

HAND HYGIENE

Washing hands is the number one way to prevent the spread of infectious diseases. Hand washing can significantly reduce school absences. Students will have the opportunity to wash hands with soap and water or use hand sanitizer after using the restrooms, after recess, before lunch and before snacks. Additionally, hand sanitizer is available in all classrooms. Parents should encourage good hand washing techniques at home.

RESPIRATORY HYGIENE

Coughing/sneezing/runny nose

Students will be encouraged to cover their mouth/nose with the sleeve of their shirt or use disposable tissues when sneezing and coughing. Tissues will be provided. Students will be encouraged to use hand sanitizer after coughing/sneezing into hands or after using tissues.

MEDICATION

Any medication must be provided by the parent/guardian and will only be dispensed if written consent is given. St Monica will follow the Archdiocese's school medication policy. Parents will need to use the Medication Administration permission forms, available on the school website, in the school office OR provide a written letter with the following information: student name, date, name of medication, purpose of medication, dosage, time of dose and dates medications to be given and any previously known side effects of the medicine. Email permission will be accepted. Medication to be administered at school will be stored and administered in the nurse's office. Students may NOT carry and administer their own medications except for inhalers. For students to carry inhalers, parents must complete a health care plan. See more info on inhalers and healthcare plans in this policy below.

Transportation and Administration of Medication

Per Archdiocese policy, students are *not* allowed to carry/drop off/pick up medication. An adult must deliver medication to school. Medication may only be sent home with the parent/guardian or another designated adult. Medication not picked up at the end of the school year will be discarded. Medication must be in the original manufacturer's packaging. Pharmacies may provide additional prescription bottles per parent request. Prescription medication needs a copy of the pharmacy label directions for use. Medication not in the original packaging will not be given. Parents will be notified when medication is not given due to inadequate paperwork or improper medicine containers.

HEALTH CARE PLANS

Health Care Plans will be developed for students who may need frequent care during school hours due to chronic diseases and other conditions deemed appropriate by the nurse. The parents, health care provider(s), and school nurse will develop a health care plan for the student. When developing the Health Care Plan, teachers will be consulted as needed and determined by the school nurse. Teachers and school staff will be notified of the care plan if the care plan includes any special considerations or needs of the student during classroom, recess or lunchtime. The care plan will be developed at the start of the school year and reviewed by the school nurse each semester. Health care plan forms for specific conditions may be found on the school's website, www.smsindy.org under "Nurse's forms." Care plans are kept in the school office and are confidential; they must be reviewed every school year by parents and school staff.

Inhalers and Health Care Plans

Health Care Plans will be developed for each student with an inhaler. The care plan will state when the student will need to use their inhaler and action to follow if the inhaler is not effective. Students will need to store inhalers in the school office. Inhalers will be labeled. For the student's safety, the office staff will inform the teachers and school staff of the student's potential need of the inhaler. Students with acute or chronic asthma or other respiratory

conditions may also carry and administer their inhalers. (See policies regarding carrying inhalers to school.)

Students who carry/self-administer their inhalers must do the following:

*Inhalers must be labeled with the student's name.

*Inhalers must be in the student's possession at all times. During school hours, inhalers are not to be stored in backpacks or lockers. Students will carry their inhalers to recess, PE, lunch, all classes, Mass and all other activities.

*A backup inhaler should be stored in the school office.

*The student must have a Health Care Plan on file in the school office. Health Care Plan forms are available in the school office and online.

*The school office must have on file a signed note from the student's doctor stating the student knows when the inhaler is to be used and the proper technique of using the inhaler.

*Student will notify staff when inhaler is used so staff can monitor need for follow up care.

This policy is in compliance with the recommendations of the American Lung Association, National Association of School Nurse's and Indiana state law supporting self-administration of inhalers in schools.

Food Allergies and Health Care Plans

Students with food allergies will have a Health Care Plan for food allergies on file in the school office. The Health Care Plan will address emergency care due to food allergies.

The parent is responsible for making sure the emergency medications and paperwork are completed and sent to the nurse's office. It is the parent's responsibility to make sure their child is aware of their food allergies, signs and symptoms of their food allergies and the need to follow their Health Care Plan.

The nurse and parent will be jointly responsible to make sure the Health Care Plan has been developed. The school nurse will notify the student's teachers and lunch monitors of the student's allergies and emergency intervention, in case they become necessary.

Bee Sting Allergies and Health Care Plans

Students with bee sting allergies will have a Health Care Plan for allergies on file in the school office. The Health Care Plan will address emergency care due to bee stings.

The parent is responsible for making sure emergency medications and paperwork are completed and sent to the school office. It is the parent's responsibility to make sure their child with bee sting allergies is aware of their bee sting allergies, signs and symptoms and the need to follow their Health Care Plan.

The parent and the school nurse are responsible for developing the Health Care Plan.

The school nurse will be responsible for notifying the recess monitors and teachers of the student's bee sting allergies and emergency intervention, in case they become necessary.

HEAD LICE GUIDELINES

In order to assist parents with the challenges inherent in treating children for head lice infestations, the following policy shall apply for all SMS families.

- It is the parents' responsibility to regularly check their child's head for lice infestations, to treat accordingly and to notify the school nurse or teacher in all cases of infestation.
- It is the school nurse's responsibility to ensure SMS follows the current CDC guidelines regarding head lice. The school nurse may assess a child for head lice as deemed necessary. Parental consent is not required prior to lice assessment by the school nurse.
- If live lice or nits are discovered the school nurse will notify the child's parent by phone. Students may be sent home for immediate treatment if live lice are present.
- Students may return to school once they are treated – typically the following day. Treatment usually requires using over the counter or prescription medication. Parents should take care to follow directions carefully.

- Daily combing to remove nits is one of the most effective methods to prevent re-infestation. In addition, a second treatment in 7-10 days is frequently necessary based on the life cycle of lice.
- Children should be encouraged to NOT share hats, combs, hair brushes and hair accessories.
- Head lice like clean heads and are not a sign of poor hygiene. Please be compassionate and understanding when dealing with others who are facing an infestation and the corresponding frustrations they may be feeling.

EXCUSED FROM OUTDOOR RECESS/PE CLASS

Fresh air and exercise are beneficial to students. Recess is a time for socializing. Recess can help decrease student's stress of school. It provides a needed break to students. All students will go out to recess unless a written note is submitted to the school. Parents who wish their child to stay indoors due to illnesses/asthma must write a note to the teacher. The note will state specific dates the child will stay indoors for recess and the reason why the student is not going outside.

PE class is an important part of the learning process. Studies support the benefits of exercise on health and schoolwork. Therefore, all students will participate in PE classes. To be excused from PE class, a student must have a written note from the parent stating the date the child is to be excused and reason the child is to be excused from PE. A signed letter from the health care provider must be provided to the school if the child needs to be excused from PE for longer than 2 consecutive classes.