

2400-North County Charter Elementary School Health Policy

A. Immunizations

The Florida Department of Health requires students before entering public/private elementary schools, to provide a Florida Certificate of Immunization (DH 680 form) documenting the following vaccinations:

- Four or five doses of diphtheria-tetanus-pertussis (DTaP) vaccine*
- Three doses of hepatitis B (Hep B) vaccines
- Three, four or five doses of polio (IPV) vaccines*
- Two doses of measles-mumps-rubella (MMR) vaccine
- Two doses of varicella vaccine*

*The fifth dose of DTaP vaccine is not necessary if the fourth dose was administered at age 4 years or older

*If four or more doses are administered before age 4 years, an additional dose should be administered at age 4 through 6 years and at least six months after the previous dose. A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least six months after the previous dose.

*Varicella vaccine is not required if varicella disease is documented by the health care provider

Vaccination Exemptions:

- (a) A Permanent Medical Exemption, documented on form DH 680, can be granted if a child cannot be fully immunized due to medical reasons. In this case, the child's physician must state in writing the reasons for exemption based on valid clinical reasoning or evidence.
- (b) Form DH 681, Religious Exemption from Immunization, is issued if immunizations conflict with the religious tenets and practices of the child's parent or guardian. This exemption is issued by a County Health Department (CHD) and based on established religious beliefs or practices only.'

Monitoring and Compliance:

The School Nurse shall maintain records of immunization for every student enrolled and shall update school health policy in accordance with guidelines issued by the Florida Department of Health. It is the parent/guardian's responsibility to provide the school with required vaccination documentation. Failure to comply with the state requirements will result in the student being unable to attend classes, and receiving unexcused absences, until proof of compliance is provided.

B. School Physical Examination

School Entry Health Examination

Per Florida Department of Health, students in grades prekindergarten through twelfth grade who are making their initial entry into a Florida school must present a copy of a school entry health examination completed within one year before enrollment. The school entry health exam, completed and signed by a health care provider licensed to perform physical exams in the United States, should be taken to the child's school upon enrollment. Florida's standardized School Entry Health Exam form (DH3040-CHP-07/2013) should be used to document completion of a physical examination. A form signed by a health care provider licensed to perform physical exams in the United States that indicates the results of the components included in School Entry Health Exam form (DH3040-CHP-07/2013) is also acceptable. For students transferring to a Florida school, a comparable form from another state would also be acceptable, if performed by a health care provider licensed to perform physical exams, and completed within one year before enrollment.

The organization may require any student to be examined by a licensed health care provider for the purpose of determining whether the student is afflicted with a communicable disease or have the liability of transmitting the disease.

The organization may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities.

Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from communicable disease may result in student exclusion from school.

Student may be excused from engaging in required educational activities upon proper certification from a licensed health care provider advising of student disability.

All costs of physical or other examination shall be at the expense of students' parent or guardian unless state or federal law specifically mandates the examination to be the responsibility of the school.

C. Medication Administration at School

This policy is designed to ensure safe and accurate administration of routine medications to students in the school. Every attempt must be made by the student's parent/guardian and healthcare provider to have medications administered during non-school hours. When medically necessary, the following are required to assist students with medication at school/during school field trips and shall be updated each school year:

- Completed Health and Wellness Form (It is the parent/guardian's responsibility to notify the school of changes to their contact information or changes to the student's health that occur during the school year)

- Completed Medication Permission Slip signed by the student's parent/legal guardian prior to medication being accepted on campus, including a recent photo of the student.
- Physician's Authorization for Daily Medication and/or Physician's Authorization for As Needed or Emergency Medication signed by student's physician/APRN/PA – this is required for over-the-counter medications and prescriptions alike and medications cannot be accepted without this documentation. A prescription or pharmacy label is not a substitute for these documents indicating it is medically necessary for the student to receive the medication during school hours.
- Prescriptions must be received in pharmacy-labeled container with the following information:
 - Student's name
 - Name of prescribing health care provider
 - Dispensing pharmacy's name and phone number
 - Name of medication
 - Dosage
 - Time of day to be taken
 - Specific symptoms prescribed for as needed and/or emergency medications.
 - Route of administration
 - Duration of medication – Until change or stop order is received or until stop date noted on medication.
 - A maximum of a 30-day supply will be accepted.
- Medications meeting above criteria must be supplied for the student and brought to school by the parent/legal guardian in their original container labeled with student's name, valid expiration date and signed in with the School Nurse or designee who will count/document quantity of medication brought in/verify all criteria are met
- School personnel shall not administer medication if there is a change in type, dosage or frequency unless a new signed written Authorization for Medication Administration and Medication Permission Slip are presented to the school.
- Medications are not to be put in student's backpack /sent to school with student for safety reasons.
- Expired medications will not be administered to students.
- For emergency medications including, but not limited to asthma inhalers, diabetes medications, antiseizure medications and injections to treat anaphylaxis, the RN will include the procedure for emergency medication administration in the student's Individual Health Plan.

For these purposes, "medication" shall include all medicines including those prescribed by a physician/health care provider and any non-prescribed (over the counter) oral medications,

topical medications, medication patches, preparations and/or remedies, herbal products, cough drops, medicated lozenges, and vitamin supplements. Every school year, a new prescription from the physician/health care provider must be obtained, along with a new Physician's Authorization for Medication and a new Medication Permission Slip signed by a parent/guardian. Parents/guardians may bring at most up to a month's supply of medication to the school. Sharing of medication(s) is prohibited – including between siblings. Medication will be locked up in the health room (with the exception being students who meet the requirements to self-carry their medication).

Self-Carry Medication

Students are not allowed to have medication in their possession on school property, on the school bus or while attending any school – sponsored activity except for emergency medication such as: asthma inhalers, epinephrine, auto injectors, diabetes testing/treatment supplies, and/or pancreatic enzymes prescribed by a physician/health care provider. For a student to self – carry one of the above medications, the student must have a completed Parental Authorization for Students to Carry and Self Administer prescribed Medication(s) form in addition to other required forms for all medications.

Medication Disposal

Expired medications (medications that are past the pharmacy discard date or manufacturer's expiration date) and empty medication containers will be discarded after student identifiers are removed. Notification will be made by phone or in writing to the parent/legal guardian to pick up discontinued medications. Discontinued medications will be destroyed within 7 days after notification. Any remaining medication/medication administering devices will be destroyed if not picked up by the last day of school. When required, medication disposal will always be witnessed by a second person and documented by both persons.

Staff and Training

In accordance with Florida Statute 1006.062, School Nurses may designate school personnel to assist students with medication on school property if they have completed a formal instructional class on assisting students with medication. Training includes adherence to the universal medication safety precaution of the "Six Rights of Medication Administration". Specifically, each time medication is administered, the employee must verify:

- The right patient (student) with two identifiers such as name and date of birth
- The right drug
- The right dose
- The right route of administration
- The right time
- The right documentation

Additionally, all designees shall practice thorough hand hygiene (either by washing hands with soap and water or utilizing hand sanitizer) prior to and following administering medication. Designees are to verify expiration date prior to administering medication. Every time medication is administered, the proper notation must be made on the Medication Administration Record. If a student is receiving more than one medication at school, separate student medication records must be maintained for each medication. Current Medication Administration Records are to be maintained in alphabetic order in the health room. The Florida Records Retention Schedule require these records to be maintained by the school for seven years.

Medication Errors

In the event that medication is delivered contrary to the “Six Rights of Medication Administration”, the employee must:

- Notify the School Nurse who shall assess the child for side effects/evidence of toxicity, call poison control for recommendations when indicated and contact the parent as well as the prescribing health care provider when necessary.
- School Nurse will complete and file the appropriate documentation/incident report, notify the administration/school board of any adverse events, and assess the need for additional training/other strategies to prevent future medication errors.

Medical Equipment

If a student is required to use a wheelchair, crutches, or other assistive device due to injury or illness, a doctor’s order is required, and a parent/guardian is to provide the required medical equipment. Discharge instructions from an emergency room visit that specify limitations will be accepted for a two-week period unless otherwise specified by the ER health care provider. After the two-week period, a physician/APRN/PA order will be required to continue treatment, including the use of crutches and/or wheelchair due to injury or illness.

Field Trips

Medications are only permitted when failure to do so would jeopardize the health of the student. If a parent/guardian attends the field trip with their child, the parent/guardian is responsible for supplying and administering their child’s medication. Diabetic students attending field trips require a completed Field Trip Diabetes Management Medication Form completed by the student’s health care provider and parent/guardian will be responsible for providing all monitoring and medication administration supplies.

The principal or designated teacher (s) should give the school nurse notice of a planned field trip as soon as they have a confirmed date. A minimum of 10 school-day notice is required to ensure proper documentation is on file (copies will be provided to designated staff attending field trip) and that staff have received necessary training to safely assist students with their

medication. The parent must bring in all necessary medication with corresponding physician's authorization and permission slip within 5 days of the field trip. The school nurse will ensure that all medication is appropriately labeled/counted, and documentation is complete and stored in locked medication cabinet.

If the student's parent/guardian is not attending the school field trip and they have not met requirements to self-carry their medication, a trained staff member will be responsible for receiving medication from the school nurse, maintaining the security of the medication (secured on their person and out of reach of children) and for medication administration following the 6 rights. Upon return to school, the trained staff member will return medications to the school nurse and complete documentation of medication administration. If medication was not given as ordered, medication error procedure/documentation will be completed.

D. Communicable Diseases

The school's decisions involving students who may have communicable diseases shall be based on current evidence-based guidelines from the Health Department, Center for Disease Control and Prevention recommendations and medical insight from the individual student's health care provider. To maintain the health and safety of the student body, the school shall adhere to the below exclusion and readmission criteria for the following conditions:

- **Fever:** Student must be sent home with temperature of 100 degrees F or higher. A student may return to school when fever-free for at least 24 hours without fever - reducing medication.
- **Vomiting:** If student has multiple episodes of vomiting or vomiting is accompanied by fever or diarrhea, the student will remain out of school for at least 24 hours after symptoms end.
- **Rashes:** Students may be excluded from school for unidentified, potentially infectious rashes. A rash will be considered contagious until diagnosed by student's health care provider. Student may return to school with note in writing from licensed health care provider indicating a noncontagious reason for rash. When found to be contagious, a note from a provider stating when student may return to school is required.
- **Diarrhea:** Students with new onset diarrhea will be excluded from school. The student shall remain out of school for at least 24 hours after diarrhea ends.
- **Eye infections:** Students presenting with redness to the whites of eyes, eye drainage, redness or swelling of eyelids or crusting to eye lids will be excluded from school until signs and symptoms have resolved or they meet the following readmission criteria. Readmission criteria: A licensed health care provider has seen the child and provides a note indicating a noncontagious eye ailment, or if deemed contagious, the student has received 24 hours of treatment before return to school.

- Lice and other parasitic infections: Students found to have evidence of head lice, nits or other parasitic infections shall be sent home. Students may return when free of lice, nits and other parasitic insects.

School officials may require any child suspected of having a communicable disease to be examined by a health care provider and may exclude the child from school if there is a substantial risk of transmission of the disease in the school environment. Students and their families have a right to privacy and confidentiality in regard to health matters. Only staff members who have a medical reason to know the identity and condition of students will be informed. The organization will implement reporting and disease outbreak control measures as necessary if a communicable disease is deemed a threat to the student body.

E. Emergency Health Services

When necessary, emergency health services such as first aid, cardiopulmonary resuscitation (CPR) or use of an automated external defibrillator (AED) will be performed until emergency medical services arrive on campus.

F. Medical Marijuana

For students who require medical marijuana/Low THC Cannabis during school hours, the parent/guardian/caregiver will be responsible for scheduling a meeting with the principal to review documentation including an Authorization for Medical marijuana/Low THC Cannabis Use for a Qualified Student at School Form signed by the qualified physician identifying the treatments a caregiver will be administering to the student on school property during the school day. The Principal, administrators, school nurse and other staff will not be involved in the process of administering medical marijuana. A current Florida Department of Health Registry Identification Card for the qualifying student and caregiver as well as valid photo ID for caregiver must be provided. Caregiver is to provide proof of successful completion of a caregiver certification course developed by the Florida Department of Health. During said meeting, the principal will designate the appropriate site location for the administration of medical marijuana under the supervision of the caregiver. The caregiver is responsible for immediately removing medical marijuana from school property after administration and should bring no more than a single dose of the prescribed medical marijuana. Designated caregiver must remain with the qualified student to ensure that the student consumes the entire dose. No student or staff member shall hold or possess medical marijuana at any time. The organization may revoke permission to administer medical marijuana if any of the above terms are not met or in the event state or national legislation changes necessitate discontinuation of above policy.

2400-NCCS Student Health Policy

G. Food Allergies. NCCS will make every effort to identify students with allergies to products that might cause them harm. Among these more common items are: peanuts/peanut-based products, dairy products, shellfish, food dyes and the like. Parents/guardians must notify the school of concerns and/or diagnoses, as the school is not liable for harm that occurs without prior knowledge of a potentially dangerous circumstance. The School Nurse shall be the main point of contact, and the Nurse will work with parents/guardians and staff to ensure that a proper care plan is in place, and that employees working with students with food allergies are properly notified about what to look for and what to do in the event of ingestion. As a minimum, the following shall be notified by the Nurse: All administrators, teachers and/or teacher assistants and interventionists that work with the child, all cafeteria personnel, including duty monitors, playground monitors, Art and/or specials teachers. Teachers shall notify subs in their sub plans when absent. As NCCS has a transportation agreement with SDIRC, the school will also notify the Transportation Director who will disseminate information to drivers.

1) Field Trips. Students must have permission slips signed by the parent/guardian and turned in by communicated deadlines. This is necessary, as the School Nurse must review the list and properly notify personnel in charge of the field trip(s) of any potential medical concerns and necessary actions if a problem is encountered during a trip. Either the parent, or a trained staff member will be in attendance during a trip where a student with severe allergies is present.

2) Before/After School Activities/Events. Students participating in clubs such as robotics or drama, teams, tutoring, Before or After Care, etc. must have proper (signed) permission to participate by the parent/guardian. Lists will be provided to the School Nurse, who will review them and conduct proper notifications as addressed in G above. In the event that the school hosts a dance, play or other event where chaperones and staff supervision is required, there will be a required "sign-up" in advance, and the list will be reviewed by the School Nurse who will follow the steps outlined in G, and an administrator or responsible employee will be placed in charge of monitoring for safety. In the event that a student is attending an event only as a spectator/member of the public, the parent/guardian shall be responsible for monitoring their child's safety.

3) Food and/or Snacks Served By/At the School. The school will not generally purchase or serve peanut or peanut-based products of any kind during the school day, or as snacks provided to participants of a school-sponsored activity. Teachers and administrators will not accept or serve donated snacks in classrooms or after school, if these products contain peanuts or peanut-based ingredients.

4) Concession Product Sales. Peanuts or peanut-based products (such as Snicker's Bars) may be sold to members of the public attending events on campus. When a student is present as a member of the public, the parent/guardian will be responsible for ensuring that their child does not purchase items that may be harmful to them.

5) Access to Health Office After School. The school nurse, if not available for an event after school, will leave keys for cabinet access to Epi Pens on her desk in the locked office. Administration will have access to these. In the event that an administrator is not available, another responsible employee will be designated and provided access.

6) Training. Staff members given responsibility for accessing/administering Epi Pens as part of supervising school activities during, and/or after the normal school day, shall be trained by the school nurse to administer them.

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