



SCHOOL HEALTH POLICIES AND STATE HEALTH REGULATIONS

SCHOOL HEALTH POLICIES

AIS-ON

To ensure that the school has accurate contact, medical transportation, emergency and other information for your daughter, families must access and review their data in AIS-ON every year. Please update AIS-ON whenever there is a change in the required information since all emergency action is dependent upon current and correct information. Students may not participate in athletics unless AIS-ON has been accessed for the new school year.

MEDICAL DISCLOSURE POLICY

Medical information on your child listed in AIS-ON can be readily updated by both parents and the AIS school nurses as diagnosis are communicated during the year. Medical information will be disclosed to both Field Trip and SSP Chaperones, and to the Athletic Department (including coaching staff, Athletic Director and Athletic Trainer). If you would prefer information listed in AIS-ON to be withheld from these parties, please contact Jeannine Kelly RN BSN (Middle/Upper School Nurse) or Lorraine Lampe RN (Lower School Nurse).

AIS reserves the right to restrict the extracurricular activity of any student if the Medical staff, (nursing Staff and AIS School Physician) believe that withholding medical information places your child's physical or emotional well-being at risk during participation.

ANNUAL PHYSICAL

AIS requires an annual physical for all new students, all students in Pre-K, K, 6, 11 and all students in grades 6-12 who participate in AIS athletics.* The physician-signed physical form is required on a "rolling basis." In other words, if a student has a well check-up every March, then an updated physical form will be due in March. Please note that parents will be responsible for providing the signed form each year at the appropriate time. The form is located in the Forms and Documents tab in AIS-ON. We encourage you to make your daughter's physical appointment well in advance of the anniversary date so that the form can be completed and returned to AIS in a timely fashion. The school cannot permit a student to attend school or participate in sports without a current physical form. Please send completed forms to the attention of Jeannine Kelly, Middle and Upper School Nurse, via email, fax (610-527-8129) or U. S. mail, or to Lorraine Lampe, Lower School Nurse, via email or U. S. mail.

Students, where applicable, will not be permitted into school, nor will students in grades 6-12 be permitted to participate in athletics unless a current physical examination form is on file.

***Please note that information forwarded to the school on physicals will be added into AIS-ON by the nursing department.**

MEDICATION POLICY

Whenever possible, medication should be taken at home. Often, a physician will be able to prescribe medication to be given two or three times a day, so it can be given at home.

You may indicate in AIS-ON if you would like your daughter to take Tylenol, Tums, Ibuprofen and/or Benadryl while in school. These medications are administered by the school nurse as needed.

When having prescriptions filled, it is helpful to ask the pharmacist for two identically labeled containers – one for school and one for home.

Any prescription medications or additional over-the-counter (OTC) medications will only be administered in the school setting by the school nurse if the following occurs:

1. The medication is forwarded to the school nurse directly by the parent/guardian (students may not forward medication).
2. The medication is not expired and is in its original packaging (if over-the-counter) or a prescription bottle with your child's name, date of birth, correct dosage and physician's name on the container.
3. A [Medication Administration Form](#) is completed and signed by both the parent/guardian and the physician. This form can be found in the *Documents and Forms* tab in AIS-ON. **Please note: This form must be completed for all carried emergency medications as well (i.e. epinephrine, inhalers and insulin).**

With a completed Medical Administration Form, only Middle and Upper School students are permitted to carry and self-administer emergency medication in the school setting.

In addition, if a student self-administers epinephrine for anaphylaxis or an inhaler for respiratory distress, she must immediately report this to the nurse or athletic trainer.

Both deliberate misuse/abuse of carried emergency medications and students being in possession of non-emergency medication on campus is strictly forbidden and are grounds for disciplinary action.

Back up emergency medication (epinephrine, inhaler, insulin), and/or prescribed over-the-counter daily medication may be forwarded to the Health Center prior to the start of the school year. Please make sure that the medication will not expire during the course of the school year.

MEDICAL CONDITIONS POLICY

The following medical conditions require an annual Action Plan/Care Plan to be completed by your daughter's physician: anaphylaxis (food or bee sting allergy), seizure disorder, asthma, and diabetes. Please forward these care plans to the school nurse electronically via email, fax (610-527-8129 or U.S. mail **prior** to the start of school. The forms are located in the Forms and Documents tab in AIS-ON and are referred to as Anaphylaxis Emergency Action Plan, Asthma Action Plan, Seizure Action Plan, Individualized School Health Plan: Diabetes.

MEDICAL EMERGENCIES

It is the policy of the School to utilize staff nurses and outside emergency services in the event of an emergency. In the case of a medical emergency, the School will call 911. During normal operating school hours, the School Nurses in Lower School and Middle/Upper School will also be called.

SCHOOL FIELD TRIP HEALTH POLICY

If a student's health is in question for any reason prior to a field trip departure, AIS retains the right to request a clearance letter from the student's physician and/or to allow the AIS physician to review the clearance and discuss the student in question with her physician, AIS administration and trip chaperones. AIS reserves the right to deny participation of any student whose health is in question based on both the recommendation of the AIS physician and decision of the administration. The school, its employees or agents, will not be liable for any injury, illness, accident or expense, including loss of property that may befall or affect the student as a result of participation in a trip. The school's rules and consequences are in effect during these trips. The school reserves the right to terminate a student's participation if she fails to maintain the standards of the program, if her conduct is deemed detrimental or incompatible with the welfare of the group or if the student's health or well-being is affected by injury or illness. If a student's participation is terminated for such a reason, she may be sent home at her parent's expense.

UPPER SCHOOL FIELD TRIP MEDICATION POLICY

Upper School students are permitted to carry and self-administer medications on field trips. These medications must be communicated to the trip chair via email prior to trip departure. During the field trip, medication must be kept in its original packaging/prescription container with your daughter's name on it, dosage and physician's name clearly printed on the label. It is the parent's responsibility to make sure that medical and contact information is correct and updated as needed in AIS-ON prior to each field trip.

Misuse of any medication, including sharing or taking other than as directed, is strictly prohibited. Misuse may lead to termination of the field trip experience at the parent's expense and/or other disciplinary action by AIS.

If needed, the student will supply Benadryl, EpiPen/pens, inhaler and diabetic supplies or she may not attend. **She must immediately communicate with the chaperone that the epinephrine or inhaler has been administered if it is used for rescue/respiratory distress.**

MIDDLE SCHOOL FIELD TRIP MEDICATION POLICY

Middle School students are **not** permitted to carry or self-administer medications on field trips. If your child is required to have medication administered to her on the trip, parents must follow these instructions for BOTH prescription medication AND over-the-counter medication:

1. Place only the amount of medication required in the original prescription bottle and/or over-the-counter bottle. (Label OTC medication with your child's name).
2. Place the bottle/container in a Ziplock bag with your child's name on it.
3. Provide documentation from your child's MD regarding administration of the medication (dosage and time) and forward both that documentation AND your permission for a trip chaperone to administer the medication, to the staff member who is the designated Field Trip coordinator via email no later than 2 pm the day before the trip.
4. **Parents must hand deliver the medication to the designated trip chaperone on the morning of the trip at drop off. PLEASE DO NOT SEND Medication with your child.**

The parent is required to provide ample diabetic supplies, and all necessary medications. All medications must be listed in the appropriate medication tab in AIS-ON. On the field trip, medications must be kept in their original packaging/prescription container with your daughter's name, dosage and physician's name clearly printed on the label.

Also, over-the-counter medications must be listed in the appropriate tab in the AIS-ON, provided in their original packaging, accompanied with a note from the child's physician clearly stating when the student may need this medication, exactly how much to give and for what reason. The parent must inform the chaperone of any specific precautions/instruction regarding their child's care. If Benadryl/epinephrine/inhaler/insulin is indicated, the parent must provide these prior to the trip's departure or the student will not be permitted to attend.

ILLNESS

Good attendance at school is important. However, there will be times when your daughter is really too ill to attend, either because she is contagious to other students or feels so poorly she would gain nothing from being at school. Students who have a temperature of 100 degrees or more should not be in school. They should be kept home during the course of the fever and for an additional 24 hours after the fever has passed (without giving fever-reducing medicine such as Tylenol or Motrin).

LICE POLICY FOR MIDDLE AND UPPER SCHOOLS

If a student in Middle or Upper School suspects that she has head lice, she may have her scalp checked by the school nurse. Parents may request scalp checks for their daughter if they suspect that she may have active head lice or was exposed to it. If active lice are discovered on the student by the school nurse, the parent will be notified and the student will be sent home for the rest of the day for treatment. Prior to her return to school, the student will be required to have her scalp checked by the school nurse.

LICE POLICY FOR LOWER SCHOOL

If a teacher suspects that a student in her classroom may have head lice, she will send the student to the nurse's office to be checked. If the student is found to have head lice, her entire grade will be checked and the student will be sent home with instructions for treatment. If the student has a sibling in the Lower School, that sibling will be checked too. If the sibling is found to have head lice, her entire grade will be checked, and she will be sent home for treatment. Upon return to school after treatment, the student must report to the nurse's office to be checked for nits. If she is found to be "nit free," then she may return to her classroom. If she still has nits, she will be sent home to be retreated. If a parent discovers her daughter has head lice while at home, the parent should call and immediately report this to the school nurse. The nurse will then check the heads of the students in that child's grade.

SIGNIFICANT WEIGHT LOSS IN LOWER, MIDDLE AND UPPER SCHOOLS

The school nurse will communicate to Student Support Services and the Division Director any reported, suspected or documented significant weight loss in students, and Support Services and the Division Director will work collaboratively to develop a plan to support the student. The school nurse or school counselor may choose to either speak with the student privately to assess her physical condition and/or any recent health changes or stressors that may have caused the drop in weight, or reach out to the parent/guardian. This decision will be based on the student's age and level of risk involved.

The school psychologist and school nurse will determine a plan of action that best supports the student both physically and emotionally. If it is determined by AIS that the student's weight loss or behavioral patterns are compromising her health, AIS reserves the right to request a letter of clearance from the student's primary care physician and/or to withhold her from athletic and/or academic participation as determined by the division director and school psychologist.

SCHOOL HEALTH RECORDS

All students have a School Health Record that "follows" each student through her academic career. This record is kept in the school's Health Office and updated as new information is given to the school nurse. If your daughter is new to AIS, please make sure her previous school nurse is aware that her School Health Record needs to be transferred to AIS prior to her starting at AIS.

PHYSICAL EDUCATION CLASS REQUIREMENTS

All students who are required to have a physical examination for the school must have a current physical examination form on file or they will not be allowed to participate in physical education classes.

If a student is to be excused from class for more than three consecutive days due to health reasons, then a physician's note is required indicating the diagnosis, the extent of limitation of activity, and the period of limitation. If a student is to be excused from class for one day and up to three days, a note from the parent or legal guardian is required.

AGNES IRWIN SPORTS MEDICINE

PROTOCOLS AND PROCEDURES

The following items are required prior to any and all aspects of athletic participation for grades 6-12.

- Each student-athlete and a parent/guardian must complete required Concussion and Sudden Cardiac Arrest education each year. The [Concussion and Sudden Cardiac Arrest Presentation](#) was created in response to two Pennsylvania legislative bills in the summer of 2012. Click the above link to access the document.
- A current **physical examination**, one year from the date of the last completed physical (rolling basis), must be on file with Jeannine Kelly, the MS/US nurse. (*AIS Physical Form*)
- AIS-ON has been accessed and updated.

All athletes in grades 6-12 are required to take a baseline **ImPACT test**. Baseline tests are valid for two years. Athletes will be required to update their baseline test on an as needed basis. There is no need to fill out the waiver at this time but if you would like more information about this program, please click on the link. (**ImPACT Waiver**)

CONCUSSION PROTOCOL

- When a student has been evaluated and a concussion is suspected, the school nurse or athletic trainer will communicate signs, symptoms and appropriate action with the parent/guardian.
- The student will be held from academics, athletics, and all school-sponsored events until evaluated further by a physician who is trained in the evaluation and management of concussions.
- Written documentation of diagnosis and management plan must be communicated with the school nurse or athletic trainer prior to the student returning to school.
- Once the student is back to a full academic workload, has been asymptomatic for at least 24 hours, and has been cleared to begin the Return to Play Protocol by the treating physician, the student may begin such activity under the direction of the athletic trainer for athletic or physical education participation.
- Final written clearance will be needed for the full return to school life. Please refer to the Concussion Management documents located in the Parent Portal, Student Life, and Athletic sections of the website.

INJURY/ILLNESS REPORTING AND RETURN TO PARTICIPATION

- Athletes and coaches will report all injuries to the athletic trainer as soon as possible in order to initiate proper treatment.
- Any athlete unable to participate due to an injury/illness will be required to obtain clearance from the athletic trainer before returning to play.

- Any athlete who seeks medical attention for an injury/illness will need a note from the treating physician for participation. If full participation/clearance cannot be granted, all limitations must be listed for proper rehabilitation to occur by that athletic trainer.
- The athletic trainer may continue to hold out or limit participation of an athlete that has been cleared by a doctor when such action will result in a faster/safer return to full participation.
- Under no circumstances will a parental note or other form of communication suffice for return to participation.
- Please see the Concussion Protocol and Concussion Management procedures for specific details relating to concussions.

EMERGENCY MEDICATION

If your daughter requires the use of any specific emergency medication, for example, an inhaler, EpiPen, glucagon, etc., please be sure to fill out the correct medical tab in the AIS FIS and complete the Medication Administration Form. Also supply the athletic trainer with a spare of the prescribed medication for emergencies. This “spare” will be kept with the athletic trainer or in the team’s assigned medical kit.

MEDICAL LEAVE OF ABSENCE POLICY (MLOA)

INITIATING THE PROCESS

A student who is unable to fulfill her daily obligations due to physical or psychological illness may request, or be recommended for, a Medical Leave of Absence (MLOA). In addition, any student who is considered by the school to be a danger to herself and/or others will be required to take an MLOA.

CRITERIA FOR LEAVE MAY INCLUDE:

Leave is generally warranted and/or granted when one of the following situations is occurring:

- A student is at risk.
- There is a serious or chronic problem that is not improving despite efforts by the student/family and the school.
- The student’s behavior or condition has a negative effect on the student or school community.
- The student is chronically absent/late for medically related reasons, totaling more than three classes per individual course in one semester.

DEFINING AND DETERMINING THE PARAMETERS OF THE MLOA

If a student requests or has been recommended for an MLOA, the support team that works most closely with the student will meet to review her case. This team may include, but is not limited to, the Upper School director, dean of students, Upper School counselor, and other appropriate support staff. The Student’s physician or private counselor will be consulted in order to help construct the most effective structure for the leave. The Head of School is apprised of all MLOA instances.

CONDITIONS OF LEAVE

The objective of the medical leave of absence is to allow the student the time and opportunity for appropriate healing; thus, there should be continued health care and follow-up with the treating physician to determine that progress is being

made by the student. During this time, the school will require ongoing communication between the family, health care providers, and appropriate school representative in order to assess progress. The school will assess the readiness of the student to return to school. The readiness and return will be determined in consultation with the student's medical doctor and/or counselor who will sign off on the advisability of the student's return. The school reserves the right to consult with our medical doctor, as well, and to share necessary information regarding the student in connection with that consultation.

LENGTH OF LEAVE

The length of leave will be determined by the MLOA committee and may vary from several days to a full semester. A parent or healthcare professional may request an extension if it is deemed necessary. Additionally, if it is unlikely that the student will be able to fulfill her academic obligations, the school may recommend an extension of the MLOA. If a student chooses to withdraw she may generally reapply for admission the following year.

CONDITION FOR RETURN

The school will require on-going communication between the family, health care providers and appropriate school representatives in order to assess progress. Readiness to return and possible impact on the student or school community will be determined in consultation with the school's medical doctor and/or counselor who will sign off on the advisability of the student's return. This is necessary to ensure appropriate support for the student upon her return.

FOLLOW-UP WHEN STUDENT RETURNS

When a student is allowed to return to school, there will be a mandatory re-entry meeting with school officials, the student, and her parent/guardian immediately upon her return to campus. If the leave was granted for psychological reasons, the school will generally require continued therapy and progress reports.

STATE HEALTH REGULATIONS

DENTAL FORM

The Dental Form signed by your daughter's dentist is required for every student new to AIS and all students in Pre-K, third and seventh grades. A dental examination is state mandated for these students, and the Dental Form must be completed and returned **before** your daughter starts school in September.

IMMUNIZATION FORM

An Immunization Form signed by your daughter's physician is required for all new students entering AIS. The Immunization Form is state mandated. The form must be completed and returned before your daughter starts school in September.

ANNUAL PHYSICAL AND IMMUNIZATION REQUIREMENTS:

Pennsylvania law requires a medical examination by a physician plus the following immunizations of all students in Pre-K, K, sixth and 11th grades, plus all new entries into Pennsylvania schools regardless of grade level. The physical examination form must be completed and returned **before** your daughter starts school in September.

CURRENT PA DEPARTMENT OF HEALTH IMMUNIZATION REQUIREMENTS:

Please view the attached flyer from the Department of Health for the vaccination requirements for school participation.

These requirements allow exemption if detrimental to the health of the child, on religious grounds, or on the basis of a strong moral or ethical conviction similar to a religious belief. If your child is exempt from immunizations, she may be removed from school during an outbreak of vaccine preventable disease.

COMMUNICABLE CONDITIONS

Any student suspected of having any of the following communicable diseases must remain out of school for the indicated time and upon returning to school must provide a parent's or physician's note indicating type of treatment.

<u>Disease</u>	<u>Exclusion from School</u>
Any undiagnosed rash or fever	Until diagnosis is established or symptoms are gone for 24 hours
Chicken Pox	All scabs must be dry
Pink Eye	24 hours after start of prescribed treatment
Fifth Disease	No exclusion
Hepatitis	As indicated by physician. A physician's note should indicate allowed activity including physical education restrictions.
Impetigo	24 hours after start of physician prescribed treatment
Meningitis	As indicated by physician. A physician's note should indicate allowed activity including physical education restrictions.
Mononucleosis	As indicated by physician. A physician's note should indicate allowed activity including physical education restrictions.
Pinworms	Until first dose of treatment is given.
Ringworm	Until skin is clear of all scabs or crusts, or a physician's note indicating the condition is noninfectious.
Scabies	24 hours after start of physician prescribed treatment
Scarlet Fever	24 hours after start of physician prescribed treatment
Staph or Strep infection	24 hours after the start of physician of the skin prescribed treatment
Pediculosis (head lice)	Until scalp is nit free – Nurse will check upon return to school

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