



**ZACHARY COMMUNITY SCHOOLS**

**FACULTY HEALTH  
GUIDE**

Dear Faculty Member,

Please sign, remove this page, and forward to the nurse at your school, so that we may maintain a record of you having received the booklet.

Thank you,

ZCSB School Nurse Department

This is to certify that I have received and read a copy of the Faculty Health Handbook.

---

Employee Name

---

Date

## Mission Statement

The mission of the ZCSB School Nurse Department is to strengthen and support the education of our students by improving and promoting the optimal health of our students and therefore the optimal health of our community with the belief that healthy students have better learning potential.

## Introduction

The Zachary Community Schools Health Handbook has been developed to serve as an operational information guide to be used by principals, teachers, and school personnel.

The demand for school health services has increased in recent years due to the large number of students with health care needs. The school nurses are eager to facilitate and strengthen the educational process by promoting an optimal level of health for students and staff.

This handbook outlines current guidelines approved by the Centers for Disease Control for the prevention and spread of communicable disease in schools. Special legislative acts pertaining to mandated health services and instructional programs are listed in the handbook.

The school nurses are pleased to assist with the interpretation of the guidelines outlined in this handbook and hope it serves as a helpful resource guide for our schools.

ZCSB School Nurses

# School Health Plan

The health of school age children is the responsibility of the parent, school administrator, teacher, and school nurse. There should also be close cooperation with physicians, dentists, and other health care services within the community.

## I. Phases of the School Health Program

### A. Health Guidance

1. Student Health assessment
2. Follow-up treatment and referral
3. Modification of the school health program to meet individual needs

### B. Health Instruction

1. Student instruction in good health standards
2. Student instruction in communicable disease

### C. Health Protection

1. Communicable disease control program
2. Plan of care for injuries and illnesses
3. Maintenance of a healthy school environment

## II. Role of the School Nurse

1. Provides direct health care to students and staff
2. Provides leadership for the provision of health services
3. Provides screenings and referrals for health conditions
4. Promotes a healthy school environment
5. Promotes health
6. Serves in a leadership role for health policies and programs
7. Serves as a liaison between school personnel, family, community, and health care providers

### III. Role of the Teacher

1. Maintains a healthy classroom environment
2. Incorporates health education in the general instruction plan
3. Notifies school nurse of students with possible vision/hearing deficits or other health concerns
4. Is mindful of students with health care plans and follow the instructions provided therein
5. Renders minor first aid

### IV. Role of the Parent

1. Provides all necessary documentation of student's health status, including, but not limited to, immunization records
2. Provides supplies necessary for specific medical/healthcare needs if needed for the child during the school day
3. Adheres to illness and medication administration policies
4. Follows recommended treatment prescribed by physician, dentist, or other health care provider

# Health Services and General Responsibilities of the School Nurse

Include, but are not limited to:

1. Nurse Consultations
  - ✓ Treat minor illness and/or injury
  - ✓ Consult with parents by telephone
2. Vision and Hearing Screenings

Mandated screenings for grades Pre-K, K, 1st, 3rd, 5th, 7th, 9th, 11th, and upon special requests and recorded on JPAMS. Students who need further evaluation will be referred to their physician.
3. Immunization Record Audits

Mandated for Pre-K, Kindergarten, and 6<sup>th</sup> grade students
4. Scoliosis Screenings

Screenings for 5<sup>th</sup> grade students
5. Coordinate and conduct health instruction programs:
  - ❖ Story of Menstruation –5<sup>th</sup> grade girls (with parental consent)
  - ❖ Growth Toward Maturity –5<sup>th</sup> grade boys (with parental consent)
  - ❖ In-service for faculty and staff
    - ✓ Infection Control
    - ✓ Non-Complex Health Procedure training including tube feeding, catheterization, tracheostomy care, suctioning, blood glucose monitoring, and diapering
    - ✓ Medication Administration Training
    - ✓ Standard First Aid / Community CPR

## 6. Health Referrals

- A. Assist with dental and medical referrals
- B. Assist students and parents to locate appropriate resources for treatment
- C. Maintain documentation of referrals and provide appropriate follow-up

## 7. Case Management and Liaison

- A. Emergency Care Plans
- B. Individualized Evaluation Plan (IEP) / 504 Conferences
- C. Individualized Health Plans (IHP)
- D. Obtain Release of Information and Medical Records
- E. Obtain Doctor's Orders
- F. Community health liaison and resource person
- G. Coordinate and monitor special health procedures performed on students during the school day.
  - ✓ Assist teachers to implement health instruction
  - ✓ Provide resource materials to teachers and others
- H. Maintenance of student health records

# **STUDENT HEALTH RECORD**

The student's health record (blue folder labeled "Medical") should be kept in the cumulative folder at all times. Copies of the Student Health Record may be requested from the school nurse's office.

Hearing, vision, and scoliosis screening results are recorded in JPAMS.

# EMERGENCY PROTOCOLS AND GENERAL FIRST AID MEASURES



## HANDLING EMERGENCIES IN THE SCHOOL SETTING:

1. REMAIN CALM.
2. CONTACT first aid person at school, student's parent, and school nurse for information and instructions.
3. SOMEONE SHOULD STAY WITH THE STUDENT AT ALL TIMES.
4. CALL 911 IF STUDENT IS:
  - ✓ Unconscious, unusually confused, or seems to be losing consciousness
  - ✓ Having trouble breathing or is breathing in a strange way
  - ✓ Having persistent chest pain or pressure accompanied by sweating, difficulty breathing and changes in skin color (i.e., pale or bluish skin color)
  - ✓ Having severe pressure or pain in the abdomen that does not go away
  - ✓ Bleeding that cannot be controlled using direct pressure or elevation
  - ✓ Vomiting blood or passing blood
  - ✓ Having a seizure (that lasts longer than five minutes) or having no history of seizures

- ✓ Severe headache, or slurred speech
- ✓ Has sustained an injury to the head, neck or back. **Do not move student.**
- ✓ Having hives or any body swelling that is causing difficulty breathing (i.e., tongue swelling, throat swelling, throat “closing up”)
- ✓ If bone is protruding through skin or problems with movement of extremities

5. BE PREPARED TO GIVE THE FOLLOWING INFORMATION TO THE DISPATCHER:

- ✓ the exact location/address of the emergency
- ✓ the telephone number from which the call is being made
- ✓ give your name
- ✓ explain what happened
- ✓ the number of people who are injured
- ✓ the condition of the victim(s)
- ✓ what help (first aid) is being given
- ✓ Do not hang up until directed by the dispatcher.
- ✓ **Have someone meet ambulance to direct to the location of injured person**

# GENERAL FIRST AID MEASURES

## DO'S

1. Contact parent and nurse immediately in case of injury/illness. Call 911 if deemed necessary.
2. In a serious injury/illness **ALWAYS** have an adult stay with the student. Send someone for help if student is unable to walk.
3. If student is bleeding, apply direct pressure and elevate.
4. Be sure to keep the student warm.
5. Know the limits of your capabilities and make every effort to avoid further injury in your attempt to provide emergency first aid.
6. If a child needs emergency treatment and a parent cannot be reached, the principal or a person designated by him/her **should not** hesitate to seek medical attention. Refer to emergency treatment card.
7. Principal or designated person will determine the necessity of an ambulance or EMS. (Dial 911). If transported to the hospital by EMS and parent is unavailable, student must be accompanied by a school employee.

## DONT'S

1. **DO NOT** move student from accident location under the following circumstances: possibility of back or neck injury, broken leg, head injury, or internal injury.
2. **NEVER APPLY TOURNIQUET.** This measure should only be used for a severe, life threatening hemorrhage that cannot be controlled by other measures.
3. **DO NOT** clean a serious wound that has finally stopped bleeding.
4. **DO NOT** remove ANY TYPE of foreign object from any area of the body.
5. **DO NOT** leave student unattended.
6. **DO NOT** give **“Back Blows”** to a student suspected of choking.
7. **DO NOT** attempt to make a diagnosis of any sort.

# ILLNESS POLICY

Reasons for exclusion from school:

ZCSB nurses will follow CDC and American Academy of Pediatrics guidelines

<b>1. Vomiting</b>	Student must be free from vomiting for 24 hours before returning to school
<b>2. Diarrhea</b>	Three or more watery, loose stools associated with/without fever or rash, any sign of dehydration. Student should be free of diarrhea for 24 hours before returning to school
<b>3. Purulent Nasal Discharge</b>	Green or yellow nasal discharge for more than three days
<b>4. Persistent Cough</b>	Cough lasting more than 2-3 days and if associated with fever or rapid, difficult breathing
<b>5. Rashes</b>	Rashes with or without fever will be assessed by nurse; <b>BLUISH-PURPLE</b> rashes are considered an <b>EMERGENCY!</b>
<b>6. Pink Eye (Conjunctivitis)</b>	ANY redness and swelling of lower eyelids or whites of eyes with purulent or watery discharge, crust on inner corners of eyes, especially upon waking from sleep <b>NOTE:</b> Red, itchy, watery eyes are usually due to allergy and it is not usually considered as contagious conjunctivitis.
<b>7. Fever</b>	Students with oral temperature above 100° F should remain out of school until they are fever free for at least 24 hours <b><u>without the use of fever reducing medications.</u></b> <b>This means if they are sent home with fever they must stay home the following day.</b>

<b>8. Pediculosis (Head Lice)</b>	Head lice will be assessed by nurse and/or trained staff member and it will be handled on a case by case basis. The school nurse will decide what measures need to be taken on individual basis. School exclusion may be deemed necessary.
<b>9. Ringworm</b>	Contagious skin infection caused by a fungus that appears flat and is usually ring shaped. Can be spread from touching, and contact with contaminated surfaces. Student will be sent home with a note at the end on the school day. Affected area will be covered with band-aid if possible. Ringworm must be covered during school hours and should be treated with an antifungal. Student may be referred to physician for treatment depending on severity.
<b>10. Scabies</b>	Scabies is a highly contagious skin disease caused by a mite too small to see with a naked eye. The most common symptom is a rash that itches intensely at night. Scabies is usually spread from person to person by close physical contact. Student will be sent home with information sheet and may not return without being treated by a physician. Prescription medication is required to treat this condition.

<p><b>11. Staph/Strep Skin Infections</b>  <b>(Boils, Any red, swollen lesions with or without drainage, and Impetigo)</b></p>	<p>Highly contagious skin infections that can spread to various parts of the body and other susceptible people. Students will be sent home and may not return without being treated by a physician. Must be taking prescribed medication for 24 hours before returning to school.</p>
<p><b>12. Diagnosed Strep Throat, Mononucleosis, Chicken Pox, and any contagious illness</b></p>	<p>Student should remain home as advised by physician and until fever free for 24 hours without use of fever reducing medication.</p>

**\*\*PLEASE NOTE, the above guidelines should be followed in the event of a student's illness. In addition, a student's absence from school or school related activities due to illness is outlined in ZCSB Students Rights and Responsibilities Handbook and Discipline Policy which further explains what constitutes an excused or unexcused absence.**