



Disease, Head Lice and Illness Related Procedures for the School

6.400.6p

LAST REVIEWED: November 2019

Standard Operating Procedure Outline

<i>Category:</i>	Students	<i>Department:</i>	Student Health Services		
<i>Procedure:</i>	Disease, Head Lice and Illness Related Procedures for the Schools				
<i>Policy Reference # :</i>	6.400	<i>Version:</i>	1.0	<i>Date Revised:</i>	November 11, 2019

Operational Objective(s)

To outline student health related procedures and guidelines in the school to ensure compliance with State law and State guidelines.

Procedures and Guidelines

A. Asthma

When a student enters school and is identified with asthma, the school nurse should be notified. Students with asthma must have an Individual Health Plan (IHP) and/or Emergency Care Plan (ECP) developed by a registered nurse. The ECP can serve as the Asthma Action Plan/Safety Plan. Students with asthma shall be permitted to possess and self-administer a prescribed, metered dosage, asthma-reliever inhaler if he/she meets all of the following conditions:

1. The parent/guardian provides to the school written authorization for student possession and self-administration of the inhaler. The District “**Request for: Assisted Self-Administration of Prescription and Non-Prescription Medications**” form is to be used and is provided on an as needed basis. The returned form shall be maintained in a secure manner as determined by the principal and available only to appropriate staff. Once the medication assistance information is placed in the Health management software, the original request form is to be maintained in the cumulative record in an orange file folder.
2. The parent or guardian provides on the District’s form a written statement from the prescribing health care practitioner that the student suffers from asthma and has been instructed in self-

administration of the prescribed, metered dosage, asthma reliever inhaler. The statement must include the following information:

- » The name and purpose of the medication
 - » The prescribed dosage
 - » The time or times the prescribed inhaler is to be regularly administered as well as any additional special circumstances under which the inhaler is to be administered
 - » The length of time for which the inhaler is prescribed
3. A copy of the form shall be kept on file in the office of the school nurse or school administrator and is effective for the school year in which it is granted. The original form is placed in the cumulative record in the orange file.
 4. The LEA may suspend or revoke the student's possession and self-administration privileges if the student misuses the inhaler or makes the inhaler available for usage by another person. The student may be subject to disciplinary action.

B. Asthma Action Plan/Respiratory Emergencies

This is a District wide document which is an overview of existing policies and procedures to guide staff when assisting students with asthma in the school. **Five Signs of an Asthma Emergency** represents general emergency situations and is to be followed for students without an IHP and/or ECP but showing signs of a perceived respiratory emergency at school. If one is at all uncertain of what to do in case of a breathing emergency, **CALL 911**.

C. Communication Guidelines for Health Related Concerns

The Director of Student Health Services is to be contacted regarding student health issues, concerns and/or questions. The Director consults directly with the Metro Public Health Department and decisions are made regarding next steps and communications. Schools are not to send out letters or calls to parents regarding a health situation (i.e. meningitis, scabies, measles, staph, communicable diseases, etc.) prior to speaking with the Director of Student Health Services.

D. Guidelines for Health Care in the School Setting

Tennessee Department of Education and Tennessee Department of Health – As required by the State, each principal shall receive a copy of the guidelines document (TCA § 49-50-1602) from Student Health Services. These guidelines provide information for compliance with TCA concerning the administration of medications and health care procedures in the school setting.

E. Health Related Emergencies

When a health related emergency or perceived emergency occurs and a nurse is not present or available, 911 should be called immediately. Every effort should be made to contact the child's parent/guardian. Principals should report health related emergency situations using the District's **Incident Report**. See **Procedure 6.400.3p Transportation of Students to Medical Facilities** for more detailed information.

F. Head Lice Plan

If a student is positive for live head lice, the parent/guardian should be contacted. The student may stay at school until the end of the day. Information regarding treatment and control measures will also be sent home with the student. A student may return to school when the parent or guardian obtains a note from their private health provider or the Metropolitan Health Department stating that the student has been treated and is lice free. An excused absence for up to three (3) days per infestation will be granted. Contact Student Health Services for the Head Lice brochure to be given the parent/guardian.

G. Illness Guidelines for Parents

Student Health Services provides schools guidance for parents regarding Illness and attending school. "When is Sick Too Sick for School?" is available for all schools.

H. Influenza

Each school shall provide parents/guardians with information about influenza disease and the effectiveness of vaccination against influenza at the beginning of every school year per State law. This information, provided by Student Health Services, shall include the causes, symptoms, and means by which influenza disease is spread and the places where parents and guardians may obtain additional information and vaccinations for their children (TCA § 49-6-5005). As appropriate, further guidance regarding prevention and procedures to follow during flu season will be communicated to schools by the Student Health Services Director.

I. Meningococcal Disease

Each school shall provide parents/guardians with information, provided by Student Health Services, about meningococcal disease and the effectiveness of vaccination against meningococcal disease at the beginning of every school year per State law. This information shall include the causes, symptoms, and means by which meningococcal disease is spread and the places where parents and guardians may obtain additional information and vaccinations for their children (TCA § 49-6-5005).

J. Methicillin-Resistant Staphylococcus Aureus (MRSA)

Schools shall follow the instructions below regarding confirmation of MRSA staph infections:

1. Contact the MNPS Director of Student Health Services,
2. Encourage teachers to remind students, on a regular basis, about the importance of good hand washing and keeping all skin abrasions, cuts or lesions covered with a bandage, and
3. Contact the local school custodian so appropriate cleaning procedures will be implemented.

Performance Measure/Accountability

Continuous evaluation of procedure to ensure safety and compliance with all regulations

References/ Authority

TCA § 49-6-5005

TCA § 49-50-1602

Guidelines for Health Care in the School Setting (Tennessee Department of Education) (April 2019).