

## STUDENT PERSONNEL

Series 400

Policy Title . . . HEALTH CARE SERVICES

Code No. 453.1

A primary concern of the Burlington Area School District is that proper attention be paid to the safety of students. Therefore, the Board shall provide for health care services in the district. Such services shall be available during the regular school day and during curricular and extracurricular activities of students.

In providing health care services, the Board shall:

- a.) Arrange for a physician to serve as district medical advisor. His/her duties shall include reviewing plans and policies for the implementation of the health care services program (e.g., facilities, supplies, training of designated assistants).
- b.) Ensure that health care services are provided under the direction of a registered nurse(s) hired by the district and licensed in Wisconsin.
- c.) Ensure that individuals, trained in first aid, are designated in each school building and that there is access to emergency medical care at all school-sponsored activities.
- d.) Make available the equipment and supplies necessary for implementing health care services in the district.
- e.) Require an annual review of the health care services program.
- f.) Ensure that all medications distributed to students are done so in accordance with state law.

Date of Adoption:

May 12, 2008

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February 28, 2011

September 12, 2011

A. Health Care Training/Information

1. Designated health care personnel will be trained in first aid and emergency cardiovascular care, other wise known as cardiopulmonary resuscitation (CPR) procedures.
2. Teachers shall be provided with a list of students that have special health needs that could possibly require health care. Special care information will be provided by the student's parent(s)/guardian(s), in cooperation with the student's health care provider.

B. Health Care/Health Record Information

1. Health information on the enrollment form shall be on file for each student and shall be updated annually or as needed.
2. A personal data health record shall be on file for each student and shall be updated annually or as needed. These records should be completed at school admission and updated as changes occur.
3. A log of health care services will be kept on file in each building.

C. Administering Health Care/First Aid

1. The district will provide a medical advisor. The medical advisor provides consultation on the following: health care service, facilities, and supplies, training of designated staff, and policies and procedures.
2. Health services shall be provided under the direction of a nurse(s) hired by the district and licensed in Wisconsin.
  - a.) "First aid" is care that protects the life and comfort of the student until appropriate care is secured; this is limited to first aid care only. Following the administration of first aid, the student should be placed in the care and responsibility of the parent/guardian.
3. Procedures for Dealing with Student Accidents/Illnesses
  - a.) When a minor illness occurs during the school day, the student should be referred to the health office, where a decision regarding the situation will be made on a case-by-case basis. Some options include allowing the student to rest quietly in the health room, contacting the parent/guardian for information purposes and requesting the parent/guardian come to school to get the student.
  - b.) Accidents, no matter how slight, in which a student is injured on school property or while otherwise engaged in a school activity, shall be reported immediately by the person supervising the activity. A report should be made to the building principal or designee and will be recorded on the "daily log" form that is provided for such accident reporting purposes.

c.) Should a student become sick or injured, an effort will be made by the available personnel to contact the student's parent/guardian for information and instructions using the emergency information on the enrollment form.

(1.) If the parent/guardian cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the person in charge should arrange for the student to be taken to a doctor or to a hospital for treatment. In life-threatening situations, the rescue squad shall be called. This action on the part of any school personnel does not obligate the personnel or the schools to assume financial responsibility for the treatment of the student.

If there is any question as to the severity of an illness or injury, the principal or designee shall make the final determination of the action to be taken. If a trained medical person is available (doctor or nurse), the principal or designee shall delegate this authority to such person. The principal or designee is to contact the district health nurse if the health care assistant is not available in their school at time of incident.

(2.) If it is determined that a student should go home, the parent/guardian or other person listed on the emergency card shall be contacted. No student shall be sent home unless the adult contact has been completed. It is preferred that the parent/guardian or designee arrives to transport the student. If staff provides transportation home at least two employees will be present.

#### D. First Aid Supplies/Equipment

Every school shall have a first aid supply area with first aid instructions. The supply area shall be in a location that is readily accessible.

#### E. Review of Health Care Services

The district health nurse shall make an annual review of the health care services.

#### F. Blood Borne Pathogen Exposure Control Plan

The Blood Borne Pathogen Exposure Control Plan is located in each building of the Burlington Area School District. This plan outlines appropriate interventions for staff who must use first aid procedures and precautions for handling body fluids.

##### 1. PROCEDURES

The following guidelines are to be followed if a student is exposed to blood or body fluids. The district's goal is to assure timely and appropriate care in order to protect the health and safety of all Burlington Area School District students.

a.) In the event of accident or injury, students will be encouraged to seek help from school staff. Students should be informed that they are not to give or accept medical assistance from other students.

b.) Exposure is defined as contact between blood or body fluids visibly contaminated with blood and mucous membranes (e.g. eyes, nose, mouth, other body orifice, non- intact skin or penetrating wound). Exposure to saliva does not constitute exposure unless the saliva is visibly contaminated with blood. Immediate care should be taken to flush the membranes and/or cleanse non-intact skin with soap.

c.) Blood soaked clothing needs to be removed by the owner, whenever possible, and placed in a labeled, leakproof plastic bag for transport. The parent/guardian is responsible for laundering soiled garments.

## 2. REPORTING PROCESS

a.) Information about student exposure will be given to appropriate staff immediately. Any staff member who is aware of exposure will inform the principal or designee who will then make final determination of action.

b.) In the event of significant exposure (see F.4.), the building principal or designee will notify the parent/guardian. Notification will be made as soon as possible within 24 hours of the exposure. The parent/guardian will be referred to a physician for medical evaluation; the decision to proceed is the responsibility of the parent/guardian or adult student. It is not the responsibility of the district to inform the parent/guardian of the risks of exposure or to pay the costs of medical attention and/or evaluation.

c.) A student exposure incident report is to be completed and provided to the parent/guardian/adult student. Reports are required for both the injured student and the exposed student. Copies are to be sent to the district health nurse and business office within 48 hours of the exposure.

d.) An accident report must also be completed and filed. (See C.3.)

e.) Procedures for student exposure during an athletic event adhere to the WIAA guidelines.

## 3. EDUCATION

a.)The district health curriculum will reflect the students' responsibility in protecting themselves from exposure.

b.) Instruction to the students should include the risks of handling blood, body fluids or other potentially infectious material.

## 4. STATUTE DEFINITION (Wisconsin 252.12)

For purposes of these procedures, significantly exposed is defined as contact through which a potential for transmission of HIV or Hepatitis B or C is suspected. This includes:

a.) Possible entrance of blood, semen, vaginal secretions, cerebrospinal, synovial, pleural, peritoneal, pericardial or amniotic fluid, or other body fluid that is visibly contaminated with blood into a body orifice or onto mucous membrane.

b.) Exchange of body fluid during the accidental or intentional infliction of a penetrating wound. This includes needle punctures.

c.) Exchange of body fluids into an eye, an open wound, an oozing lesion or an area where the epidermal barrier has significantly broken down.

G. It is the policy of the Burlington Area School District that all student medications, both prescription and non-prescription (Tylenol, etc.), will be administered in accordance with state law. Health Services Department personnel of the Burlington Area School District under the direction of a registered nurse will administer all medications. Students of the Burlington Area School District are not allowed to carry and self-administer any medication while attending school with the exceptions of: Inhaled medication (inhalers) and injectable epinephrine (EPI pens). All medications brought to school must meet the following requirements.

1. Prescription Medications

a.) All prescription medications including inhalers and Epi pens require a *Prescription Drug Administration Consent Form* signed by the prescribing physician and parent. These forms are available from the school health office. Parents will have up to forty-eight hours to submit completed official authorization to the school.

b.) Prescription medications will be administered according to physician orders by designated school personnel under the direction of a registered nurse.

c.) Medications to be given at school must be in the original container and must have:

- Student's full name on the container
- Name of medication on the container
- Pharmacy name and phone number
- Prescription number
- Physician's name
- Dosage

d.) Please be aware that Narcotic pain medications such as Vicodin, Hydrocodone, Tylenol #3, Oxycontin, etc. will not be administered by the health services department personnel. If your child is recovering from an injury or surgery, it is in their best interest to remain at home while taking this type of medication.

2. Non-Prescription Medications (Over the Counter)

a.) All non-prescription medication requires a Non-Prescription Drug Administration Consent Form signed by the parent/guardian. Parent will provide the school with the supply of non-prescription medication. A signed parent note can suffice up to forty-eight hours, but must include:

- Students full name.
- Date
- Name of medication
- Time, days, and amounts to be given
- Reason for use

b.) The student's supply of non-prescription medication (Tylenol, aspirin, Midol, etc.) will be kept at school in the health room for occasional use by the student throughout the school year with completed parent authorization form, and will be administered by appropriate personnel according to policy.

3. All Medications

a.) All medication will be kept in a locked container or cabinet in the health room. The designated school personnel at a time conforming to the indicated schedule will supervise the student while taking the medication. Self-administered medications (bronchial inhalers, EPI pen) are an exception to this and require specific consent.

b.) A medication record will be kept for each student receiving any medication (prescription and non-prescription), at school with the exception of self-administered medications.

c.) Parents must notify the school when a drug is discontinued. A physician's order is required for any prescription medication dose change. Only a registered nurse can take verbal medication orders.

d.) New permission must be received at the start of each school year for any medication.

e.) All medications will be disposed of ten days after the end of the school year.

4. Medication errors will be documented on a *Medication Incident Report Form*, and the following persons will be notified immediately:

- School Nurse
- Parent/Guardian of Student
- School Administrator
- Student's Physician

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## STUDENT PERSONNEL

Series 400

### ADMINISTRATIVE REGULATIONS

Policy Title . . . HEALTH CARE SERVICES

Code No. R-453.2

### SCHOOL MEDICATION ADMINISTRATION PROCEDURES

It is the policy of the Burlington Area School District that all student medications, both prescription and non-prescription (Tylenol, etc.), will be administered by personnel of the Health Services Department of the Burlington Area School District under the direction of a registered nurse. Employees who may be required to administer medication to students will undergo the required training as prescribed by state law or Department of Public Instruction policy. Students of the Burlington Area School District are not allowed to carry and self-administer any medication while attending school with the exceptions of: Inhaled medication (inhalers) and injectable epinephrine (EPI pens). All medications brought to school must meet the following requirements.

#### Prescription Medications

1. All prescription medications including inhalers and Epi pens require a *Prescription Drug Administration Consent Form* signed by the prescribing physician and parent. These forms are available from the school health office. Parents will have up to forty-eight hours to submit completed official authorization to the school.
2. Prescription medications will be administered according to physician orders by designated school personnel under the direction of a registered nurse.
3. Medications to be given at school must be in the original container and must have:
  - A. Student's full name on the container.
  - B. Name of medication on the container.
  - C. Pharmacy name and phone number.
  - D. Prescription number.
  - E. Physician's name.
  - F. Dosage
4. Please be aware that Narcotic pain medications such as Vicodin, Hydrocodone, Tylenol #3, Oxycontin, etc... will not be administered by the health services department personnel. If your child is recovering from an injury or surgery, it is in their best interest to remain at home while taking this type of medication.

## Non-Prescription Medications (Over the Counter)

1. All non-prescription medications require a *Non Prescription Drug Administration Consent Form* signed by the parent/guardian. Parent will provide the school with the supply of non-prescription medication. A signed parent note can suffice up to forty-eight hours, but must include:
  - A. Student's full name
  - B. Date
  - C. Name of medication.
  - D. Time, days, and amount to be given
  - E. Reasons for use
2. The student's supply of non-prescription medication (Tylenol, aspirin, Midol, etc.) will be kept at school in the health room for occasional use by the student throughout the school year with completed parent authorization form, and will be administered by appropriate personnel according to policy.
3. All medication will be kept in a locked container or cabinet in the health room. The designated school personnel at a time conforming to the indicated schedule will supervise the student while taking the medication. Self-administered medications (bronchial inhalers, EPI pen) are an exception to this and require specific consent.
4. A medication record will be kept for each student receiving any medication (prescription and non-prescription), at school with the exception of self-administered medications.
5. Parents must notify the school when a drug is discontinued. A physician's order is required for any prescription medication dose change. Only a registered nurse can take verbal medication orders.
6. New permission must be received at the start of each school year for any medication.
7. All medications will be disposed of ten days after the end of the school year.
8. Medication errors will be documented on a *Medication Incident Report Form*, and the following persons will be notified immediately:
  - A. School Nurse
  - B. Parent/Guardian of Student
  - C. School Administrator
  - D. Student's Physician

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