



health room policies

GRADE JK-12 NURSES

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ALLERGY AWARENESS POLICY

Our goal is to provide as safe as possible environment for each and every student by incorporating safety measures and bringing allergy awareness to our school. Charlotte Christian School is not a "peanut free" school.

If your student has a known allergy that requires emergency intervention, please complete the following:

1. Communicate allergen to your school nurse, teacher, coach, principal, dining hall and extended day director. Providing this information is the responsibility of the parent/guardian. Communication is vital.
2. Medication Authorization Form signed by parent and physician.
3. Action Plan completed and signed by physician.
4. Provide labeled medication for the health room.
5. Parent/guardian to schedule a meeting with your school nurse and teacher to review policies, procedures and specific needs. Please contact caitlin.marsh@charchrist.com to schedule your meeting before the beginning of the school year.

HEALTH ROOM SCREENINGS

In the fall, vision screenings are done for students in grades 1, 3 and 5.. Parents will be notified if the findings are noteworthy. Any student may have a vision screening upon request. Please notify the health room to request a screening.

ILLNESS GUIDELINES AND POLICIES

Please notify the school nurse if your student has a communicable illness (i.e.: chicken pox, strep throat, etc.). This may help reduce further spread of the illness.

Fever – An oral temperature of 100 degrees or higher is considered a fever. Please do not send your student to school with a fever. Temperatures tend to rise in the noon hours and go down in the morning. A student should be fever-free (without the aid of fever-reducing medications) for 24 hours prior to returning to school. Parents will be contacted to pick up a student who has a temperature 100 degrees or higher.

Vomiting/Diarrhea – If your student has had vomiting or diarrhea in the past 24 hours, please keep your student home.

Their resistance may be low, making them more susceptible to secondary infection. Vomiting and diarrhea can be very contagious.

Strep Throat – If the strep screen or culture is positive for strep throat, the student needs to be on an antibiotic for 24 hours before returning to school.

Inflamed, Red and Swollen Eyes – If your student wakes up with one or both eyes matted closed, or they are swollen, pink, red, burning or itching, please keep your student home and consult with your physician to rule out an infection. Conjunctivitis (pink-eye) in elementary school students is very contagious.

Head Lice - Students identified with live lice will be sent home and should be treated per the advice of their physician. Once treated the student(s) may return to the school the next day. Student(s) being treated will need to be seen in the health room before going to class after the initial treatment and periodically to help prevent further spread. Classroom checks are not routinely done and are not an effective way of preventing head lice per the American Academy of Pediatrics. Parents should maintain an active role in checking their student(s) and notifying the health room of any concerns.

Should your student have symptoms of illness not mentioned or you have other questions or concerns, feel free to consult your school nurse (704) 366-5657, ext. 2155 or your physician's office. The school nurse will be available to answer any questions or concerns between 7:30 a.m. and 3:30 p.m.

IMMUNIZATION RECORDS

Immunization records are a requirement that applies to all new students, JK/KG and rising seventh grade students. Immunization records must be completed by your physician and returned before the start of the school year. Please use the Charlotte Christian School Immunization form.

MEDICATION POLICY

The following policy applies to all medications (over the counter and prescription). No OTC (over the counter) medication(s) will be administered by the nurse or the appointed school personnel until the medication authorization form is completed and signed by the parent(s) and the attending physician. This is a no exception policy that is in place to protect the student ensuring the safest possible care for your student.

Teachers are not responsible for handling and administering medications unless specific instructions are provided for off campus school functions (i.e.: field trips). Please note below the policies and protocols set forth regarding medications.

1. All medications given at school by the nurse or appointed personnel must accompany a medication authorization form signed by your physician and parent. This form will serve as permission for the nurse or the appointed personnel to administer over the counter medication or prescription medication as directed by the physician for the school year. The medication release form will serve as authorization for field trips and overnight school functions. No medication, including over the counter or prescription, will be administered by the nurse or appointed personnel during school

hours, field trips or overnight school functions without the physician's signature and consent of the parent(s).

2. Over-the-counter medications such as Tylenol/ (generic), Ibuprofen/ (generic), throat lozenges, Tums, Benadryl, calagel cream (anti-itch cream containing Benadryl), are available in the health room upon request and completion of authorization form. Please note Benadryl is available for allergic reactions. We do not carry decongestants or over the counter cold and allergy medications. If your student needs allergy or cold medications during school hours, please note it on the medication administration release form along with a physician's signature. These medications must be provided by the parent and may be kept in the health room for the student.
3. The health room staff should be notified of any changes in medication during the year, including dosage and frequency. This change requires a written authorization from your attending physician before the nurse can administer the new prescription. For your convenience, the physician's office may fax changes to the health room to (704) 366-5678.
4. The parent or guardian of the student should deliver the medication to the school health room. Medication should be delivered in the original pharmacy labeled container as prescribed by the physician. Students are not permitted to carry any medication during school hours, except for those students with a documented need to carry their emergency medication. In this case, middle and upper school students are encouraged to carry their emergency medication. Notify the health room for the appropriate form authorizing student to carrying emergency medications on campus The nurse will properly dispose of any unused medications not claimed by a parent or guardian at the end of the school year.
5. If your student has an emergency medication (i.e.: epi-pen, inhaler, insulin, seizure medication, etc.) the health room must have a completed **Action Plan** on file along with the medication administration release form. The Action Plan requires a physician's signature and can be obtained from the health room or by visiting the Charlotte Christian Web site. If your student has been authorized to self-carry and administer their emergency medication, we also encourage you to provide the health room with additional back up medication as a precaution.

Upper School – Co-Curricular Activities - This policy applies to **upper school students only**. Upper school students will be allowed to self-medicate on off-campus, co-curricular activities as long as the proper authorization form is completed by the physician, parent and student. Specific guidelines are set in place and must be followed to allow this privilege to our upper school students. This self- medication policy does not include controlled medications (i.e.: ADD, ADHD or narcotics for pain control). If you prefer the nurse or the appointed school personnel to administer the medication during co-curricular activities, please let the health room know.

Emergency Medication Policy

1. Students are permitted to carry emergency medications with a physician authorization and parental permission. **Complete Section 2** of the Medication Authorization form.
2. Middle and upper school students are strongly encouraged to self-carry their emergency medication while

supplying the health room with a back-up.

3. Students attending Extended Day should also provide a back-up emergency medication for the Extended Day personnel.
4. Emergency medications (epi-pens, inhalers, glucagon, and anti-seizure medications) that are listed by your student's physician on the medication form are the responsibility of the parent to provide this medication to the school nurse in the event of an emergency.
5. The student's emergency medication is the first line of treatment in an emergency. It is vital for the safety of your student that all emergency medications are provided for the health room and that expired medications are replaced as soon as possible.
6. Students who have a written order for an emergency medication must have the medication available to the school nurse before being allowed to participate in field trips including Windy Gap.

SICKNESS DURING THE SCHOOL DAY

A school nurse(s) is on duty during school hours (7:30 a.m. – 3:30 p.m.). The health room is equipped with two beds and basic first aid for students. The nurse(s) are available to administer medications, first aid and emergency care when necessary. The nurse acts as a liaison among the student, teacher, parent and physician. Routine visits to the health room require a pass from the student's teacher. After evaluating the student, the nurse will contact the parent(s) or guardian if it is determined that the student must go home. The person who comes for the student must assume responsibility by meeting the student in the health room and signing them out. Students will only be released to parent, guardian, and/or emergency contacts as noted on the health form. Any exceptions to this policy require parent authorization.

The health room facility is used by the entire student body, grades JK-12.

Parents should:

1. Furnish the health room with emergency contact numbers. Please notify the health room if any numbers change throughout the school year.
2. Please come promptly for your student. Continuous care for long periods of time is not suitable in a school setting; therefore, prompt retrieval for your student from the health room is greatly appreciated. Once you have been contacted, the nurse has already evaluated the student's condition and believes it is necessary that the student go home.

STUDENT HEALTH RECORDS

All students are required to complete new health forms for each school year. Forms are available online by visiting the parent portal section of the Charlotte Christian School website and clicking on the health room tab. The Student Health Record provides emergency contact information and serves as the medical treatment authorization. This form is required by all students before being allowed to participate in any school-related field trips. Any questions should be directed to Caitlin Marsh at (704) 366-5657, ext. 2155 or caitlin.marsh@charchrist.com.

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