



**STUDENT**

**HEALTH**



**SERVICES**

**HANDBOOK**

2017-2018

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# **NURSING AND HEALTH SERVICES**

## **Statement From the School Nurses of Indianola Community School District (ICSD)**

ICSD Health Services looks at the whole child and focuses attention on ensuring that all students are healthy and feel supported, challenged, engaged and safe (Lewallen, et.al, Journal of School Health, Nov. 2015). The health needs of each student are recognized and met in ways that are appropriate to the student and the situation. The student should be viewed as a member of a family and the community, which should be taken into consideration when performing a health service. All students have the right to come to school healthy and ready to learn and student's ability to learn is directly related to his/her health.

## **Mission**

The ICSD Student Health Office mission is to provide our students the best care possible by empowering each student to achieve their individual learning potential by promoting optimal health, wellness, and safety. We are committed to work with the families, schools, and community advocating for our students.

## **Definition of School Nursing**

School nursing is a specialized practice of professional nursing that advances the well-being, academic success, health and life-long achievement of students.

School nurses, grounded in ethical and evidence-based practice, are the leaders who bridge health care and education, provide care coordination, advocate for quality student-centered care, and collaborate to design systems that allow individuals and communities to develop their full potential (Adopted by the NASN Board of Directors February 2017).

## **Who is the School Nurse?**

- A registered nurse (RN) licensed to practice nursing by the state board of nursing.
- A professional, accountable to practice in accordance with current Professional Standards of School Nursing Practice, as stated by National Association of School Nurses (NASN), state laws, rules and regulations.
- Indianola Community School District employees three registered nurses; each RN is responsible for two school buildings.

## **What Does the School Nurse Do?**

The primary role of the School Nurse is to support student health and academic success. The school nurse is the link between school, students, families, health care, and other community providers.

As the health services expert, the School Nurse serves as the health professional for the school community and provides the following services.

- Assessment, planning, intervention and evaluation of students' physical and mental health concerns
- Participating in Individualized Education Plan development and academic team meetings
- Performing pediatric nursing procedures such as ventilators, gastrostomy feedings, tracheostomy care, catheterization, medication administration, etc.
- Screening for health factors impacting student education and refer to healthcare providers
- Monitoring of immunizations, excluding students with infectious disease, monitoring school environment for safety
- Education to promote health choices
- Case management of chronic disease (such as asthma and diabetes); working with students, families, and other health care providers
- Creation of Individualized Nursing Care Plans, Emergency Care Plans, Emergency Evacuation Plans and care for students with disabilities and/or health conditions that interfere with learning
- Participating in crisis team responses
- Contributing to school district health policies, goals, and objectives
- Liaison to school/community/health care provider
- Providing first aid and emergency care
- Delegation of health services and supervision of Unlicensed Assistive Personnel (UAP)  
-Health Associates

## **Delegation of Health Services in Iowa Schools**

- Indianola Community School District employees six *Health Office Associates*. One associate is at each school building.
- What is Delegation?
  - Delegation in schools is the process conducted by a nurse to transfer to a competent individual the authority to perform selected nursing tasks or activities in selected situations for a student (NCSBN, 2005).
  - Delegation of nursing tasks is an effective management tool used by the school nurse to:
    - Provide safe and effective nursing care
    - Free the school nurse to care for more complex student needs
    - Develop the skills of unlicensed assistive personnel
    - Promote cost containment for school

- Who is the Health Office Associate?
  - An unlicensed assistive personnel (UAP)
  - An individual who is trained to function in the assistive role to the registered nurse in the provision of nursing tasks or activities as delegated by the registered nurse in the school setting. The UAP cannot perform any task without the direction from the school nurse.
  - An individual who performs various clerical and other routine school tasks

## **STUDENT HEALTH SERVICES GUIDELINES**

The Iowa Department of Public Health and Iowa Department of Education has provided the following guidelines for schools throughout the state. Indianola Community School District Nurses will recognize and follow these guidelines for the safety and protection of all students throughout the district.

### **Bed Bugs**

Indianola Community School District will follow the recommendations by the Iowa Department of Public Health regarding identification and treatment of bed bugs. Please see the statement below regarding bed bugs. Additional resources can be found at

<https://idph.iowa.gov/Portals/1/userfiles/97/Bed%20Bugs%20Fact%20Sheet.pdf>

#### **ICSD Procedure for Bed bugs:**

- Student seen in health office for itchy red bumps, verbal statement of bed bugs, or visible bug identified on student.
  - Registered Nurse will examine student. Assessment indicates bed bugs, the following will occur.
    - Parents notified. Provide education and resources.
    - Treatment for symptoms.
    - Student returns to class with IDPH Fact Sheet-Bed bugs.
    - If an insect sighting is reported, area is inspected.
      - If insect is found, it will be captured and sent for identification.
      - If identified by expert to be a bed bug, treatment management will be done on a case-by-case basis for the school.
      - Warren County Health will be notified for additional resources, if need.

## **Communicable Diseases (examples: Mumps, Meningitis, Chickenpox etc.)**

The school nurse should be contacted immediately upon any suspicion of a potentially communicable disease. The school nurse will investigate all reports and take appropriate action. The Warren County Health Department will contact the school nurses with any reports of communicable diseases. At that time the school district will alert the parents regarding the disease.

- Students excluded from school after having contracted a contagious disease may not return without written permission from a medical doctor or certified health professional.
- If a student fails to obtain written doctor's permission to return, they shall be excluded from school for the full course of the disease as stipulated by the Iowa State Department of Health.

<http://www.idph.iowa.gov/CADE/Disease-Information>

## **Concussions**

Please refer to the Iowa High School Athletic Association for complete details; a summary is provided below.

The Iowa Legislature passed a law, effective July 1, 2011, regarding students in grades 7 – 12 who participate in extracurricular interscholastic activities. Please note this important information from Iowa Code Section 280.13C, Brain Injury Policies:

(1) A child must be immediately removed from participation (practice or competition) if his/her coach or a contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity.

(2) A child may not participate again until a licensed health care provider trained in the evaluation and management of concussions and other brain injuries has evaluated him/her and the student has received written clearance from that person to return to participation.

(3) Key definitions: "Licensed health care provider" means a physician, physician assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or athletic trainer licensed by a board. "Extracurricular interscholastic activity" means any extracurricular interscholastic activity, contest, or practice, including sports, dance, or cheerleading.

Indianola Community School District provides an athletic trainer to assist with Return-To-Participation assessments.

Parents will be notified if any student is suspected to have obtained a concussion; further assessment by a medical provider will then be encouraged. Parents are encouraged to speak with the school nurse regarding post-concussion management.

[http://www.iahsaa.org/Sports\\_Medicine\\_Wellness/Concussions/HEADS\\_UP\\_CONCUSSION\\_FACT\\_SHEET\\_053012.pdf](http://www.iahsaa.org/Sports_Medicine_Wellness/Concussions/HEADS_UP_CONCUSSION_FACT_SHEET_053012.pdf)

[https://www.iahsaa.org/Sports\\_Medicine\\_Wellness/Concussions/Concussion\\_RTP\\_Protocol\\_052212.pdf](https://www.iahsaa.org/Sports_Medicine_Wellness/Concussions/Concussion_RTP_Protocol_052212.pdf)

## Emergency Care

- Healthcare providers are not required to obtain parental consent prior to rendering emergency health services to a minor, if the parent or guardian is not reasonably available. Iowa Code 147A.10(2)
- If your child has an injury at school, a parent or guardian will be notified.
- It is expected that the emergency contact information will be current and/or updated in a timely manner. This information can be updated through the building secretary at your student's school.

## Head Lice

Indianola Community School District follows the recommendations of Iowa Department Of Public Health regarding the treatment of head lice. Please see the statements below regarding head lice. Additional resources available at the following website: [www.cdc.gov/lice/head](http://www.cdc.gov/lice/head)

### ICSD procedure:

- Student seen in health office for itching or visible louse and is confirmed by health office staff;
  - Parents will be notified
  - Education on treatment provided and reviewed
    - ICSD strongly encourages treatment
    - Student will be monitored, and health office will follow up with parents regarding their student's treatment. Warren County Public Health will be notified should a student go untreated. Warren County Public Health can provide additional education and resources for treatment.
  - IDPH brochure given to student to bring home to parent.

### IOWA RECOMMENDATIONS ON HEAD LICE PREVENTION AND CONTROL FOR SCHOOLS

1. *Discontinue routine school-based screening.* Current evidence does not support classroom or school-wide screening as a method to stop head lice transmission. Instead, schools should educate parents and staff about lice detection, treatment, and prevention. Parents should be encouraged to regularly screen their children for lice. It should be assumed that head lice are in the community and schools at all times.

2. *Discontinue "no nit" policies.* "No-nits" policies that require a child to be free of nits before they can return to school are not recommended. Children should not be excluded from school. Head lice can be a nuisance but have not been shown to spread disease.

3. *Children should remain in school for the rest of the day if head lice are detected.* Notify parents by phone, provide educational materials on treatment, and review treatment protocols.

4. *Do not use environmental sprays or chemical cleaners at home or in the classrooms, lockers, or on gym mats or other school equipment.* Head lice do not live “off” the body. The head louse must maintain a constant warm temperature. Only ordinary cleaning, vacuuming, and washing in hot water are needed. Do not use chemical sprays on such items as audio/video headsets, tables or mats, carpet, upholstered chairs, school bus benches, or bed linens. Sprays and other chemicals can be potentially harmful, since they can be absorbed through the skin and are irritating to the lungs of some asthmatics.

5. *Teach and support parents in appropriate techniques for lice treatment.* The Iowa Department of Public Health advocates a two-week treatment plan that includes the use of an over-the-counter medicated shampoo which contains either permethrin or a pyrethrin.

[http://idph.iowa.gov/Portals/1/Files/CADE/head\\_lice%20brochure%281008%29%20lighter%20green%20reviewed%205%202010.pdf](http://idph.iowa.gov/Portals/1/Files/CADE/head_lice%20brochure%281008%29%20lighter%20green%20reviewed%205%202010.pdf)

6. *What if treatment with over-the-counter shampoos and use of a nit comb fails?* Physicians may prescribe stronger treatments for head lice. Re-infestation is more common than treatment failure.

7. *Further information can be found at this website:*

<https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/head-lice-nuisance-notmedical-or-health-hazard-april> (Iowa Department of Education) Iowa Dept. of Public Health, Revised 2/17

## **Illness (Management of Illness)**

The Iowa Department of Public Health and Iowa Department of Education has provided the following guidelines for schools throughout the state. Indianola Community School District nurses will recognize and follow these guidelines for the safety and protection of all students throughout the district.

### **Student temporary exclusion from school for illness - basic criteria**

While most illnesses do not require exclusion, there are times when the student should be sent home.

- If the illness prevents the student from participating comfortably in activities.
- If the illness results in needed care greater than school personnel can provide considering the health and safety of other students.
- Poses a risk of spread of harmful diseases to others.
- The student appears severely ill—Could include lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or quickly spreading rash.
- Fever 100.4 and behavior change or other signs and symptoms such as a sore throat, rash, vomiting, or diarrhea. Note: Fever as a single symptom is not a valid reason for exclusion. General exclusion guideline for a fever associated with contagious disease is 24 hours after they no longer have a fever, and without the aid of a fever reducing medication.
- Diarrhea that is not associated with changes in diet. General exclusion guideline is 24 hours from the last episode of diarrhea.



## **Student temporary exclusion from school for illness - basic criteria (continued)**

- Vomiting, unless the vomiting is determined to be caused by a non-infectious condition. General exclusion guideline is 24 hours from the last episode of vomiting.
- Rash with fever or behavioral changes, until the primary care provider or local health department authority states that the child is noninfectious.
- Scabies until after treatment has been given.
- Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.

Appropriate forms of notification to determine that your child is considered noninfectious include

- Written note from the medical provider (doctor, nurse practitioner or physician assistant)
- Written note from the local health department (Warren County Public Health)

## **Medical Conditions**

If your student has a medical condition, please make sure you communicate the information to your school nurse. The school nurse will work with you to develop an individual health plan, and if needed, an emergency response plan for your student. Current information from your doctor will be helpful in developing a plan of care. Contact information for your school nurse is located on the Student Health Services District Webpage; you can also be directed to the Student Health Office by calling your student's school building.

## **Other Health Personnel In School**

A school may have unlicensed assistive personnel who hold certifications and are considered qualified by the school nurse to perform health services. Iowa Law 281 IAC 41.405 (1), 281 IAC 41.405 (2) (a) (9).

## **Student Health Update**

The Student Health Update is distributed with the registration packet and expected to be returned each school year. Please include as much detail as possible to ensure the best care for your child. The health information is shared only with school staff having legitimate education interest regarding your student.

## **Student Medication Administration**

### Asthma and other airway constricting diseases:

Student with asthma and other airway constricting diseases may self-administer their life saving medication when parent provides written permission, and the physician provides a prescription. See section labeled *prescription medication* for requirements. If the student misuses this privilege, the privilege may be withdrawn. Iowa Code 280.16. ICSD Policy 507.2E1

## Essential Oils and Natural Supplements

The Student Health Office recognizes essential oils and natural supplements as a medication and will follow the same guidelines for administration of a prescription or an over the counter medication. Please speak directly with the school nurse at your student's school to determine the appropriateness, safety, possible side effects or toxic effects of the essential oil or supplement. Parents may provide a physician's order to administer essential oils or natural supplements; however the school nurse is still required to administer professional judgment pertaining to essential oils and natural supplements in accordance with the Nurse Practice Act.

## Epinephrine Auto Injector

Indianola Community School district does not provide epinephrine auto injectors. Please refer to Board Policy 804.5. In the event of an anaphylactic reaction, emergency services (911) need to be contacted immediately.

- A student who has a prescribed epinephrine auto injector may carry and self-administer when parent provides written permission, and the physician provides a prescription. See section labeled *prescription medication* for requirements. Iowa Law 281 IAC 41.404 (3). ICSD Policy 507.2E1.

## Prescription Medication

Prescription Medication Policy (ref: 507.2) Iowa Law 281 IAC 41.404 (3)

- Prescription medication must be in the original container from the doctor, pharmacy, or store. The name of the student, medication, time to be given, and name of the physician must be on the container. Written permission to give the medicine, with the parent's signature, must accompany the medication.
- Any prescription medication must be brought to school by an adult with the exception of inhalers, diabetic supplies, and epinephrine injectors (EpiPen)
- Students bringing inhalers prescribed for them by a physician may carry the inhaler with them. The inhaler should have the student's name on it.
- All medication is to be stored in the health office with the exception of inhalers, epinephrine auto injectors and diabetic medications and/or supplies.
- Medications that are to be given three times a day should be given at home before school, after school, and at bedtime. Medications that are to be given four times a day will be given at lunch in the Student Health Office.
- Any student that has medicine in the Student Health Office will need to have an adult pick it up before the last day of school. Any medicine that has not been picked up will be disposed of per Board Policy 507.2.
- No more than *35 doses of any one medication* will be stored in the health office.

# STUDENT HEALTH REQUIREMENTS FOR SCHOOL

## **Immunization Requirements**

Indianola Community School District will enforce Iowa state law regarding immunizations. Iowa Code 139A.8 and Administrative Code Section 641.7 require all students enrolling in an Iowa school to submit proof of immunizations to the school district using an Iowa Department of Public Health certificate of immunization or a provisional certificate, unless a valid certificate of religious or medical exemption has been submitted.

### Required Immunizations Elementary School:

- 5 - Tetanus, Diphtheria, Acellular Pertussis Vaccine (Dtap)  
*(last dose must be administered after the child's 4<sup>th</sup> birthday)*
- 4 - Polio (IPV)  
*(last dose must be administered after the child's 4<sup>th</sup> birthday)*
- 4 - Pneumococcal *(not indicated after age 5yrs, but required for child care & preschool)*
- 3 - haemophilus influenzae type B (Hib) *(not indicated after age of 5 yrs, but required for child care & preschool)*
- 2 - Measles, Mumps-Rubella (MMR)
- 3 - Hepatitis B (HBV)
- 2 - Varicella

*\*The Varicella vaccine is waived if the student has had a history of chickenpox disease. The parent is responsible for reporting the case of chickenpox to the school nurse, or local health department and the history must be documented on the immunization record.*

### Required Immunizations for Secondary School:

#### **7th Grade:**

- 1- Tetanus, Diphtheria, Acellular Pertussis Vaccine (Tdap) - *Booster required*
- 1- Meningitis Vaccine (Meningococcal) - *Vaccine required*

#### **12th Grade:**

- 1- Meningitis Vaccine (Meningococcal) - *Vaccine or Booster required after age 16*

Warren County Health Department will perform the annual mandated state audit for all students currently enrolled in the Indianola Community School District. If your child is not compliant with the state law, you will receive a letter from the school nurse along with the state issued provisional certificate stating which vaccines are needed.

If you wish to submit a valid certificate of religious or medical exemption we will provide you a blank certificate to be completed. For a medical exemption to be valid it has to be signed by a physician, physician's assistant or nurse practitioner. A religious exemption must be completed and signed by the parent/guardian and must be *notarized* to be valid.

**Please be aware - your child will NOT be allowed to attend school if you fail to comply with the immunization law.** Updated immunizations records will be due the first day of the school year. Iowa Law 641 IAC 7.1

## Screenings

ICSD will work with Iowa Department of Public Health and our area AEA agency to provide the required and recommended screenings for our students. Parents/guardians may choose to opt out of the *recommended* screenings by providing a written refusal. (PPRA)

### Kindergarten

- Dental Screening Requirement: All students enrolling in kindergarten are required to have a dental screening. Students entering kindergarten must have had the screening completed no sooner than three years of age and no later than four months after school enrollment. IDPH 641 Chapter 51.
  - It can be completed by a licensed doctor, nurse, physician assistant, dental hygienist or dentist.
- Mandatory Lead Testing Program: Iowa law states that all children enrolling in kindergarten provide proof of having been tested for blood lead levels before the age of six years. There are exemptions to the law in cases of religious exemption or in cases where the Iowa Department of Public Health determines the child is at an extremely low risk of lead exposure. Exemptions must be approved by the Iowa Department of Public Health. This is in compliance with state law IAC 641 Chapter 67. If you have questions or need assistance, contact the Iowa Department of Public Health's blood lead bureau at 1-800-972-2026.
- Vision Screening Requirements: The state of Iowa requires all incoming kindergarten students to provide evidence of a valid vision screening performed no earlier than one year prior to enrollment and no more than 6 months after the date of the child's enrollment.
  - The school nurse can collaborate with community providers or conduct the screening themselves.

### Third Grade

- Vision Screening Requirement: The state of Iowa requires all incoming third grade students to provide evidence of a valid vision screening performed no earlier than one year prior to enrollment and no more than six months after the date of the child's enrollment.
  - The school nurse can collaborate with community providers or conduct the screening themselves.

### Ninth Grade

- Dental Screening Requirement: Students entering *9th grade* must have proof of dental screening by a dentist or dental hygienist completed no earlier than one year prior to enrollment and no later than four months after enrollment. IDPH 641 Chapter 51.

## **Guidelines Specific to the Elementary Schools**

### **Attendance**

- It is the responsibility of the parent or guardian to notify the student's attendance center as soon as the parent or guardian knows that the student will not be attending school that day.
- Failure to notify school attendance office, or teacher will result in the student being marked as truant (unexcused) (ICSD-501.3, 501.9, 501.10)
- <http://www.indianola.k12.ia.us/policies/501.9.pdf>

### **Medication (Over the Counter)**

- All medicines are provided by the parents.
- Consent is required prior to the administration of medication and must be obtained annually.
- In the original container for over the counter medication. If a medication is sent in foil, plastic bags or envelopes, it will not be given.
- Adult aspirin, adult Ibuprofen, adult Naproxen, and adult Tylenol will only be given under a doctor's directive as they are not recommended for elementary age children.

### **PE/Recess Excuse**

- The health office does not have the authority to excuse any students from PE without a written notification from the student's medical provider.
- The health office does not have the authority to release a student back to normal activities without a medical release signed by the health care provider.
- If a child is to remain inside for recess for more than three consecutive days, please send the teacher or office a doctor's written statement.

## **Guidelines Specific to the Middle School and High School**

### **Attendance**

- Middle School
  - If the student must be absent from school, a parent should report the absence by calling 515-961-9530, option 1
- High School
  - If the student must be absent from school, a parent should report the absence by calling 515-961-9510, option 1

## Consent - Minor

- A minor may consent to the following health care services without the permission of consent of his or her parents or guardians:
  - Contraceptive services (*IAC 141.A7*)
  - HIV/AIDS care (*IAC 641 11.3*)
  - Sexually transmitted diseases - prevention, diagnosis and treatment (*IAC 139A.35*)
  - Substance abuse treatment (*IAC 125.33*)
  - Tobacco cessation services
  - Victim medical and mental health services (*IAC 915.35*)
- ICSD will not perform any of the services listed above. A referral will be initiated, per student request, to our community resources who can provide these services. At all times, the confidentiality of the student will be maintained.

## Health Records After Graduation

- Student health records are considered as an extension from the cumulative educational file. Please refer to Board Policy 506.1 for further information regarding student health records.

## Health Screening Reminder

- Dental: Students entering *9th grade* must have proof of dental screening by a dentist or dental hygienist completed no earlier than one year prior to enrollment and no later than four months after enrollment.

## Immunizations Reminder

- Middle School
  - Effective 2017-2018 school year and thereafter, all 7th grade students born on or after September 15, 2000, will need to receive a Tdap (adolescent tetanus, diphtheria and pertussis) booster vaccine and Meningococcal (meningitis). A completed Certificate of Immunization or Provisional Certificate of Immunization must be submitted prior to enrolling in school. (Iowa Administrative Code)
- High School
  - All students entering, advancing, or transferring into 12th grade and born after September 15, 1999, will need proof of two doses of meningococcal (A, C, W, Y) vaccine; or 1 dose if received when the student was 16 years of age or older.

## Over the Counter Medication

- Acetaminophen, ibuprofen, antacid tablets and cough drops are available in the health office for student's use as deemed appropriate.
- Consent is required prior to the administration of medication and must be obtained annually.

## **PE Excuse**

- The health office does not have the authority to excuse any students from PE without a written notification from the student's medical provider
- To be excused from PE, please request a written notification from your student's medical provider to be faxed to the main office

## **Who Notifies the Parent (Cell Phone Use)**

- Students are expected to come to the health office if they are ill or injured. The health office staff will make the determination as to whether a student will be excused from school due to illness or injury. It is the responsibility of the health office staff, not the student, to attempt parental contact.