



Health Service Office Guidelines

The following guidelines briefly highlight the protocols practiced in the Health Service Office. These are general guidelines of the most common occurrences. Your school nurse is always available for consultation.

Medications

The use of specific, necessary medications during school hours will allow students to attend and remain in school, and will facilitate a level of well being that will enhance student participation in the classroom.

The school nurse, in collaboration with the parent or guardian, will establish a medication administration plan for each student receiving medication.

The following information outlines only the main points of the policy. The school nurse is always available to consult with you should you have any questions or concerns.

- All medication, prescriptions and over the counter medications require a physician's order and completed parental permission form. Without this, the medication is **not** given.
- All prescription medication must be labeled and in a current pharmacy bottle.
- All over the counter medication must be in the original packaging.
- Medications must be delivered to school by the parent, guardian or responsible adult. Students are not allowed to transport medication unless it is medically indicated and after consultation with the school nurse.
- All medication orders expire at the end of the school year. New medication orders are needed for the start of a new school year.
- Medications must be picked up at the end of the school year. Any remaining medication will be destroyed.

Health Physical Examinations

The health physical examination is critical in assuring students are at their optimal well-being in order to perform at their best during the school day. The following are Spero academy requirements for physical examinations. (Child and Teen Check-up MN)

- Upon entry into Spero Academy any level. An examination within one year will be accepted.
- Grades K, 2 & 4

Immunizations

Immunizations are a vital communicable disease control mechanism. In order for Spero Academy to assure we protect our vulnerable students and to be in compliance with the Minnesota's state required Immunization Statute [M.S. §121A.15 subd.1] all students must have a Immunization document on file.

Injuries at School

Every injury presented in the health office is assessed. In minor cases such as bumps, scrapes etc. the injury is treated and the student returns to the classroom.

Parents will be contacted at the discretion of the School Nurse and/or Health Service Assistant staff, depending on the severity of the injury.

Serious injuries are assessed, immediate first aid given, student is stabilized, 911 is called, followed by parent

contact.

Illness at School

The school environment can be an excellent medium for the rapid spread of illness. Any student assessed in the Health Service Office will be dismissed with the following symptoms:

- Vomiting
- Diarrhea
- Temperature 100 or above
- Suspected or confirmed communicable disease
- Other symptoms upon discussion with parent/guardian

Absences and Return to School

Your child may return to school after an absence when:

- he/she have been on an antibiotic for twenty-four hours
- no vomiting/diarrhea for twenty-four hours
- fever free for twenty-four hours without the aid of a fever reducing medication

A note from your physician is required if your child has been absent for five or more consecutive school days. The School Nurse is available to facilitate transition back into the classroom and coordinate planning for medications, treatments and equipment if needed.

Children with Special Health Care Needs

If a child has asthma, allergies, diabetes, seizures, attention deficit disorder, or any other condition requiring special health care services in the school and/or is assisted with medical technology, etc., it is vital that the parent/guardian meet with the school nurse and develop an Individual Health Care Plan prior to school entry. Physician's orders for care in the school will need to be shared with the school nurse. For complex care requiring a team approach, a team meeting before school entry is recommended with the goal that services are in place prior to the start of school so the child is ready to learn.

Emergency Planning

Spero Academy requires parents/guardians to complete emergency contact information every year. This is vital information that should be updated whenever changes in contact information occur.

There is the potential for many emergency circumstances. It is imperative that we be able to contact you or your designee at all times