

Guidelines for Clinic Visits

McLouth USD 342

While it is important for our students to know that they are free to visit the nurse with any health issues, it is also important for them to have an uninterrupted education and to remain in class as much as possible. The following guidelines were created with this in mind.

The B's of seeing the Nurse: Breathing Problems, Bleeding more than a band aid will cover, Barfing, Broken bones, Burning up with fever, Bumped head, Bee stings, Bites-Animal or Human, Blood Sugar issues, and Bizarre skin issues.

Each child that is seen by the nurse will leave the health room with a copy of their nurse referral slip to take home to their parent. The nurse referral slip will show the time the child was in the health room, what the complaint was, and what actions the nurse took to address the concern. The nurse will keep the original. In Elementary School, the nurse referral slip will be put in the child's communication folder. In Middle and High School, it is the student's responsibility to provide the slip to their parent as instructed. The Nurse will email the teacher about the visit and include the secretary and principal.

Additionally, each visit a student makes to the nurse is tracked by teacher if in elementary or by school if in middle or high school. Each student's individual visits are tracked monthly. This report is then shared with the teacher and principal at the end of the month in the elementary. In middle and high school this report is shared with the principals and secretaries. Middle school and high school teachers may email the nurse to inquire about student visits.

Students with individual health plans (IHP) will be communicated to the teacher(s) and copies will be provided. All students with IHP's and students with temporary medical restrictions will be noted in PowerSchool under the Medical Alert section. Students who take medication on regular basis will also be alerted to the teacher(s). Medication usage is noted in PowerSchool under medical considerations.

**The following Guidelines are for all McLouth Schools:
Elementary Students, Middle School Students and High School Students
Any guideline that is different will be noted as such.**

Reasonable expectations for self-care in classroom or restroom:

Each grade level has a supply of Band-Aids. Soap and water is available in the bathrooms. Each teacher should have a pair of disposable gloves in his/her desk. The following suggestions will be taught by the nurse to Kindergarten through Fifth Grade classes. Older students should be capable of the self-care listed below, but may need reminders from time to time.

1. Chapped lips: Cover with thin layer of Vaseline or Carmex if form on file. Elementary students cannot self-carry chap sticks for maturity and safety reasons. Middle school and High school students may self-carry Chap Stick or come to my office during pass for a Q-tip of Vaseline or Carmex.
2. Minor abrasions (scrapes): Wash with soap and water; apply Band-Aid on clean, dry wound
3. Mosquito/insect bites with localized itching only: Apply cool towel

4. First indications of stomachache, headache, nausea, dizziness or "not feeling well": Put head on desk to rest, go to bathroom, get a drink, set trash can beside desk, see if lunch helps, wait a little while to see if it will go away. If student has not had breakfast, I do carry crackers in my office.
5. Contact lenses: Student should provide own solution for cleaning and reinserting lenses. The nurse does carry some solution in her office, only available if OTC form is on file.
6. Loose teeth or bitten lip with little or no bleeding: Rinse mouth and face at rest room sink. Get a drink at water fountain if no water bottle. Return to class. We are not allowed to pull baby teeth at school
7. Itchy eyes: Wash face/eyes with cool water
8. Pierced ears: Clean with cool water

A student should stay in class:

1. For at least the **first hour/class period** when parent sent him/her to school to "try it". The school nurse will keep teachers informed of exceptions such as students with a chronic illness. The Nurse does not arrive until 8:30 am. Medications are picked up and she is in her office around 8:55 am.
2. For the **last hour/class period** when the students are about to go home. Exceptions would be Fever, Vomiting, blood sugar issues, breathing issues or Bleeding.
3. When someone else thinks he/she "looks" sick or "looks" feverish, but student feels fine.
4. When old, healed abrasion (scab) is merely sore or itches.
5. Sore Throats: Are a very common complaint. They are not emergent and should not be sent to the clinic during class, unless other symptoms are present as well (example: feel warm, vomiting, and rash). Encourage them to drink water. Middle School and High School student may self-carry cough drops and throat lozenges. For safety and maturity reasons Elementary students MAY NOT self-carry. These items can be sent to school in original packaging with a medication administration form filled out.
6. When there is soreness from an old injury. If no bump, bruise, swelling, redness or if more than 24 hours after injury—NO ICE SHOULD BE GIVEN unless accompanied by a note. If ice is given, it should be used for no more than 20 minutes. If student requests ice two times the parent will be notified.
7. When bandage was applied at home.
8. When student regularly find excuses to leave class and rarely must go or stay home because of illness.
9. When student frequently asks to go to clinic at same time of day.
10. When loose tooth is merely annoying to a student and/or teacher. We are not allowed to pull baby teeth at school.

When sending a student to the clinic the teacher should:

1. If at all possible, send a pass which indicates the problem or complaint. You may also email the nurse for privacy. For elementary students, this will help determine who was sent by a teacher and who was trying to come during pass.
2. Buddy system for grades K-5.

3. Any students experiencing difficulty with Blood Sugar, Bleeding or Asthma issues should be sent with a buddy.

Valid reasons for leaving class and going to the clinic:

1. Significant vomiting (not just spitting up or phlegm) If child states vomiting, there must be verification from school staff. If the student has been in clinic x 10 minutes without fever, vomiting, or diarrhea, they may return to class. Upon initial complaint of stomach ache to teacher, the student should be given opportunity to use bathroom or eat a snack. If a child has a medical condition that causes frequent stomach problems it will be communicated by the school Nurse.
2. Diarrhea
3. Serious bleeding
4. Animal bite
5. Headache, stomachache, sore throat, or "not feeling well" persists beyond 45 to 60 minutes or is extremely sudden and severe
6. Loss of consciousness
7. Obviously ill in appearance or behavior compared to other days
8. Symptoms of infection (redness, heat, pain, swelling, pus) in any area (e.g. eyes, skin, tooth/jaw, earlobes, fingernails)
9. Earache (**NEVER** put cotton, tissue or anything into an ear)
10. Undiagnosed rash
11. Exhibits symptoms of a known chronic illness such as asthma, diabetes, migraines, ulcers, severe allergic reactions. Nurse will share information with teachers who need to be prepared for these students
12. Injury to head, eyes, face, ears
13. Bone/joint injury (fractures, dislocations, sprains, strains) Make sure student does not move, bend, or bear weight on the affected bone/joint
14. Severe allergic reactions to insects/medications/foods such as generalized hives, itching, or swelling of the mouth/throat, constriction of chest, abdominal pain, nausea, vomiting, dizziness or wheezing
15. Suspected head lice (extreme scratching of head) or visible live lice. Parent will be called.
16. Nose bleed: Use a tissue and have student pinch own nose closed, breathe through mouth and walk quietly to the clinic

Criteria for being sent home

- **Fever greater than 99.7 degrees Fahrenheit**
- **Vomiting (Witnessed. Without a witness must have a Fever, Rash, Clamminess, look pale etc.)**
- **Diarrhea that is keeping them out of the classroom.**
- **Rash- That is not diagnosed. That cannot be covered or is oozing.**
- **Red patchy throat with fever >99.7 degrees.**
- **Coughing that the student cannot control.**
- **Bloody nose greater than 20 minutes.**
- **Head injuries that are symptomatic.**

- Purulent “Pink Eye” (pink eye with pus)
- Bone/Joint injuries where there is obvious deformity or student cannot use the limb.
- Any illness that the Nurse and Staff Deem appropriate to send home

Parent Phone Calls

When a student comes to the office and **DOES NOT** exhibit a fever, vomiting, or diarrhea and acts appropriate for his/her age, the student will be offered water and or a snack if they have not had breakfast. The student will be encouraged to try to make it to lunch or the end of the day depending on when they come to the office. If they return a **SECOND TIME** and still **DO NOT** have a fever, vomiting, diarrhea or any other symptom that meets going home criteria, the parent will be called and they can determine if the student needs to stay in class or if they would like to pick them up.

During the PEAK of cold and flu season (sometime after late November through March) parents will be called anytime a student complains of headache, nausea, or respiratory symptoms regardless of fever. The parents can choose to have students stay or may pick them up to help contain spread of illness.

A phone call will be made to the parents of those students meeting criteria for being sent home in the order the contacts are listed on the students’ EMERGENCY PROCEDURE CARD. Unless a custody schedule is on file.

Middle School and High School Students

All Students Must Abide by School Medication Administration Policies and Handbook Policies on Drugs.

If a student texts parent for pick up, we reserve the right to do a temperature check etc. Students cannot return to school until fever free without the use of fever reducing medications for 24 hours.

If a student drives, parent must give verbal “permission to drive home” to the office or to the nurse. The Student must then check themselves out at the office.

Middle School and High School Students may self-carry Tylenol, Advil, Midol, Tums and medications like those in small quantities in bottles with original labels. Product travel size containers are appropriate. Secondary students are not allowed to dispense these medications to fellow students.







Middle school and high school students are allowed to self-carry emergency medications such as inhalers, epi-pens and glucagon provided the correct physician paper work is on file. They may carry antibiotics prescribed to them in the original container. They **may not carry controlled substances** such as medications for ADHD, depression, pain or anxiety. These medications need medication administration forms filled out.

FOR SERIOUS FALLS OR ACCIDENTS WHERE HEAD, NECK, SPINAL OR MAJOR UPPER LEG INJURY IS SUSPECTED, DO NOT MOVE STUDENT. SEND FOR NURSE. SHE WILL ASSESS THE STUDENT TO DETERMINE IF EMERGENCY MEDICAL SERVICES (911) SHOULD BE CALLED.

**** DO NOT MOVE STUDENT ****

In the event that 911 needs to be called, the school will make every effort to contact the parents. The Student's safety and well-being comes first. 911 will be called in situations where the nurse and administration deem it necessary to do so. If a parent is not on the premises, the nurse or staff member will ride with the student to the hospital. School staff will continue to try to reach a parent or legal guardian.

GUIDELINES FOR STAYING HOME

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE AN EYE INFECTION	I HAVE BEEN TO THE HOSPITAL OR DR.
					
TEMPERATURE OF 99.7 OR HIGHER Positive for the Flu see*	WITHIN THE PAST 24 HOURS	WITHIN THE PAST 24 HOURS	BODY RASH WITH ITCHING OR FEVER	REDNESS, ITCHING, AND/OR "CRUSTY" DRAINAGE FROM EYE	HOSPITAL STAY AND OR ER/DR VISIT or NEW DX I need a note from the DR.

I AM READY TO GO BACK TO SCHOOL WHEN I AM...

FEVER FREE FOR 24 HOURS WITHOUT THE USE OF FEVER REDUCING MEDICATIONS I.E. MOTRIN OR TYLENOL	FREE FROM VOMIT FOR 24 HOURS AND BE ABLE TO HOLD DOWN AT LEAST 2 SOLID MEALS	FREE FROM DIARRHEA FOR 24 HOURS. STOOLS HAVE RETURNED TO NORMAL AND FEVER IS GONE	FREE FROM RASH, ITCHING OR FEVER. I HAVE BEEN EVALUATED BY MY DOCTOR IF NEEDED	EVALUATED BY MY DOCTOR AND HAVE A NOTE TO RETURN TO SCHOOL. 24 HOURS OF DROPS HAVE BEEN GIVEN IF PERSCRIBED	RELEASED BY MY MEDICAL PROVIDER TO RETURN TO SCHOOL AND A PHYSICIAN'S NOTE ACCOMPANIES THE CHILD TO SCHOOL
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*Kansas Department of Health & Environment (KDHE) rules say a child cannot return to school until 5 days after the onset of the first symptom or 24 hours fever free without the aid of fever reducing medications, whichever is longer.