



Founded 1972

STANLEY
BRITISH PRIMARY SCHOOL

Student Health Guidelines
September 2013

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INTRODUCTION

Stanley BPS is committed to working in partnership with caregivers (parents or guardians), students, teachers/staff, and health care providers to provide a healthy, nurturing, and inclusive educational environment for all of its students. We all are responsible partners working together to support each other and look out for the health and safety of all students on campus.

Stanley BPS's focus on health shall include emergency response, prevention, education, and awareness. Each child will be treated as an individual, but this overall approach shall guide the policies outlined below.

SECTION 1 – ROLE OF CAREGIVERS

Clear, accurate, and timely communication between caregivers, healthcare providers, students, and the Stanley BPS teachers/staff is essential to ensure a healthy and safe environment for all students.

Health forms are necessary to accurately inform Stanley teachers/staff of each student's medical needs. They serve as the basis for creation of Individualized Health Care Plans and development of individualized strategies to help meet a student's health needs.

Verbal communication with teachers/staff and Stanley's Nurse Consultant is always welcomed at any time. However, verbal communication cannot take the place of accurate and timely completion of health forms or written updates about a student's medical condition.

CAREGIVER RESPONSIBILITIES

COMPLETION OF ANNUAL HEALTH FORMS. Caregivers will inform the school of their child's health needs and medical conditions in a timely, pro-active fashion. Information should include chronic medical conditions, allergies, and medications. Some or all of this information will be requested on the entrance application, health and developmental history forms, Extended Day health forms, and emergency forms. Caregivers will be responsible for obtaining health care provider signatures on the forms. **It is essential so that plans for the student's health needs at school can be developed pro-actively.**

INFORMING THE SCHOOL IN WRITING OF HEALTH STATUS CHANGES. If a student's medical condition changes (for example, they develop a new chronic illness, disability, allergy, or require new medications), caregivers should notify the school (homeroom teachers or Nurse Consultant) as soon as possible, **in writing.**

PROVISION OF MEDICATIONS. Caregivers will supply the school with prescription and non-prescription medications needed by the student. They will contact the student's health care provider to obtain prescriptions and written authorization (General Medication Administration Form, available on the Stanley BPS Parent Page) to administer medications at school.

Prescription medications must be in the original pharmacy-labeled container with the student's name, name of medicine, time medication is to be given, dosage, licensed health care provider's name, and current date (not expired).

Non-prescription medications must be labeled with the student's name and current date. The dose and schedule must match the signed health care provider authorization, and the medicine must be in the original packaging

Caregivers should take steps to ensure that medications are available in adequate supply and that they have not expired. Caregivers are encouraged to keep a record at home of which medications are at school and the expiration date of each medication. Caregivers will replace expired medications in a timely fashion, before the expiration date.

MEDICATIONS FOR FIELD TRIPS. Caregivers are asked to please anticipate their student's medication needs during field trips **well in advance** of the day of departure. Medications cannot be administered by teachers/staff on field trips (or at school) without a properly completed General Medication Administration Form signed by the student's health care provider. Most health care providers offices require at least 3-5 days to complete health or medication forms. Please plan accordingly.

PROVISION OF ON-GOING MEDICAL CARE. Caregivers will arrange for the student's on-going medical care with a licensed health care provider. Caregivers will seek prescriptions, health information, and medication authorizations directly from the health care provider.

COMMUNICABLE AND CONTAGIOUS ILLNESSES. Caregivers should talk with the student's health care provider or the school's Nurse Consultant if the student has a communicable or contagious illness more serious than the common cold or stomach flu. It may be necessary for the student to stay home from school until the health care provider determines that it is safe to return to school. In the case of common communicable illnesses, such as the colds or stomach flu, students in general should remain at home until they have no fever, their symptoms have resolved, and they can participate in their usual school activities to reduce the chance of passing the illness onto others.

CONFIDENTIALITY. Occasionally, in the course of classroom volunteering or school activities, Caregivers may inadvertently learn of a student's medical or psychological issues. The privacy of the student and their family should be respected and health information should be kept confidential.

SECTION 2 – ROLE OF THE SCHOOL

Consistent with its educational philosophy, Stanley BPS is committed to cooperative relationships with students, their caregivers, and health care providers that support, to the best of its ability, an inclusive, respectful, and nurturing learning environment.

Stanley BPS's focus on health includes emergency response, prevention, education, and awareness.

A Nurse Consultant and the Health and Wellness Committee will provide professional support and oversight of these efforts. Day-to-day management of a student's health needs may be delegated to teachers/staff, depending on the student's individual needs.

PROFESSIONAL SUPPORT & OVERSIGHT

NURSE CONSULTANT

A Nurse Consultant, contracted through the Children's Hospital School Health Program, will review Stanley BPS's health policies and procedures, educate and train teachers/staff, and serve as a resource for caregivers and Stanley BPS teachers/staff. The Nurse Consultant works with the school's staff health liaison and administration to assist in implementing policies and procedures or modifying them to improve effectiveness

The Nurse Consultant's assistance with health issues at Stanley BPS is not meant to substitute for the medical opinion or care of the student's regular health care provider. Stanley BPS encourages all students to be under the regular care of a licensed health care provider.

The Nurse Consultant will not be available continuously at Stanley BPS. However, she/he will meet with teachers/staff, caregivers, and students on an as-needed basis throughout the school year. All caregivers and teachers/staff member are free to contact the Nurse Consultant about a student's health needs. The contact information will be available at the front desk.

For the 2013-2014 school year, the Nurse Consultant is:

Shari Fessler, RN
shari.fessler@childrenscolorado.org
Phone 720-951-3748

Shari will be on campus Friday mornings, 8:15-9:30 a.m. and will be located in the office currently occupied by Anne Schreiber. This location also has accommodations for students not feeling well who need a quiet place to lie down and is located at the back of the Library, with access through the south doorway from the hall.

HEALTH & WELLNESS COMMITTEE

In the interest of supporting and promoting the ongoing health of our community, Stanley BPS maintains a Health and Wellness Committee. This group, in collaboration with teachers/staff members, caregivers, and the school's Nurse Consultant, assists in developing school health policies and procedures. The Committee will also assist in creating or arranging educational activities for students on healthy lifestyle choices, including nutrition and physical activity.

CONFIDENTIALITY

COMMITMENT TO CONFIDENTIALITY: Stanley BPS recognizes that certain medical and psychological conditions may be sensitive in nature and that students and their caregivers have needs for privacy.

LOCATION OF HEALTH INFORMATION: Student health information is kept in the student's cumulative file, which is accessible only by appropriate school staff and by caregivers and in classroom and Extended Day Emergency Binders. Medical information is handled with discretion and is shared only with those directly responsible for ensuring each student's safety and well-being. In the event of an emergency, it is the practice of the school to share with emergency medical personnel any information that is requested or that may aid in the successful treatment of a student.

STUDENTS WITH CHRONIC DISEASES AND LIFE-THREATENING ALLERGIES

COMMITMENT TO SAFE ENVIRONMENT: Stanley BPS recognizes the increasing prevalence of potentially life-threatening allergies and chronic diseases among children. In accordance with the school's educational philosophy and mission, the school endeavors to be as safe and inclusive as reasonably possible in order to support the learning of all students.

The Nurse Consultant will work closely with the student's teachers/staff in order to provide them with the information and skills necessary to support the student. An Individual Health Care Plan will be developed for the student. Teachers/staff will be trained by the Nurse Consultant in the assessment of the student's general condition and administration of medications, as called for in the Individual Health Care Plan. Teachers/staff will also be educated about how to minimize the risk of health crises by appropriately modifying the classroom environment (e.g., reducing the risk of exposure to allergens) and/or anticipating the student's health needs.

Stanley BPS will do its best to try to meet the specific health needs of each student with a life-threatening allergy or chronic disease. In addition, best efforts will be made to create a social and physical environment that supports the student's health needs. However, the school acknowledges that there may be certain severe conditions for which it is unable to meet all of the student's needs, because of limited resources, staffing, or other factors. Stanley BPS will notify caregivers in such cases and available options will be discussed.

SECTION 3 – SCHOOL HEALTH POLICIES & PROCEDURES

TEACHER & STAFF EMERGENCY TRAINING

At the beginning of each school year, all teaching and administrative staff are trained in Universal Precautions and response to the “Big 4” medical emergencies – allergies/anaphylaxis, seizures, asthma, and diabetes. Additional topics and content reviews will be arranged as needed. All staff will be on a two-year schedule of trainings for Pediatric First Aid and Pediatric CPR/AED use. In addition, selected administrative staff will complete a course on Medication Administration.

EMERGENCY EQUIPMENT AND SUPPLIES

FIRST AID KITS will be located in:

- ✓ The front desk area
- ✓ The gym office
- ✓ The middle school office (Art Barn)
- ✓ In each classroom

AEDs (Automated external defibrillators) will be located in:

- ✓ The gym, on the concrete columns inside the South End of the building
- ✓ Outside the main door to the Ballroom

ICE PACKS will be located in:

- ✓ The freezer located in the main building teachers' lounge and
- ✓ The 3-8 administrative office in basement of Building 5

EQUIPMENT AND SUPPLY MAINTENANCE: First aid supplies in the kits are checked monthly by our Nurse Consultant for expiration dates and stocking levels. Any items depleted are replaced before the next class session. AEDs are inspected monthly.

EMERGENCY HEALTH INFORMATION

EMERGENCY RESPONDER CARDS: Emergency responder numbers are posted in each classroom, front desk and office areas, and gym office.

STUDENT EMERGENCY INFORMATION:

Emergency information for students is kept in:

- ✓ Emergency Binders at the front desk, and
- ✓ In each classroom

Medical information, including medical diagnoses, allergies, medications, and emergency contact numbers, are contained in the Emergency Binders. Contact information is also available in the school's electronic database.

EMERGENCY MEDICATIONS

Emergency medications (e.g., epinephrine, glucagon, asthma rescue inhalers) supplied by student's caregiver and prescribed by the student's health care provider will be stored in accessible areas, but out of children's reach. They may be located in one or more of the following locations:

- ✓ The classroom
- ✓ In the Front Desk Area
- ✓ 3-5 Office
- ✓ Middle School Office

Emergency medications can also be located in the student's backpack, purse, or fanny pack, provided that the student has written permission and Nurse Consultant approval to self-carry medications.

All students who require emergency medication must have an Individual Health Care Plan detailing emergency treatment measures. The Nurse Consultant will train the teachers/staff who work with the student so that they are capable of assessing the student and administering the medications. The Nurse Consultant will delegate responsibility to administer medications to teachers and selected staff who have completed the appropriate medication training.

GENERAL PROCEDURES FOR MEDICAL EMERGENCIES, INJURIES, AND ILLNESS

Stanley BPS teachers/staff will do the following:

- Determine the severity of emergency or illness.
- Provide first aid as appropriate.
- Call or direct another teacher/staff member to call 911, if indicated.
- If the student has been seriously injured, **they will NOT MOVE** the student.
- Keep the student as safe and comfortable as possible until emergency medical services or the caregiver/Emergency Contact person arrives.
- If it is safe to do so, bring the student to the front desk area or an alternate safe location.
- When caregiver/Emergency Contact person, or emergency responder (ambulance) arrives, calmly state the facts, making note of time and circumstances of the illness or injury.
- Accompany the student in the ambulance, unless the caregiver or Emergency Contact person is immediately available to ride with the student.
- Follow any other applicable procedures set forth in the school's Emergency Management Plan, as dictated by the nature of the situation.
- Complete a Medical Incident Report in the central log maintained at the Front Office within 24 hours as soon as is practicable.

CONTACTING CAREGIVERS REGARDING ILLNESS OR INJURY

In the event of an emergency, injury, or illness, the student's designated caregiver/Emergency Contact will be notified as soon as possible. However, providing emergency care, if indicated, will be the first priority of the teachers/staff.

WHEN CAREGIVERS CANNOT BE REACHED

Caregivers must designate in writing two other people capable of transporting a student in case of an illness and who will be available during the school hours. These "Emergency Contact" names are requested on the Student and Parent Information Form sent home each summer. The Emergency Contact person's name, address, telephone, and relationship to student will be listed in the child's file.

MEDICAL INCIDENT REPORTING & REVIEW

MEDICAL INCIDENT REPORT FORMS AND NOTIFICATION: Accidents, injuries, or severe illnesses that require the school to render medical attention are documented by the responding staff within a practicable timeframe on a Medical Incident Report form, located in the front office and 3-8 administrative office. These forms are regularly reviewed by the Nurse Consultant.

INDIVIDUAL HEALTH CARE PLAN

SUMMER REVIEW OF HEALTH FORMS: Each summer, the Nurse Consultant and our staff health liaison review all incoming student health forms to determine the need for an Individual Health Care Plan based on the student's medical diagnoses and health needs.

HEALTH CARE PLAN INFORMATION: The Individual Health Care Plan will describe the medical condition(s), symptoms, any medical treatment that may be provided while the child is at school, and the potential side effects of that treatment, as well as the procedures to be followed in the event of an emergency related to the condition(s).

IMPLEMENTATION: The school's Nurse Consultant will work closely with the student's teachers/staff in order to provide them with the information and skills to support the student. An Individual Health Care Plan will be developed for the student. Teachers/staff will be trained by the Nurse Consultant in the assessment of the student's general condition and administration of medications, as called for in the Individual Health Care Plan. Teachers/staff will also be educated about how to minimize the risk of health crises by attempting to modify the classroom environment and/or anticipate the student's health needs.

LOCATION OF PLANS AND UPDATING: An Individual Health Care Plan will be placed in the student's file located in the respective administrative office and a copy added to the individual classroom Emergency Binder. Existing Individual Health Care Plans will be updated at the beginning of every school year and as needed when the school is informed by the student's caregiver or health care provider **in writing** of changes in the student's health conditions and/or needs.

ADMINISTERING MEDICINES TO STUDENTS

GENERAL MEDICATION ADMINISTRATION FORMS: Teachers/staff members may administer routine, scheduled medications, or treatment to a student with a chronic medical condition in accordance with written parental consent, licensed health care practitioner authorization, and approval of the school Nurse Consultant. These approvals are documented on the school's General Medication Administration Form, which must accompany any medication dispensed on campus or during school-authorized field trips.

ADMINISTRATION REQUIREMENTS: Medication may be given only by a teacher/staff member who has taken the Medications Administration Course and who has been delegated by the Nurse Consultant the task of administering medication.

In order for a prescription or non-prescription medication to be administered at school, the following requirements must be met **in advance**:

1. Prescription medications must come in the original pharmacy-labeled container with the student's name, name of medicine, time medication is to be given, dosage, licensed health care provider's name, and current date (must not be expired).

2. Non-prescription medications must be labeled with the student's name and current date. Dosage must match the signed health care provider authorization, and the medicine must be in the original packaging.
3. A General Medication Administration Form, signed by the student's health care provider.
4. Medications will be stored in individual Ziploc bags, clearly marked with student's name, and accompanied by the appropriate General Medication Administration Form.

SELF ADMINISTRATION: Students may self-carry and self-administer emergency medications (e.g., epinephrine, asthma rescue inhalers) only when the above requirements have been met AND the arrangement is documented in the student's respective Individual Health Care Plan, which must be reviewed by the Nurse Consultant.

NON-EMERGENCY MEDICATIONS: Non-emergency medications may not be self-carried or self-administered by any student unless there is an extreme need that is documented by the student's health care provider and listed in the student's Individual Health Care Plan. The Nurse Consultant will review a student's needs on an individual basis.

COMMITMENT TO SAFEGUARDING: All medication shall be safeguarded at school to reduce the risk that they may be improperly administered to someone other than the intended recipient. Students who self-carry medications are expected to keep their medications in a secure location and remove them only if they are needed for treatment.

COMMUNICABLE DISEASES AND INFESTATIONS

The Nurse Consultant and teachers/staff will notify caregivers of the potential for exposure to certain communicable diseases (e.g., whooping cough) or infestations (e.g., lice) if they affect classroom students. Appropriate measures will be taken to identify other affected students (e.g., head checks for lice) or students at risk for contracting the illness, and to prevent disease transmission, as directed by the Nurse Consultant. Good hygiene and hand washing technique will be encouraged at all times to reduce the possibility of disease transmission.

CLASSROOM PETS & VISITING ANIMALS

In summer communications, classroom teachers will notify the classroom community of any existing or planned classroom pets. There may be circumstances in which certain classroom pets will not be permissible because of allergies or other issues.

For the general safety and comfort of students, teachers/staff, and visitors, animals are not allowed in any school buildings. Caregivers or visitors transporting animals in their vehicles at drop off and pick up must keep animals under their control at all times.

FOOD-RELATED ALLERGIES AND ILLNESSES

Stanley BPS will work on an individual basis with students, caregivers, teachers/staff, families, and the Nurse Consultant to try to limit exposure to relevant food allergens (e.g., wheat, nuts, egg, soy, etc.) as much as possible. However, even with an Individual Health Care Plan, individualized classroom interventions, and the best intentions of all involved, accidental exposures to food allergens (e.g., nuts, milk, wheat, egg, soy, fish) can occur. Therefore, students and caregivers must assess for themselves the risks associated with food prepared in the school cafeteria, sold at bake sales, brought in for class parties, field trips, etc. according to their own comfort level and the severity of the child's health condition. It may be necessary for some students to supply their own food or snacks for these events.

Students should be encouraged to advocate for themselves and to ask for help from a teacher/staff member if they are uncertain about the ingredients in a food item. If there is any doubt about ingredients, the item should not be eaten. Students may keep a small supply of “safe” snacks (brought from home) in the classroom and on field trips.

PEANUTS

Peanut allergy is the most common cause of potentially life-threatening allergic reactions among children. Accordingly, classroom treats (e.g., for a birthday celebration) and bake sale treats meant to be shared with the group should not contain peanuts or peanut butter. No classroom crafts or projects should involve peanuts or peanut butter.

Students may bring peanut-containing products for their own consumption as part of their own lunch or snack.

LUNCHROOM PROCEDURES

The school is not currently able to offer gluten-free lunches or other lunches that accommodate specific dietary issues. Also, the lunchroom does not include an area specifically designated as nut-free. Caregivers are encouraged to discuss any concerns about cross-contamination in the lunchroom with the Nurse Consultant or Health Committee.

PIZZA DAY

Pizza Day is a long-standing Stanley BPS tradition. For the 2013-2014 school year, the school plans to have pizzas (regular, dairy-free, and gluten-free) delivered from Serioz (located in Lowry Town Center). The school will also provide drinks, fresh fruit, and a store-bought cookie. Pizza committee parent volunteers and occasionally students will serve the pizzas and other food items.

The school will do its best to try to ensure that cross-contamination and mix-ups with the food items do not occur. However, the safety of food items cannot be completely guaranteed. Caregivers are encouraged to discuss any allergy or other health-related concerns with the Nurse Consultant or Health Committee. It may be necessary for some students to bring their own lunches from home on pizza day.

FIELD TRIPS

PLANNING

Field trips provide wonderful learning experiences outside of the daily classroom environment. Several weeks prior to the trip, the trip leader and/or classroom teacher should review the Individual Health Care Plans for students who will be going on the trip. Care should be taken when planning a field trip so that high-risk destinations (e.g., peanut butter factory) or destinations which cannot safely accommodate all students (e.g., those with certain disabilities) are avoided.

MEDICATIONS

When taking a field trip with a child with medical needs, the student's Individual Health Care Plan and medications will be given to a trained and designated teacher or staff member who is capable of administering the medication should the need arise.

Caregivers should be reminded of the need to have medications and General Medication Administration Form completed and signed and Individual Health Plans updated **well in advance** of the day of departure.

FOOD

If food is to be served on the trip, or purchased from vendors or restaurants, the trip planners will work with students, teachers/staff, and caregivers on an individual basis to minimize the potential for emergencies (e.g., severe allergic reactions) or exacerbations of a student's underlying chronic illness (e.g., diabetes, gluten sensitivity, celiac disease) as much as possible. In certain cases, students may need to provide their own food or make special arrangements for field trips.

BOOSTER SEATS

Colorado Law requires children to be in boosters (or other appropriate car seats) until they are 8 years old. However, best practice and the safest recommendation by The American Academy of Pediatrics is to keep children in a booster seat until students reach 4' 9" tall (which typically occurs when a child is between the ages of 8 and 12).

Stanley BPS will provide booster seats for field trips requiring transportation by private car.