examinations

Dental examinations are required for all kindergarten, second, and sixth grade students. Examinations must be completed by a licensed dentist in Illinois. Please turn in the completed dental examination form before the first day of school.

Hazardous & Infectious Materials

Per school board policy 4:160, the Superintendent shall take all reasonable measures to protect the safety of district personnel, students, and visitors on district premises from risks associated with hazardous materials, including pesticides and infectious materials.

Medications and the Policy on Administration of Medication

When absolutely necessary for the critical health and well being of the student, a student may self-administer medication during school hours or during school activities under the supervision of an approved school employee and with permission of the student's parent or guardian. Medications shall not be administered by a school employee to students except in emergency situations where the parent or guardian cannot be available in sufficient time or the student cannot reasonably self-administer the medication. In such emergency situations, certified employees or the school nurse may administer medications in accordance with the regulations established by the superintendent under this policy.

The superintendent shall establish regulations for the self-administration for medications by students during school hours or during school activities. The regulations shall be pursuant to the relevant portions of the Illinois School Code and substantially based on the Recommended Guidelines for Medication Administration in the Schools published by the Illinois Department of Public Health and the State Board of Education.

A copy of this policy and the regulations shall be given to the parents or guardians of each student within 15 days after the start of each school term or within 15 days of starting classes for students transferring to the school district during the school term. Also within such 15-day period, students shall be informed of the content of this policy and the rules.

Regulations Governing Self-Administration of Medications to Students

I. Authorization for Self-Administration of Medication to Students

A. Only those medications absolutely necessary for the critical health and well-being of the student and which must be given during school hours or school activities may be self-administered by a student in accordance with these regulations. All medications to be taken by students (daily or when needed) must be accompanied by a medication authorization form completed and signed by the student's licensed prescriber (physician) and a parent/guardian.

B. Approval for self-administration of medication must be obtained from the school nurse as follows:

1. A written order for prescription and non-prescription medications must be obtained by the school nurse, completed and signed by the student's licensed prescriber and the parent/guardian.
2. The school nurse shall review the written order and require any additional information from the parent or guardian or the student's licensed prescriber appropriate to complete the review. The school nurse will consult with the principal of the school as appropriate and approve or deny the order. An appeal from the denial of any order prescribing the administration of medication may be made by the parent or guardian to the principal of the school and then to the superintendent.

II. Supervision of Self-Administration & Emergency Administration of Medication

A. Any designated employee or any health aide may supervise self-administration of medication by a student under these guidelines.

- B. Any certified employee may, but is not required to, administer medications in emergency situations if, under the circumstances, the parent or guardian cannot be available in sufficient time and the student cannot self-administer the medication.
- C. A parent or guardian may administer medications to their child during school hours with the approval of the principal or school nurse.

III. Procedures for Self-Administration of Medications

- A. Each dose of medication shall be documented in the student's individual health record. Documentation shall include date, time, dosage, type of medication and the school principal/nurse signature. In the event a dosage is not administered as ordered, the reasons shall be entered in the record.
- B. Effectiveness and side effects shall be assessed with each administration and documented as necessary in the student's individual health record. Documentation of effects for long-term medications should be summarized at least quarterly or more frequently as determined by the school nurse.
- C. A procedure shall be established for written feedback to the licensed prescriber and the parent(s)/guardian at scheduled appropriate intervals for long-term medication or as requested by the licensed prescriber.
- D. All approved orders for medication shall be renewed at least annually. Changes in medication shall be through a revised order or other written authorization from the licensed prescriber as approved by the School Nurse.
- E. Medication must be brought to the school by the parent or guardian in the **original package**.
 - 1. Prescription medications shall display:
 - a. Student's name
 - b. Prescription number
 - c. Medication name/dosage
 - d. Administration route and/or other directions
 - e. Dates to be taken
 - f. Licensed prescriber's name
 - g. Pharmacy name, address and phone number
 - h. Name or initials of pharmacist
 - 2. Over-the-counter or non-prescription medications (OTC) shall be brought to school by the parent or guardian with the **manufacturer's original** label listing the ingredients and expiration date, plus the student's name affixed to the container. Tupperware and baggies are not acceptable.
- F. Medications may not be held by the student through the day. It must be delivered to the nurse's office where it will be stored in a locked cabinet unless otherwise instructed by the licensed prescriber.
- G. If the medication prescribed is for asthma or is an epi pen, a student may keep possession of it for immediate use at the student's discretion, provided the student's licensed prescriber and parent/guardian have deemed this necessary.
- H. Medications, and special items necessary to administer medications such as syringes and hypodermic needles, must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration must be refrigerated in a secure area. Medications which must be available while a student is engaged in a school activity conducted away from the customary site of storage must be kept with the certified employee supervising the activity.
- I. Self-administration of medication shall be accomplished as follows:
 - 1. Self-administration may occur only in places designated by the school nurse or principal.
 - 2. An employee authorized to supervise self-administration must provide the medication to the student from the storage area, observe the student measure and take the required dosage, return the medication to its storage place and make a record of the administration in accordance with section A above.
- J. Except in extreme circumstances, the written order must be consulted before administration of medications in an emergency. A record of the administration must be made in accordance with section A above.
- K. The parent or guardian will be responsible at the end of the treatment period for removing from the school any unused medication which was prescribed for the student. If the parent or guardian does not pick up the medication by the end of the school term, the school nurse will dispose of and document that medications were discarded. Medications will be discarded in the presence of a witness.

Physical Examinations

Physical examinations are required upon entrance into pre-kindergarten, kindergarten, or first grade and at the sixth grade level. Children will not be allowed to attend classes until they have complied with the physical examination law. All preschool and fifth graders are also required to receive the Hepatitis B Vaccine before the first day of school. The Hepatitis B Vaccine is given in 3 doses over a period of 6 months, so it is very important to begin the series right away. Student's who do not receive or do not begin to receive the series before the start of school, will be excluded until the series is started. If you have any questions you may contact the school nurse.

P.E. Excuse

With a note from a parent, a student will be excused from P.E. for one (1) day. On the second day, a doctor's excuse is required or the student will be asked to participate. If a doctor's excuse is not received, and the student does not participate, it will be regarded as a failure to dress for P.E.

Sports Physicals

Any student participating in a sport must receive a sports physical from a doctor. Sports physicals must be turned in before a student is allowed to try-out for a sport. Forms may be obtained from the student's coach or the school nurse. Sports physicals must be renewed annually.

Vision and Hearing Screenings

Our qualified school nurses provide vision and hearing screening. Vision screening is done annually for pre-kindergarten, kindergarten, second and eighth grades, special education, and new transfer students. Hearing screening is done annually for all pre-kindergarten, kindergarten, first, second, and third grade students, special education and new transfer students. Students are also screened upon teacher referral. Students with previous hearing loss will be monitored annually at all grade levels.

Per the State of Illinois School Code, effective January 1, 2008, an eye examination must be included in addition to the health examination required within one year prior to entering kindergarten or the first grade, whichever grade the child first enters, of any public, private, or parochial elementary school.