

Fayetteville Christian School

Health Office Handbook

2014-2015



The School Health Office provides services to assist in ensuring student success at Fayetteville Christian School. Our scope of service is guided by standards provided by the Arkansas Departments of Health and Education, the Arkansas State Board of Nursing, and the National Association of School Nurses. The Health Office Team, FCS faculty and staff, parent and community volunteers, assist in meeting the goals of the School Health Office. When health emergencies occur, basic first response care is provided until local emergency medical personnel and/or parents assume responsibility.

The School Health Office is located next to the elementary office. Office hours are 8:00 a.m. - 3:10 p.m. The office may be closed when the Health Office staff member is away for other assignments and/or lunch. Upon request, the administrative offices may page her. If unavailable, designated personnel will be assigned to meet basic student health needs. Our Health Office staff are:

Donna Chouinard, RN, Dr. Kelly Nagle, DC and Cheryl Zornes, RN.

Health Information

Parents (guardians) provide consent for care and pertinent health information during the enrollment process. Parents are asked to directly contact the Health Office for significant health changes after enrollment. The privacy of a student's school health information is protected by current national and state interpretations of the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPPA), and FCS policy. As such, health information use is limited, to include reference for basic care, for determination of a special need necessitating an Individual Health Care Plan (ICP), and for development of a Special Alert List . This alert list is provided to the office staff, counselor, select teachers, recess supervisors, library staff, coaches and the cafeteria staff. This list includes only those conditions that may necessitate immediate or emergency attention and/or special accommodation, such as but not limited to: severe food and environmental allergies, asthma, diabetes, and seizure disorders. Parents desiring that their student's health information be handled in any other way must coordinate this with the Health Office staff.

Immunizations – Please refer to the tables attached for current requirements

Arkansas state law and associated rules and regulations state that "no infant or child shall be admitted to a public or private childcare or school facility that has not been age-appropriately immunized" **It is the parent's responsibility to consult with their local private provider and/or the public health department to coordinate appropriate immunization, keep school records updated, and immediately respond to any discrepancy notice. Failure to do so will result in the student being excluded from school until proof of compliance is presented.**

Arkansas state law does allow for parents to request an annual exemption from state immunization requirements by contacting:

Director of Communicable Disease Immunization Division
Arkansas Department of Health 4815 West Markham Street, Slot 48 Little Rock, AR 72205
Phone: 1-800-235-0002

The parent must notify the Health Office Staff when an exemption request is in process and provide a copy of approval when processing is completed.

Screenings

Students will have the opportunity for health screenings as guided by the Arkansas Dept. of Health and Education.

Vision and hearing screenings for K4, K5, grades one (1), two (2), four (4), six (6), and eight (8), and all transfer students.

Adolescent postural screenings (Scoliosis Screenings) are done for young ladies in the 6th and 8th grade and young men in the 8th grade. State law requires that schools provide written notification to parents prior to the initiation of annual Scoliosis screening. State law also allows parents to exempt their student from this screening by providing the Health Office with a written and signed exemption request.

If a student fails any of the above screenings, a written referral will be provided. This medical referral must be completed and returned to the Health Office.

Communicable Diseases

To protect the students and staff from the spread of communicable diseases, state regulations require that children with any of the following symptoms not be allowed to attend school:

Health Condition	Symptoms requiring student be sent home	Guidelines for returning to school
Fever	101 or greater	Must be fever free for 24 hours (24 hours from start of being fever free) or a doctor's note stating the condition is not contagious.
Diarrhea	3 or more watery stools in a 24 hour period	Must be diarrhea free for 24 hours (24 hours from last diarrhea stool) or a doctor's note stating the condition is not contagious.
Vomiting	2 or more occasions within the past 24 hour period	Must be free from vomiting for 24 hours (24 hours from last vomit) or a doctor's note stating the condition is not contagious.
Rash	Body rashes, not obviously associated with heat or allergic reactions.	Rash must be completely gone before returning or a doctor's note stating the condition is not contagious.
Sore Throat	If associated with fever and/or swollen glands in the neck	Must be free from symptoms for 24 hours or a doctor's note stating the condition is not contagious.
Severe Coughing	Episodes of coughing which may lead to repeated gagging, vomiting or difficulty breathing	Condition must be minimized significantly AND a doctor's note stating that the condition is not contagious OR completely free of symptoms.
Pink Eye	Pink or red eye(s) which may be swollen with white or yellow discharge	Must be on antibiotics for 24 hours or a doctor's note stating the condition is not contagious.
Head Lice	Tiny insects that live on human scalp and nits (eggs) on the hair shaft	May return after treatment and removal of ALL bugs and nits.
Mouth Sores	Multiple sores in mouth with drooling	May return with a doctor's note stating that the condition is not contagious.
Ring Worm	A fungal infection of the scalp and/or skin	May return after treatment by a health care provider has been initiated.
Impetigo	Skin infection mostly seen on face as bumps or large patchy areas	May return 24 hours after treatment by a health care provider has been initiated.

If a student displays any of the previously described symptoms while at school, we are required to contact parents to pick the student up. If a child is without any of these symptoms, but still appears ill and unable to participate in class, parents will be notified.

Please have contingency plans worked out in advance for such occasions and make sure that your student's file indicates other friends or family who could pick up your child if needed.

Medicines

On rare occasions the Health Staff may administer over the counter medicines to students with the written permission of parents. State regulations require that medicines only be given with signed parental permission. Each student registration contains a list of medications that parents may grant Fayetteville Christian School permission to administer. Staff will fill out a medical report indicating the medicine name, dosage and time of administration. An electronic copy of this report will be sent to the parent via email. If a student requires frequent dosing of medications the parent will be asked to bring a note from the student's health care provider stating that they have been examined regarding the continued complaint of discomfort. In consideration of the long term side effects of frequent use of over the counter medications, the Health Team will often attempt non-medication treatments first, such as a glass of water for a headache or an ice pack for muscle pain.

Medications from Home

Many medications, including antibiotics and most allergy and behavioral medications, are best given at home. For instance, antibiotics that are prescribed for three times per day are most beneficial and tolerated by taking at or near regular intervals while awake at home, such as at breakfast, after school, and before bed. In the rare instance when home administration of prescribed medication is not possible, or the need for a stand-by rescue medication or protocol exists, medication administration can be requested as follows:

1. The parent must turn in and register the medication with the Health Office or Office Manager. **Classroom Teachers are not authorized to receive or administer medications brought from home.**
2. The parent must provide a written request for the administration of a prescribed medication. This request should include the medication name, dosage, administration time, parent's printed name, signature, and best contact number. Pre-printed request forms are available in the Health Office.
3. This request must accompany the medication in its original container with the original label that includes the provider's name and date, patient name, drug name and dosage and clear administration directions. Upon request, many pharmacies will split a prescription to assist with this requirement.
4. Medications containing narcotics cannot be administered in the school setting. These medications are highly regulated and the Health Office is not set up to comply with these regulations. The school's Health Staff are also prohibited from administering non-FDA approved medications, to include herbal preparations.

Arkansas law and current practice allow for the responsible student to carry their own rescue medications (e.g. Act 1694, "Alex's Law"). This includes prescribed Auto-Injectable Epinephrine, Asthma Inhalers, and diabetic medications. Per law, the need for this must be documented by a private provider and reviewed by the parent, school nurse, student, and if indicated, select faculty, coaching staff, and/or peers. Parents may provide the Health Office with back-up rescue medications for their student.

Notification of Injuries

To notify parents of minor injuries at school a medical report is created regarding when and where the injury occurred as well as how it was treated. An electronic copy will be emailed to the parent.

For any type of head injury, injury to the face, or any injury that the staff suspects may be more serious, the parent will be called on the phone or otherwise notified immediately.

RULES AND REGULATION PERTAINING TO IMMUNIZATION REQUIREMENTS

Promulgated Under the Authority of Ark. Code Ann. §§ 20-7-109, 6-18-702, 6-60-501 -504, and 20-78-206

Effective September 1, 2014

K-3 AND K-4 IMMUNIZATION REQUIREMENTS

Vaccine -> Child's Age	DTaP DTP/DT	Polio	Hib	Hepatitis B	MMR	Varicella chicken pox	Pneumococcal	Hepatitis A
19-48 months	4 doses OR 3 rd dose within the last 6 months OR 1 dose with the last 8 weeks	3 doses OR 1 dose within last 8 weeks	3-4 doses with last dose on/after the 1 st birthday OR 2 doses if first dose is administered at age 12-14 months and doses are at least 8 weeks apart OR 1 dose on/after 15 months of age.	3 doses OR 1 dose with the last 8 weeks	1 dose	1 dose A medical professional history of disease may be accepted in lieu of receiving vaccine	3-4 doses with last dose on/after 1 st birthday OR 1 dose on/after 24 months of age if no prior doses OR 2 doses on/after 1 st birthday Not required on/after 5th birthday	For 19-24 months: 1 dose on or after first birthday (2 doses possible) For 25-48 months: 2 doses with 1 dose on or after 1 st birthday and 2 nd dose at least 6 months after 1 st dose
49 month- K5	5 doses* OR 4 th dose with last 6 months OR 1 dose with last 8 weeks OR 4 doses with last dose on/after 4 th birthday	4 doses with a minimum interval of 6 months between the 3 rd and 4 th dose OR 1 dose with last 8 weeks	3-4 doses with last dose on/after 1 st birthday OR 2 doses if first dose is administered at age 12-14 months and doses are at least 8 weeks apart OR 1 dose on/after 15 months of age if no prior doses Not required on/after 5th birthday	3 doses OR 1 dose within the last 8 weeks	1 dose	1 dose A medical professional history of disease may be accepted in lieu of receiving vaccine	3-4 doses with last dose on/after 1 st birthday OR 1 dose on/after 24 months of age if no prior doses OR 2 doses on/after 1 st birthday Not required on/after 5th birthday	2 doses with 1 dose on or after 1 st birthday and 2 nd dose at least 6 months after 1 st dose

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KINDERGARTEN THROUGH GRADE TWELVE IMMUNIZATION REQUIREMENTS

Vaccine -> Grade	Diphtheria, Tetanus, Pertussis DTP/DT/Td/DTaP/Tdap	Polio	Hep B	Hep A	MMR	Varicella	Meningococcal
Kindergarten	4 doses (with 1 dose on or after 4th birthday)	3 doses (with 1 dose on or after 4th birthday with a minimum interval of 6 months between the 2nd and 3rd dose)	3 doses	1 dose on or after 1st birthday	2 doses (with dose 1 on or after 1st birthday and dose 2 at least 28 days after dose 1)	2 doses (with dose 1 on or after 1st birthday and dose 2 at least 28 days after dose 1) OR A medical professional history of disease in lieu of vaccine.	None
1 st thru 12 th	4 doses (with 1 dose on or after 4th birthday) AND 1 dose of Tdap at age 11 (or older if student moves into district and has not received Tdap) OR 3 doses for students 7 years or older. 1 dose must be a Tdap with the remaining 2 doses a Td.	3 doses (with 1 dose on or after 4th birthday with a minimum interval of 6 months between the 2nd and 3rd dose)	2 or 3 doses (11-15 year olds could be on a 2-dose schedule)	1st GRADE ONLY: 1 dose on or after 1st birthday 2nd-12th GRADE: None	2 doses (with dose 1 on or after 1st birthday and dose 2 at least 28 days after dose 1)	2 doses (with dose 1 on or after 1st birthday and dose 2 at least 28 days after dose 1) OR A medical professional history of disease in lieu of vaccine.	Second dose at age 16 years OR If first dose is administered at age 16 years or older, no second dose is required
7 th	4 doses (with 1 dose on or after 4th birthday) AND 1 dose of Tdap OR 3 doses for students 7 years or older. 1 dose must be a Tdap with the remaining 2 doses a Td.	3 doses (with 1 dose on or after 4th birthday with a minimum interval of 6 months between the 2nd and 3rd dose)	2 or 3 doses (11-15 year olds could be on a 2-dose schedule)	None	2 doses (with dose 1 on or after 1st birthday and dose 2 at least 28 days after dose 1)	2 doses (with dose 1 on or after 1st birthday and dose 2 at least 28 days after dose 1) OR A medical professional history of disease in lieu of vaccine.	1 dose