

STUDENT HEALTH SERVICES REGULATION**A. *Immunization***

Children must receive immunizations in accordance with the New York State Department of Health's "Immunization Guidelines for Schools". Required immunizations include: diphtheria, polio, measles, mumps, rubella, hepatitis B, Haemophilus Influenzae Type b (Hib), pertussis, tetanus, pneumococcal disease (for children born on or after January 2008) and varicella. Immunizations must be administered prior to entering or being admitted to school.

Parents must provide acceptable proof indicating required receipt of all vaccines in accordance with law and regulations. A child may be excluded from the immunization requirements based on a licensed physician's determination that the vaccine poses a health risk for the student. This medical exemption must be signed by a physician licensed to practice in New York State and state the vaccine, the reason, and the length of time for exclusion. The medical exemption must be completed annually. A child may also be excluded from the immunization requirements because the child's parent/guardian holds a genuine and sincere religious belief which is contrary to the practice of immunization. Administrative staff will review written documentation(s) and will conduct an interview, if necessary, in order to make the decision whether to accept or reject the request for a religious exemption.

Appropriate immunization records must be provided within 14 days of registration by transfer students within NY State and within 30 days from students out-of-state or transferring internationally.

When a student transfers out of the district, the parent/guardian will be provided with an immunization transfer record showing the student's current immunization status which will be signed by the school nursing personnel or the school physician. A copy of the immunization portion of the cumulative health record will be provided to the new educational institution upon written request.

In the event that a parent is unable to provide an immunization record, the school nurse, or other authorized school district official, will access the New York State Immunization Information System (NYSIIS) to determine if the child has met immunization requirements. If the system indicates that the child has received the required vaccinations, the information will be entered as part of the student's record, the source and date noted, and the documentation requirement will have been met.

In the event that a parent does not provide the records and the records cannot be located on the NYSIIS, then the district shall notify the parents in writing that the child will not be able to attend school [effective date] until the required proof of adequate immunization is received by the school's health office.

B. *Administering Medication to Students in School*

The administration of prescribed medication to a student during school hours is permitted only when the medication is necessary to allow the student to attend school or failure to administer the medication would seriously affect the student's health.

Parent(s) or guardian(s) must present the following information:

1. an order from the family doctor containing the following information: student's name, the date and name of the medicine, dosage and time to be administered, and list of possible side effects;
2. the medication in a properly labeled original pharmacy container (with a student's name on it);
3. a note from the parent(s) or guardian(s) giving the school, permission for the medication to be taken by the child; or
4. file a medication request form (see exhibit 5420-E) with the school nurse.

The school nurse shall develop procedures for the administration of medication, which require that:

1. all medications will be administered by the licensed person unless the child is self-directed (See Regulation 5420R.2 for details on the administration of self-directed medications);
2. medications shall be securely stored in the office and kept in their original labeled container, which specifies the name of the child, type of medication, the amount to be given, and the times of administration;
3. the school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage, and timing of medication, including a signature of the school nurse or the adult who supervises the child taking his/her medication;
4. all medications shall be brought to school by the parent(s) or guardian(s) in the original container and shall be picked up by the parent(s) or guardian(s) at the end of the school year or the end of the period of medication, whichever is earlier. If not picked up within five days of the period of medication, the medication shall be discarded; and
5. students are permitted to carry and apply sunscreen without a medical provider's order under the following conditions:
 - 5.1 the sunscreen is used to avoid overexposure to the sun and not for medical treatment of an injury or illness; if sunscreen is required to treat a medical condition, the procedures for administering medication (above) apply;
 - 5.2 the sunscreen is FDA approved for over the counter use; and
 - 5.3 the student's parents or guardians provide written permission annually for the student to carry and use the sunscreen. The school nurse will keep written permission for students on file and develop procedures pertaining to this policy.

Notwithstanding the above, the district may provide and maintain on-site, in each building, epinephrine auto-injectors in quantities and types deemed by the Commissioner, in consultation with the Commissioner of Health, to be adequate to ensure ready and appropriate access for use during emergencies, to any student or staff member having anaphylactic symptoms whether or not there is a history of a severe allergic reaction.

C. *Administering Medication on Field Trips and at After-School Activities*

Taking medication on field trips and at after-school activities is permitted if a student is self-directed in administering their own medication. On field trips or at other after-school activities, teachers or other school staff may carry the medication so that the self-directed student can take it at the proper time.

If a student is going on a field trip but is not self-directed (i.e., fully aware and capable of understanding the need and assuming responsibility for taking medicine), then the district may:

1. permit the parent or guardian to attend the activity and administer the medication. Parents can designate, in writing, another adult to administer a medication to a non-directed student.
2. allow the student's health care provider to be consulted and, if he/she permits, order the medication time to be adjusted or the dose eliminated.

If no other alternative can be found, a licensed person must administer the medication.

D. *Life-Threatening Allergies*

Upon notification that a student has been diagnosed with a life-threatening allergy, the following steps shall be taken:

1. Parents shall provide the School Nurse with medical forms confirming the diagnosis of the life-threatening allergy from a private medical care provider.
2. Upon receipt, the School Nurse will notify school administration.
3. Information relative to the life-threatening allergy will be added to the student cumulative health record.
4. The School Nurse, in conjunction with appropriate members of the Administration, appropriate faculty, the parents and, when appropriate, the student, shall meet to discuss strategies to avoid allergens, communications with staff, and any necessary accommodations for the student.
5. The School Nurse, in conjunction with appropriate District personnel, shall write an Emergency Care Plan for the student, to be acknowledged and signed by the parents.
6. Information relative to the student's diagnosis may be shared with other staff members on a "need to know" basis.
7. On an "as needed" basis, staff shall be informed and trained on life-threatening allergies and/or on specific Emergency Care Plans.

E. Administering epi-pen in emergency situations

The administration of epinephrine by epi-pen has become an accepted and extremely beneficial practice in protecting individuals subject to serious allergic reactions (e.g., individual has an anaphylactic reaction to a wasp sting or the ingestion of peanut butter).

Pursuant to Commissioner's Regulations, registered professional nurses may carry and administer agents used in non-patient specific emergency treatment of anaphylaxis. In so administering, the "School Plan for Allergic Reactions/Anaphylaxis" shall be followed.

Pursuant to SED guidelines, approved Dept. of Health training may be provided to unlicensed school staff in administering epi-pens, prescribed by a licensed prescriber, to a child who has been diagnosed with the potential for a severe reaction, in the event of the onset of a serious allergic reaction when a nurse is not available.

F. Student Medical Exams

In accordance with Section 903 of the State Education Law, all new students entering the Horseheads Central School District must furnish a health certificate at the time of entrance, including Pre-K and Kindergarten. In addition, all students entering grades 1, 3, 5, 7, 9, and 11 must furnish a health certificate before entering that grade level. The physical exam can be given by the school doctor or family physician.

A student may be excluded from the medical examination requirements because the child's parent/guardian holds a genuine and sincere religious belief which is contrary to medical examinations. The request for exemption must be in writing to the principal or his/her designee.

In accordance with Section 903 of the State Education Law, after September 1, 2008, all new students (including Pre-K and Kindergarten students) entering the Horseheads Central School District will be requested to furnish a dental certificate at the time of entrance. In addition, all students entering grades 1, 3, 5, 7, 9, and 11 will be requested to furnish a dental certificate before entering that grade level.

G. Screenings

Student physical examinations for determining eligibility certification for employment may be performed by any licensed physician at the option of the student.

The school physical examination may serve as a basis for issuance of the certification for twelve months from the date of examination.

Vision screening is to be performed yearly for students in grades Pre-K or K, 1, 3, 5, 7, and 11.

Audiometer screening is to be performed yearly for students in grades Pre-K or K, 1, 3, 5, 7, and 11.

Scoliosis screening will be performed in grade 9 for male students and grades 5 and 7 for female students.

Color perception screening will be performed for all new entrants.

Height and weight screening is to be performed for all students in grades Pre-K or K, 1, 3, 5, 7, 9 and 11.

H. Illness or Injury in School

If a student becomes ill or injured in school:

1. The nurse will determine if the student should receive further medical attention, remain in the health office, or return to class.
2. The nurse will call the parent, guardian, or substitute parent if he/she feels the student should go home. In general, a parent or guardian will pick up the student from school. Parents are responsible for securing alternate transportation arrangements if necessary.
3. If no parent, guardian, or substitute parent picks up the student at school, or if no parent/guardian or substitute parent will be home, the student will remain in the nurse's office until such time as a parent, guardian, or substitute parent becomes available to assume responsibility for the child.

I. Medical Emergency Record

All students shall have on file an updated medical emergency record which shall state the name and telephone numbers of the following:

1. the student's parent(s) or guardian(s) at home and work;
2. an emergency contact, such as the student's next-of-kin or a neighbor;
3. the family physician;
4. preferred hospital; and
5. information pertaining to any allergies or serious health conditions.

J. Student Return to School after Illness/Injury

In general, students should be symptom-free before returning to school and resuming normal activities. In some instances, students may be asked to provide a note from their doctor before they return to school or participate in the full range of school activities. The final decision to permit participation rests with the school physician. The Superintendent, in consultation with

the school physician, nurse, and other appropriate staff, will develop protocols to address a student's return to activities when there has been a serious illness or injury.

K. Release of School Appraisal

Parents/guardians are entitled to receive school appraisal records only if a confidential release of information form is signed. A statement indicating that the appraisal is "for school purposes ONLY" will be written on the appraisal.

Cross-ref: 0150, HIV/AIDS Policy

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