

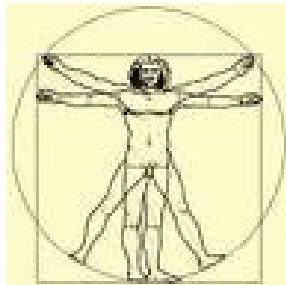


## **Welcome To Green Woods Charter School Health Services**

The School Nurse staffs the Health Office during regular school hours. The School Nurse is available to discuss health concerns with parents by phone or appointment.

Mrs. M. Wainwright – (215) 482-1613 please leave non- urgent messages only  
Fax: (215) 482-9135

### **Green Woods Charter School Health Care Philosophy**



Our students learn best when they are healthy. At Green Woods Charter School we are dedicated to promoting and protecting the health of students and our staff. One of the most important goals of a School Nurse is to help identify and provide support to our students who have health conditions that may adversely impact their learning. Our School Nurse helps our students to develop their own good health habits that will last throughout their life time.

At Green Woods Charter School, the effective management of our students' health care needs, requires a partnership among the student, the parent(s) or guardian(s), the primary care provider, and all the adults who work with our student at Green Woods Charter. Health Counseling is provided by the School Nurse to students, parents and staff.

***The goal of Green Woods Charter School Health Services is to provide and coordinate school health services for all learners to achieve academic excellence.***



The school's responsibility for the administration of emergency care is primarily limited to first aid only. **First Aid** is defined as the immediate and temporary care given in order to prevent further injury until advanced medical care can be secured.

Transportation, except for emergencies, is the responsibility of the parent or guardian. If you are unavailable by phone during the day, it is essential that the school have current emergency numbers.

## **What does a School Nurse Do? (Hyperlink to separate Word doc)**

### **School Entry Requirements**

Prior to admission at Green Woods Charter School students must have Pennsylvania immunization requirements, physical exam, hike participation form signed by physician, Annual Health History Form, Dental Exam & Emergency Card.

### **Immunization Requirements**

PA.Public School Code 23

*In order to begin school on the first day*, physical examinations completed within one year prior to the date of entrance are required for all students transferring from another school as well as those entering the Kindergarten. A vision examination is strongly recommended. The Pennsylvania Department of Health requires that all school children be properly immunized. The Department of Health, Division of School Health requires that students show evidence of having received the appropriate immunizations, at the correct intervals, at each grade level. All students who are new to Pennsylvania's schools must also comply with this requirement.

#### ***Exemptions:***

Students may be exempted from these requirements on religious or medical grounds if the parents(s)/, guardians(s), present a signed statement explaining the objection.

***Religious objections*** must set forth the *specific* religious beliefs which would prohibit the specific examination, immunization, or other medical intervention signed by both the students' physician and parent.

***Medical objections*** to immunization require written verification from the physician and must indicate that the immunization is medically contraindicated and what the medical condition is that poses a potential health risk for the student.

Please Note: Per 28 Pennsylvania Code 23.81, if your child is exempt from immunizations, he or she may be removed from school during an outbreak of a disease that your child does not have immunity to.

The School Nurse will notify parents/guardians of students with incomplete immunization records. Immunizations should be completed prior to entry into school. Incomplete immunizations may result in exclusion from school until the requirements are met. The Pennsylvania Department of Health has established the following immunization requirements for school entry:

## **Children entering school (at K or Grade 1) in Pennsylvania require the following vaccines:**

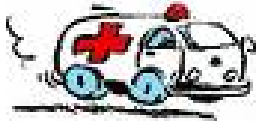
- 4 doses Tetnus \*
- 4 doses Diphtheria \*
- 3 doses Poliomyelitis (Polio)
- 2 doses Measles \*\*
- 1 dose Mumps \*\*
- 1 dose Rubella (German Measles) \*\*
- 3 doses Hepatitis B with proper dose spacing
- 1 dose of Varicella (Chickenpox) or history of disease \*\*\*

\* usually given as DTP or DTaP or DT or TD

\*\* usually given as MMR

\*\*\*2<sup>nd</sup> varicella vaccine advised by the CDC, currently not required

## **Emergency Health Room Card**



All students are to have cards on file EACH school year. Cards should indicate any current health conditions, medications and/or restrictions. The information must be dated and signed by parent/guardian. **STUDENTS CAN ONLY BE RELEASED OR PICKED UP BY THE PERSON(S) DESIGNATED AS AN EMERGENCY CONTACT.** Every effort is made to reach the parents first. Please keep the Health Office informed of any changes in doctors, dentists, contact persons, telephone numbers and changes in health status and health needs of your child.

## **Physical Examinations/Hike & Fun Friday Physical Activity Participation.**

PA.Public School Code 23.2

The Pennsylvania Department of School Health Services requires physical examinations of students during the year of **entrance** into the public school system, or within eleven months before entrance. A copy of the physical exam is required to be on file in the Health Office. A student **transferring in** from another school shall be treated as an entering student unless health records are transferred showing that there has been adequate health appraisal in the school of transfer. Physical Examination & Physical Activity forms both requiring physician signatures are available for **download** on our GWCS website.

## Sixth Grade Physical Examination

All students prior to entrance into the sixth grade must have a current physical examination result on file in the Health Office per PA.Public School Code 23.2. A physical examination form is available for **download** on our GWCS website.

## GWCS Annual Hike/Physical Activity Medical Clearance

By the first day of school, all GWCS students are required annually to have on file a GWCS medical clearance form signed by the student's physician. This particular form is specific for our unique GWCS environment and substitute forms signed by physician will not be accepted. Students will not be permitted to participate in curriculum required class hikes or Fun Friday activities that are physical in nature if the GWCS signed medical clearance forms are not on file for the current school year. Required GWCS medical clearance forms for hike/physical participation are available for **download** on our GWCS website.



## Third and Seventh Grade Dental Examinations

PA.Public School Code 23.3

All students prior to entrance into the third and seventh grade must have a current dental examination on file in the Health Office. A dental examination form is available for **download** on our GWCS website.

All students in the State of Pennsylvania, upon entry into Kindergarten, third and seventh grades are required to have a Dental Examination completed within 12 months prior to grade entry. The examination must be performed by a licensed dentist and he/she shall sign the statewide dental report form that will be on file in the GWCS Health Room.

## State Mandated Screenings



In compliance with the Pennsylvania Department of Health, Department of School Health Services, the School Nurse conducts various health screenings and makes appropriate referrals when necessary. Immunizations and Health Records are compiled and maintained throughout a student's educational career.

***Vision Screening is not a substitute for a complete eye and vision evaluation by an eye doctor.*** Your child is not required to undergo this screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

- Annual vision screening all grades 28 PA Code, Chapter 23.4
- Growth screening & BMI (Body Mass Index) is done every year

- Audiometric screening (Hearing Testing) in K, 1, 2, 3 & 7 as well as annual testing for children that previously failed this screening & where indicated in a student's IEP. 28 PA Code, Chapter 23.5
- Scoliosis screening is done in grades 6 & 7, unless performed by physician during Grade 6 mandated Physical Exam. 28 PA Code, Chapter 10 (b).

## Medication Policy



When possible, prescription medication should be given at home. The administration of medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well being of the student. If medication needs to be given three times a day, it should be given at home before school, at home after school and at bedtime. However, if it must be given during the school day, please follow these guidelines:

All medications to be taken during the school day should be brought to the School Nurse by a parent or designated adult. It is the responsibility of the parent/guardian to obtain or download the required **Medication Administration Form (Med I Form)** for **Physician Authorization** for the medication to be administered at school.

The **Med I** form must be **renewed** at the beginning of each school year and whenever there is a change in the dose or a discontinuation of the medication. Medication **Administration Form** is available for **download** on our GWCS website.

### Over the Counter Medication

These medications include cough/cold remedies, pain relievers such as Ibuprofen (Advil, Motrin) and medicated topical applications. All medication must be in Manufacturer-labeled containers.

### Prescription Medication

All prescription medications must be in a pharmacy labeled bottle (ask the pharmacist to dispense a duplicate bottle for use at school). The pharmaceutical container must state the student's name, the name of the medication, the dose to be administered, and the name of the prescribing physician. For short-term antibiotics, given for less than two weeks, the parent signature and the prescription labeled container is sufficient authorization.

Unused Medication must be picked up by the last day of the school year or it will be discarded.

***These medication guidelines are mandated by the State of PA. Division of School Health and are designed for the safety of your child and are strictly enforced.***

If you have any questions/concerns, please contact Mrs. Wainwright.



## Self-Administration of Metered Dose Inhaler or Epi-Pen



Green Woods Charter School shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medications stored by school personnel. Parent(s), guardian(s) must indemnify and hold harmless Green Woods Charter School and its employees against any claim, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.

1. Some students may need to carry their emergency medication (asthma inhalers/ Epi-Pens) on their person, and use it on an "as needed" basis. These situations require a doctor's a doctor's order and parental/guardian permission as indicated on the appropriate ***Medication Authorization Policy***.
2. The school nurse will complete a self-administration of medication assessment. If the student does not show responsibility with the medication, the parent/guardian and physician will be notified.
3. A student agreement to carry the specific medication will be signed indicating understanding of the medication and proper use, that the medication will not be shared, and that they will notify a responsible adult if there is no marked improvement after the prescribed dose is given. In all cases, the school retains the discretion to reject a request for the self administration of medicine.
4. Permission allows the student to possess and use his or her medication while in school, while at a sponsored activity, while under the supervision of school personnel, or before or after school activities, such as while in before school or after school care on school operated property.

Self-Administration is defined as: Situations in which students carry their own medication on their person and administer that medication to themselves during the school day (The pupil has the discretion to use his or her medication), as ordered by their physician and authorized by their parent/guardian and Green Woods Charter School. Green Woods Charter personnel do not handle this medication, nor is it stored in the school's medication cabinet. There is no documentation of where and when it was used by the student.

If your child's medication is to be discontinued, both the parent/guardian and the physician must notify the school in writing.

## Sick Day Guidelines



The following guidelines are used to determine dismissals and may be helpful for parents to determine appropriate attendance. **Keep your child home and contact their physician for a diagnosis.** A note from the doctor indicating the diagnosis and permission for the student to return to school is advised.

- ✓ has been vomiting during the night
- ✓ has a cold with sneezing or persistent coughing or runny nose
- ✓ has diarrhea
- ✓ has an oral temperature of 100.6 or higher
- ✓ has a red ulcerated sore throat
- ✓ does not eat breakfast because of a stomach ache
- ✓ has red encrusted eyes
- ✓ has an undiagnosed rash
- ✓ has just begun antibiotics.
- ✓ any child with a contagious condition, such as strep throat, must be taking the medication for 24 hours before returning to school
- ✓ has lice or nits. A child must be checked by the school nurse before returning to the classroom to be sure that he/she is nit free following lice treatment.

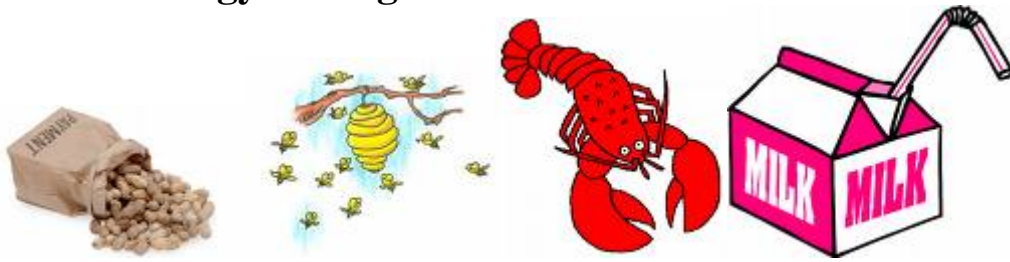
Please report all communicable diseases (chickenpox, strep throat, scarlet fever, pink eye, impetigo, fifth's disease, head lice, scabies, ring worm, whooping cough, measles, mumps, etc.) to the School Health office. Keep your child home for a period of 24 hours of medication treatment if indicated, or until after the contagious period for the illness is over. This time frame may be longer for more serious communicable diseases.

Student's may return to school after they are fever free (without the use of fever reducing medications) for 24 hours, vomiting and/or diarrhea free for 24 hours. Student's absent 3 days require a note from the physician indicating diagnosis and ability of the student to return to school.

Should it be necessary for an ill child to leave school at any time during the school day, the student will be released only to their parent, guardian, or adult authorized by the parent.

**Important Note:** We request that you pick up your child within 1 hour of the initial phone call from the School Nurse, not only for the consideration of other students who may become ill but for your child's comfort. Thank you in advance for your cooperation to this matter.

## Severe Allergy Management



A student that has a severe allergy, where a life-threatening allergic reaction called anaphylaxis can occur, that student should have a prescribed Epipen at school. In some cases an Epipen may be kept with the student as well as in the Health Office.

A Severe Allergy Action Plan should be filled out prior to the school year and reviewed with the School Nurse and Classroom Teacher. The Medical Order and Parent Authorization forms to administer prescribed medications during a severe allergic reaction must be on file at school. All of these forms are available by **downloading** on our GWCS website.

In the case of food allergies, a meeting with the parents and School Nurse is necessary to review classroom management that will create a safe and inclusive environment for the student. For example, in some cases a severe reaction can occur from peanuts, tree nuts, shellfish or potential food allergen coming in contact with the student's skin as well as ingestion. Complete avoidance of peanuts, tree nuts and products made with peanuts, nuts or shellfish is the only way to prevent a serious allergic reaction with that particular allergy.

For classroom management in these instances, letters are sent out before the start of the school year to all the parents of classmates of the student who is allergic. GWCS requests that parents not send in any daily snacks or birthday treats that contain peanuts and/or nuts or have peanut ingredients. The teacher supervises the food in the classroom and consults as needed with the School Nurse.

A Food Allergy Table is maintained in the cafeteria. This table is permanently designated by labeling and location in the cafeteria. The table is cleaned with a separate designated cloth and cleaning solution, to be used only on this table. Our Lunchtime Aides supervise the children to maintain the table allergen free.

## **Head Lice**

School wide head checks are done several times routinely during the school year. Periodically, classroom checks will be done aside from the routine checks. The student must be assessed by the School Nurse before returning to the classroom to ensure he/she is nit free following Lice Treatment.

## **Neglect and Abuse**

Teachers or school personnel who know or suspect that a child is neglected or abused are required by law to immediately submit an oral or written report to the Department of Health and Human Services. All schools in the state of Pennsylvania are mandated by law to report to the Department of Health and Human Services **excessive lateness** and any student that has 9 cumulative (not necessarily consecutive) unexcused absences in a school year.

## **School Health Forms**

Please go to our GWCS website **Inside Green Woods** click on **Health**, front desk or Health Room for required Health Forms. The following required Health Forms are available for **download** beginning May 2007:

- . Physical Exam
- . Dental Exam
- . Annual Student Health History
- . Annual Hike/Physical required signature of Physician
- . Medication Administration/Physician signature required
- . Severe Allergy Action Plan
- . Student Asthma Information

## **What is MRSA? (hyperlink separate Word Document)**

## National Agenda/School Health Issues.....

In the national news almost daily, we hear the words **Health Insurance, Body Mass Index, Diabetes and Asthma** to name a few. The National Health Care Agenda is reflected in the work of school health professionals.

Access to **Health Insurance** for children, now a national focus, has been the work of Philadelphia school nurses for the last decade. With access to health insurance comes access to health care. With the assurance of health insurance in Pennsylvania for all children through “Cover All Kids and Children’s Health Insurance Program”(CHIP), school nurses work with families to ensure that there is awareness about the availability of insurance.

There is a national focus on **Body Mass Index (BMI)** and the link to overweight children to diabetes.

**Asthma** is a growing national health issue. In Philadelphia, 33,354 children are known to have an asthma diagnosis. In collaboration with parents and in contact with primary care physicians, school nurses work in many ways to help children manage asthma through multiple means in order to reduce time out of school and work on lifelong health maintenance issues.

These are illustrative reasons why we have school nurses and why their work is so important to supporting learning and promoting healthy lifestyles for Philadelphia’s children.

In the future, we will highlight the valuable work being done as advocates for healthy children as learning children.



## Helpful Links

[www.aap.org](http://www.aap.org)

**American Academy of Pediatrics**

[www.andorrapediatrics.com](http://www.andorrapediatrics.com)  
[www.andorrapediatrics.yourmd.com](http://www.andorrapediatrics.yourmd.com)

**Andorra Pediatric Website**  
exceptional pediatric medical resource  
created by our GWCS attending  
physician:  
**“Dr. Bob” Selig, MD., FAAP**

<http://www.cdc.gov/nccdphp/dnpa/bmi/>

**Center for Disease Control (CDC)**  
**re: Body Mass Index (BMI)**

<http://www.cdc.gov/ncidod/dvbid/lyme/index/.htm> **Information on Lyme Disease**

<http://www.cdc.gov/HealthyYouth/shpps/index.htm>

[www.mayoclinic.com/health/asthma](http://www.mayoclinic.com/health/asthma)

Watch this video on this website  
to learn how to use:  
**Metered Dose Inhaler**  
**Aerochamber/Spacer**  
**Peak Flow Meter**

*The Green Woods Charter School Health Room webpage contains hyper-links to web sites that may be useful for parents and students. These links are provided as additional resources that may be useful to you and your children and are in no way to be used as a substitution for your child’s physician.*