

MARSHALL INDEPENDENT SCHOOL DISTRICT HEALTH SERVICES SCHOOL ADMINISTRATIVE GUIDELINES

The Marshall Independent School District, in accordance with the applicable state legislation, shall operate a program of student health services under approved rules, regulations, and standards established by the Texas Department of Health and Safety.

The services provided shall include but not be limited to the following:

- Campus Health Clinic
- Student Health Liaison
- Health Appraisals of Students
- Health Screenings & Referrals
- Infection Control & Disease Prevention
 - Communicable Diseases
 - Exclusion & Reporting
 - Immunizations
- Medication Administration
- Special Health Care Procedures
- First Aid
- Accident and Injury Response
 - Employee Injury/Workman Comp
- Chronic Illness Management
- Student Health Records/Documentation
- CPS Reporting

MISD NURSING SERVICES

Per the National Association of School Nurses, a school nurses facilitate positive student responses to normal development, promote health and safety, intervene with actual and potential health problems and provide case management service, as well as actively collaborate with other to advance the well-being and academic success of students. To that end, Marshall Independent School District's Health Services Department will staff qualified licensed nurses at each campus. The campus nurse will perform health appraisals and screenings, promote infection control and disease prevention, and operate the health clinics. The nurse will administer medications and first aid, as well as, respond to accident and injury. She will act as the school health liaison by providing case management services to those students with chronic illness.

HEALTH CLINICS

Each campus will include a health clinic to be operated under the discretion of the nurse assigned to that campus, and is supervised by the district registered nurse. The clinic will be supplied with basic first aid supplies, durable medical equipment, and locked cabinets for the storage of medications. Other articles may be added to meet the needs of individual students enrolled on that campus. Clinic office will operate from 7:30 to 4:00 unless otherwise determined by the campus principal.

CLINIC REFERRAL GUIDELINES

The campus nurse will provide appropriate, safe, and timely care to all students who require nursing interventions. In order to accomplish this, as well as maintain confidentiality and promote infection control measures, the criteria for nursing care referrals will be given to all pertinent staff. These include, but are not limited to the following:

- Breathing that is short, labored, or with coughing/wheezing
- Chest pain
- Bone or joint pain, suspicions of a break/sprain
- Injury to head, eyes, and/or spine
- Headache
- Fever and/or chills
- Vomiting and/or diarrhea
- Itching, severe (ex: head lice, scabies, ringworm, rash)
- Insect bites or stings
- Bites or breaks in the skin from animals/humans
- Bleeding, not controlled with bandaids
- Burns

- Incontinence of bladder and/or bowel

CLINIC GUIDELINES

The nurse has many responsibilities. She is subject to laws and professional obligations that extend outside of those found in the world of Education. In this light, the following clinic guidelines have been established:

- In order to maintain infection control measures, HIPPA compliance, and an orderly working environment, the clinic bathroom will *only* be used by those students requiring nursing services.
- Bathing students is discouraged. If a student's poor hygiene interferes with learning or infection/infestation prevention, the parents/guardians will be required to pick up the student. The student will be allowed to return to school once proper hygiene has been established.
- The nurse will supply uniform approved clothing when available for those students who have experienced incontinence, menses, or torn clothing. Uniforms otherwise soiled are to be dusted/wiped off. When this isn't adequate the parent/guardian will be asked to bring a change of clothes.
- The clinic is designated for health care. Due to the higher concentration of pathogens and other infective agents, students who receive medication or other special procedures are assisted as promptly as possible to keep their exposure to a minimum. Students not in need of nursing services will be redirected to wait for parent or teachers elsewhere.
- Nurses are to follow all laws regarding confidentiality. School staff who have questions or concerns about a student in the clinic, and in whom they have the need to know, will be encouraged to address these in private. Issues of concern are not to be discussed in the presence of other students or staff.
- The campus nurse is responsible for determining if exclusion criteria for health reasons is met. Other staff members who intend to send a student home due to ill health are to consult the nurse first. The nurse must document the event in Skyward, and fill out appropriate paperwork. A student is not to check out of school with illness or injury without notifying the nurse.

SCHOOL HEALTH LIAISON

Nursing personnel shall function as a liaison among the school, parents, and community health resources in addressing student health problems. The campus nurse will work in coordination with other student services provided by the district.

HEALTH APPRAISAL

Health appraisal is the sum total of all observations made concerning the health status of the student. The campus nurse plans and implements health assessment and screening programs that provides health information to parents and school personnel. Nurses will inform parents of noted signs and symptoms that may indicate serious health problems. If necessary, a nurse can exclude students from school until a health care provider certifies that it is safe and advisable for the student to return to school.

HEALTH SCREENING

The Marshall Independent School District will annually administer the Texas Department of Safety and Health Services recommended vision, hearing, and spinal examinations in accordance with Health and Safety Code, Title 2, Subtitle B, Chapter 36, Section 36.001.

Parents of students, who fail the screening process as defined by the Texas state statutes, will be notified by the campus nurse of the student's results. Parents may sign a waiver or a refusal to have the student further tested.

INFECTION CONTROL & DISEASE PREVENTION

It is the goal of the Health Services Department to minimize the spread of infection for students and staff through the implementation of controls which reduce the transmission and spread of germs. These include clean facilities, adherence to the communicable disease policy and exclusion criteria, and immunization requirement compliance.

COMMUNICABLE DISEASE POLICY

Any student or employee, who has been out of school for 4 or more consecutive days due to illness caused by a communicable disease, must return to school with a letter from his/her physician stating that he/she is sufficiently recovered from the illness and that he/she is no longer contagious to the other students or school personnel.

The school administrator shall exclude from attendance anyone who has or is suspected of having a communicable condition. Exclusion shall continue until the readmission

criteria established by Texas Department of Health is met. A comprehensive list can be found at: www.tdh.state.tx.us/ideas/report/chichart.pdf

The student returning to school needs to report to the campus nurse for clearance before going to class.

EXCLUSION AND REPORTING OF STUDENTS AND EMPLOYEES WITH COMMUNICABLE DISEASES

The Marshall Independent School District will follow the regulation for control of communicable diseases as published by the Texas Department of Safety and Health in conjunction with Marshall Independent School District administrative policies regarding communicable disease control. Following a health evaluation by the school nurse, a student or employee demonstrating symptoms of contagious illness may be excluded from school attendance until such disorder has been cured or satisfactorily treated.

EXCULSION CRITERIA

A student or employee with any of the following symptoms must be excluded from school until such time as he/she is free of symptoms, has been satisfactorily treated, or submits a signed physician's statement that he/she is not contagious:

- Temperature of 100⁰F or above or at nurse's discretion
- Undetermined rash over any part of the body (any individual with preceding systemic symptoms along with a rash should be kept from school)
- Undiagnosed scaly patches on the body or scalp
- Presence of live lice
- Vomiting, diarrhea, or discretion of the nurse
- Red, draining eyes
- Intense itching with evidence of open lesions or signs and symptoms of secondary infection
- Open draining lesion
- Signs of jaundice

Children suffering from any of the following conditions are to be excluded from school if appropriate treatment has not been initiated:

- Acute infectious conjunctivitis (pink eye)
- Ringworm of the scalp
- Scabies
- Pediculosis – Head Lice

PEDICULOSIS POLICY-LIVE HEAD LICE

1. Any student suspected of having Pediculosis Capitis (head lice) will have his/her hair examined by the school nurse or an employee of the district who has been trained to perform the procedure.
2. The parent/guardian of any student with evidence of active Pediculosis will be notified and the student may be excluded from school attendance immediately. The parent/guardian will be notified to pick their child up immediately.
3. All siblings of the infested student and any other persons deemed necessary by the nurse will have their hair examined. The nurses will *not* check the entire classroom.
4. At the nurse's discretion, notification will be sent to the parent/guardian of any student in a self-contained classroom who has been exposed to Pediculosis.
5. Parental permission is not required to examine a student for possible Pediculosis.
6. A student who has been excluded from school for Pediculosis *may not ride the bus to school until cleared by the campus nurse.*

IMMUNIZATIONS

Marshall ISD will comply with the Texas Minimum State Vaccine Requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, Sections 97.61 to 97.72.

All new students will be required to present a current immunization record before a student can be registered. Students who transfer from a Texas school, will be allowed to enroll until records can be forwarded from previous school.

In the event that the required documentation is not received within 30 days from the date of enrollment, the student will be subject to delinquency guidelines.

GUIDELINES FOR DELINQUENT IMMUNIZATIONS

1. A letter will be sent home notifying the parent or guardian of the immunizations needed for the student to remain enrolled.
2. If the required immunization record is not provided by the specified date, the student will be excluded from school. This extends to transportation services.

PROVISIONAL ENROLLMENT

Provisionally enrolled students, (those who have transferred in from another Texas school, who are homeless, or who are in foster care) are given 30 days from date of enrollment to provide a complete shot record or receive the required vaccines as fast as medically feasible.

MEDICATION

School staff members do not administer prescription medication to a student unless the medication is in the original container with appropriate pharmacy label. The same applies to OTC (Over-the-Counter) medications, which must be in a labeled *unopened* manufacturer's bottle. All medications require written permission to administer from the student's parent/guardian. Medications are not to be transported by students, but must be delivered by the parent/guardian.

No student may have prescription or non-prescription (OTC) in his/her possession on school ground during school hours. The only exception will be for a physician's signed order that is filed with the school nurse (ex: rescue inhalers, injectable epinephrine).

Medication policy and regulations will be observed on all off-campus trips. The person responsible for such trips will observe and communicate these regulations to students and parents.

In accordance with the Nurse Practice Act, Texas Code, Section 217.11, the school nurse has the responsibility and authority to refuse to administer medications that in the nurse's judgment are not in the best interest of the student.

HEALTH CARE PROCEDURES

Services once rare and/or thought to be clearly outside the responsibility of schools are legally mandated by state and federal statutes for all children who need them. These include providing catheterization, managing complex medical regimens, administering medications, and providing physical, occupational, speech, and language therapy, in order to meet an individual child's physical health-related needs. New technologies include devices for mechanical ventilation, tracheostomy, gastrostomy, equipment for delivery of intravenous medications, and kidney dialysis. Health care procedures that are necessary for the student's health and wellbeing will be performed, provided that a written request by parents/guardian and Provider is made. All necessary supplies and equipment must be provided by the parent/guardian.

ACCIDENT AND INJURY

Accident/Injury Protocol:

Students reporting an injury must be assessed by the nurse. If it is NOT safe to move the student alert the nurse IMMEDIATELY. IF THERE IS ANY QUESTION WHATSOEVER, NOTIFY THE NURSE. *It will be the nurse's discretion on how to proceed with treatment.* Parents/Guardians will be notified of injury, as applicable.

First Aid will be provided by a licensed nurse or a certified trainer when available. The injury will be assessed and given the appropriate treatment. Standing Orders for First Aid Treatment, given by MISD Medical Director, grants the use of specified topical medications. Orders are renewed yearly and are to be displayed in the campus clinic.

EMS Criteria

If injury, accident, or episode is severe parents/guardians will be contacted immediately. Emergency Medical Services will be called when a student is found:

- unresponsive
- respiratory or cardiovascular distress
- significant change in or loss of consciousness
- suspected anaphylaxis
- uncontrolled blood loss
- unprecedented seizures
- compound fractures
- suspected spinal cord injury
- severe burns

Emergency Medical Service Protocol

1. Stabilize the student. This is top priority. Never leave student unattended.
2. Call 911, if criteria is met.
 - a. If not life threatening, contact the parent/guardian for consent for use of Emergency Medical Services.
 - b. After 2 unsuccessful attempts to reach parent it is the nurse's discretion on how to proceed with care.
3. Notify parent/guardian that EMS has been called. (If nurse is involved in emergent care, the principal or secretary may be asked to notify parents/guardian.)

4. Notify the office that 911 has been called. Request additional assistance, if needed.
5. Ask secretary to make copies of the student Skyward information.
6. Notify the Health Service Dept., who will then notify Administration.
7. When EMS arrive at the scene, be prepared to;
 - Give description of incident – facts only
 - Student's vital signs
 - Pertinent medical information
 - Give copy of student's Skyward information
8. If the parent/guardian is not available, a district representative will accompany the student to the designated Emergency Department until parent/guardian arrives. The representative will be selected by the Principal.
9. Follow up with appropriate documentation in Skyward.

Blood Protocol

If a student comes into contact with another student's blood or bodily fluids, wash the area with soap and water. If blood gets into the student's mouth, rinse with hydrogen peroxide and water. If blood reaches a student's mucous membranes, flush well the area with water. Parent/guardians are to be contacted when a student has been exposed to blood.

SEVERE ALLERGIC RESPONSE: ANAPHYLAXIS

In response to the increase in students with diagnosed food allergies at-risk for anaphylaxis, Senate Bill 27 amends Chapter 38 of the Texas Education Code by adding Section 38.0151. This section requires the Board of Trustees to adopt and administer a policy for the care of students with diagnosed food allergy at risk for anaphylaxis.

Food Allergy

All students with known food allergies that pose a risk of anaphylactic shock must *submit a current physician documentation validating this claim to the school nurse*. Parents are referred to the Director of Food Services for further communication and directives regarding the student's particular needs while in the school environment.

Anaphylaxis Policy:

Each campus nurse will identify known students who are at high risk for anaphylaxis, and implement the following:

1. Individualized Healthcare Plan (IHP) that includes "continuous monitoring, emergency plans, and evaluations.
2. Ensure students prescribed with an epinephrine auto-injector devices supply one for school use.
3. Identify areas and/or situations in which allergic reactions are more likely to occur. Personnel working in areas where these students are more at risk of exposure will be notified, educated on allergies and anaphylaxis, and trained in the use of emergency epinephrine.

Emergency Injectable Epinephrine

Emergency epinephrine kits will be available to each campus. They will be kept in unlocked areas in order to increase access by staff in emergency situations. Key school personnel (principals, teachers, P.E. teachers, campus nurse, UDCA, and bus drivers will be made aware of their location and how to use them.

Emergency epinephrine kits are on hand for students who experience unprecedented anaphylactic reactions. They will also be used for students with known anaphylactic reactions who need additional doses.

Anaphylaxis requires prompt medical intervention with an injection of epinephrine, followed by transport to the nearest emergency room.

CHRONIC ILLNESS

Marshall ISD Health Services Department will provide health care services to students with chronic illnesses in the school setting. Campus nurses will work in conjunction with the student's health care team to ensure continuity of care, including but not limited to, special procedures.

All MISD nurses will work within their scope of practice to provide for the health care needs of the chronically ill student, including recognizing and managing acute episodes. The campus nurse is to coordinate school health care schedules, educate other school personnel about the monitoring and treatment of symptoms, and act as liaison for the school with parents and community health care providers.

The nurse will initiate Individualized Healthcare Plan (IHP) that includes "continuous monitoring, care plans, emergency action plans, and evaluations. The RN will have oversight on any medical aspect of the chronically ill student's IHP.

The campus nurse is to be involved in ARD meetings for students with chronic illnesses. These include and are not limited to; asthma, severe allergies, diabetes, seizures, mental/emotional/behavior disorders requiring medication and monitoring, and any other condition that requires regular nursing interventions.

MISD REPORTING CHILD ABUSE AND NEGLECT PROCEDURES

If a student makes the initial outcry to the campus nurse, or if she witnesses or discovers evidence of abuse or neglect, a campus nurse is to initiate the reporting process. The report must be made within 48 hours of the outcry onset." The nurse is not to initiate the report on behalf of another. The CPS mandate states that, "A *professional may not delegate to or rely on another person to make the report.*" MISD nurses will follow this mandate. If the campus nurse is the one to initiate the report she will keep principals and other need to know personnel including MISD Police, apprised of the on-going situation, as well as any directives CPS may have issued.

WORKMAN COMPENSATION

MISD employees who are injured at work will inform the campus nurse who will assess the injury. She will provide appropriate first aid and contact EMS if needed. When stable the employee will be provided the required paperwork. Completed paperwork will be copied and forwarded to the benefits coordinator in Administration. Employee will be given instruction on follow up care. Nurse will document incident.

DOCUMENTATION

Records regarding student health will be maintained by the campus nurse. These include documentation on office visits, health conditions, emergency information, screening and referral results, and medication administration. It is the nurse's responsibility to document properly and to adopt practices that ensure HIPPA and FERPA compliance.