

## **HCS Health Services**

Registered nurses are available to care for students who become ill or injured during school hours. Students will be assessed by the nurse(s) and provided appropriate medical care. A nurse, rather than the student, will call the parent if the student is to be released from school for health reasons (student cell phones are not to be used during school hours.) Checkout will be arranged through the nurse's office. If a student should become ill or need medication they must obtain a pass from their classroom or the middle school office before coming to the nurse.

## **Student Medical Information and Consents**

The school nurses utilize students' medical information when assessing and treating students that have entered the office to receive nursing care. *\*Please complete the medical information form on HCS Connect under the student's electronic file. Information on allergies, health history, and other pertinent information can be entered along with permission for the student to be dispensed stock over-the-counter medications (if deemed appropriate by the nurse).*

## **Student Immunizations**

Student immunization records are maintained by the HCS Nursing department and students must be in compliance with current immunization guidelines in accordance with Indiana Law. Students must be in compliance by the twentieth day that they are in school. If the student is not in compliance with Indiana State immunization requirements, a medical or religious exemption form must be on file with the nursing office. A new exemption form is required each school year.

## **Accidents and Illness (While at School)**

\*Accidents that occur in the school buildings or on the grounds during the school day, at practice sessions or any events sponsored by HCS must be reported immediately to the person in charge or to the school office, and to the school nurse. An accident report form must be filed in the nurse's office for any injury that will potentially require a physician's care.

\*Students that become ill at school will be evaluated by the nurse and appropriate nursing care will be provided. Students may/will be released from school for any of the following reasons:

- Fever
- Vomiting
- Indications of pink-eye
- Indications of a more serious illness/contagious disease
- An injury or condition requiring a doctor visit
- A condition requiring rest at home

\*If you are contacted by a nurse to pick up your student, please make every attempt to get them picked up as promptly as possible to minimize the student's discomfort and exposure to others.

## **Illness (Outside of School)**

If your student becomes ill outside of school hours/over the weekend, they may not return to school until they are free of fever and/or vomiting for 24 hours without medication. If they have been diagnosed with pink eye, they must be on prescription eye drops for 24 hours.

### **Accidents (Outside of School)**

If a student has had an accident or injury outside of school, the parent or guardian must provide a written note with a statement of the nature of the accident or injury and disposition of the care. (A doctor's note is highly recommended). The original of this note will be held in the Nurse's office and a copy provided for the PE teacher. Students may be excused from PE classes **ONLY** if they have a doctor's excuse.

### **Medication Policies**

The nursing office has six over-the-counter medications available for students that can be dispensed **ONLY** if consent has been granted by their parent(s) or guardians in accordance with Indiana Law and HCS Policy. The medication consent form is found on the student's electronic file on HCS Connect.

Stocked over-the-counter medications include Acetaminophen (*Tylenol*), Ibuprofen (*Advil/Motrin*), Diphenhydramine (*Benadryl*), Phenylephrine (*Non-drowsy Sudafed*), Calcium Carbonate (*Tums*), and Throat lozenges (*Cough Drops*). These medications will be dispensed if a nurse determines necessary and appropriate. Students may come in and request medication and it will be given provided they have consent and nurse deems appropriate.

If a student needs to take a particular medication at school (prescription or over-the-counter) **a parent or guardian must bring the medication to the Nurse's Office**. An HCS Medication Permission form must be completed for the medication to be dispensed. This form is available to download on the HCS website or forms are available in the nursing office. Students are not to carry any medications on their person.

***\*Prescription medications must have the pharmacy label attached to the container with the student's name and prescribed dose visible.***

***\*Over-the-counter medications must be in the original package with the manufacturer's label.***

***\*The nursing office is not able to dispense homeopathic or herbal supplements.***

***\*Medication will not be dispensed without the HCS Medication permission form signed by parent/guardian.***

***\*Students are not to give/share any type of medication, prescription or over-the-counter, to another student. This action may result in suspension and/or expulsion from school.***

All medications that are brought in for a student in Preschool - 4th grade must be picked up by a parent/guardian at the end of the school year. Students in grades 5-12 are able to take their medication(s) home **ONLY** if it is a non-controlled substance and the parents sign the medication permission form giving permission for their child to bring home the medications. *Controlled substances will not be sent with the student under any circumstance and must be picked up.*

### **Emergency Medications**

School policy allows students in grades 5-12 to carry their own emergency medications including EpiPens, Inhalers, or Diabetic supplies (in accordance with Indiana law, IC 20-33-8-13) **IF:**

1. The medications/supplies have an attached prescription label **and**
2. There is a signed physician/parental consent form on file in the nursing office.

### **Annual Emergency Action Plans**

Students with anaphylactic allergies, asthma, diabetes or any other chronic health issue are required to have an Emergency Action Plan from their physician on file with the nursing office.

### **Annual Vision and Hearing Screenings**

Required screenings per grade are done on all students as listed below unless a parent note to the contrary is on file in the Nurse's office.

**Vision:** Grades K, 1, 3, 5, 8, all new students, any parent requests

**Hearing:** Grades K, 1, 4, 7, 10, all new students, any parent requests

Students with glasses/contacts will be screened while wearing them.

Parents will be notified only if a deficiency is found via a letter from the nursing office.

### **Extended Illness/Injury Protocol**

Students with chronic illnesses or conditions may be considered for academic accommodations through a collaborative agreement between the student's physician, ESS department, health services and school administrators. *\*Please provide the nursing department with documentation from the physician including diagnosis and prescribed medical protocol/interventions that can be taken at school.* Chronic illnesses and/or conditions may include physical, mental and/or emotional issues as diagnosed by a licensed physician.

Students and student athletes sustaining injuries, including concussion-type injuries will be considered for academic accommodations through a collaborative agreement between the student's physician, ESS department, health services and school administrators. All injuries or suspected concussions occurring at school or a school-sponsored activity will be reported to the school nurse within 24 hours of the incident, or first subsequent school day, if occurring during a weekend.

Academic accommodations will be written **ONLY** if prescribed by a physician. Accommodations must be specific for each student, per physician, with a specified time frame noted.

### **Health Services Contact Information**

Nursing Office for Grades Preschool - 4

Direct Line: (317) 813-3839 Fax: (317) 849-5420

Nursing Office for Grades 5-12

Direct Line: (317) 813-3902 Fax: (317) 849-5414