

Health Policy

The Lakewood Park Christian School Health Service promotes and protects students' health, safety, and well-being and assures a healthy environment that supports academic growth. The administration, in cooperation with the registered school nurse, establishes procedures for administering medication and first aid.

Clinic Role and Hours

The school clinic is managed and maintained by a licensed Registered Nurse. The clinic's primary role is to promote the mind, body, and spiritual health of students enrolled at Lakewood Park Christian School. The school nurse partners with students, parents/guardians, teachers, and administrators to provide an environment that enhances academic achievement and spiritual growth. Lakewood Park Ministries staff may also utilize the clinic for health maintenance and medication administration when the school nurse is available.

The school nurse does not have the authority to diagnose medical conditions, illnesses, or injuries. This is the responsibility of a medical doctor or nurse practitioner not affiliated with Lakewood Park Christian School. The school nurse is not responsible for providing recommendations of healthcare providers or scheduling appointments for students or staff members needing medical care beyond the scope of the school nurse's practice.

The school clinic is open from 7:30 am to 4:00 pm on days school is in session (two hours later on days when a two-hour delay has been announced). The school clinic will not be open beyond these hours, barring a medical emergency requiring the school nurse's expertise. The school nurse may train and delegate clinic tasks to Substitute School Nurses or Unlicensed Assistive Personnel (UAP) on an as needed basis.

Immunization Policy

1. The immunization policy follows the codes and laws established by the state of Indiana (IC 20-34-4).
2. Parents or guardians must provide the school with documentation of immunization and students must be current with immunizations. Documentation of immunization consists of submitting a photocopy of the student's immunization records. This can be submitted to the office, emailed to the school nurse, or directly faxed from the physician's office or a previous school.
3. Student immunizations must be up-to-date and documentation submitted to the school by the first day of school, or the student may not be permitted to attend class until complete.
4. Indiana law provides exemptions to immunization for religious or medical objections.
 - a. A religious exemption requires a written statement signed by the parent objecting to each immunization. This statement must be resubmitted annually before the

- first day of school. The student may not be permitted to attend class if the exemption is not submitted by the first day of school.
- b. A medical exemption requires a physician's signature recommending exemption based on medical contraindications. This exemption must be resubmitted annually. The student may not be permitted to attend class if the exemption is not submitted by the first day of school.
 - c. Exemption forms are available in the school clinic.
5. If the student is on a delayed schedule for immunization, please contact the school nurse to coordinate the spacing and scheduling of immunizations.

Physical Examination Policy

1. The physical examination policy follows the codes and laws established by the state of Indiana.
2. All new students are required to provide a head-to-toe physical examination completed by a physician or nurse practitioner prior to the first day of school. Parents or guardians must provide the school with documentation of physical examination. Documentation of the physical examination consists of submitting a photocopy of the student's records. This can be submitted to the office, emailed to the school nurse, or directly faxed from your physician's office. If a physical form has not been completed by the first day of school, the student will not be permitted to attend class until the form has been completed and turned in to the school nurse.
3. Lower school students (PK-4th grade) should have the Lakewood Park Physical Form completed by their physician or nurse practitioner. **Physical forms are required to be completed before the first day of school for students entering Kindergarten and students who have had a change in their health status.** If a physical form has not been completed by the first day of school, the student will not be permitted to attend class until the form has been completed and turned into the school nurse.
 - a. Lower School Physical Forms will not be accepted or marked complete if the form is not completed in its entirety, including:
 - i. History Section - to be completed and signed by the parent/guardian.
 - ii. Physical Examination Section - to be completed and signed by a doctor or nurse practitioner, including acknowledging clearance for school and PE.
4. Middle and High school students (5th-12th grade) should have the IHSAA Sports Physical completed by their physician or nurse practitioner. **Physical forms are required to be completed before the first day of school for students entering 6th and 9th grades and students who have had a change in their health status.** If the student is an athlete, this physical should be completed annually after April 1st. If a physical form has not been completed by the first day of school for non-athletes, the student will not be permitted to attend class until the form has been completed and turned in to the school nurse.
 - a. The IHSAA Physical Form must be completed in the document's entirety for all Middle and High School students needing a physical, including:

- i. History Form - to be completed by parents/guardians to the best of their ability.
 - ii. Physical Examination - to be completed by the doctor or nurse practitioner.
 - iii. Consent and Release - to be completed by parents/guardians and students for sports participation.
5. Physical examination forms can be found on the Lakewood Park website in the Parent Portal.

Injuries and Medical Emergencies During School Hours

1. All serious injuries that occur during school hours should be reported to the clinic. The school nurse will administer first aid or emergency care based on the severity of the injury. Parents will be notified of the student's injury by phone call or email notification system.
2. Emergency Medical Services will be called at any time if the school nurse or administration deems the situation necessary.

Illness During School Hours

1. If a student becomes ill during school, the student will be sent to the clinic with a clinic form or hall pass. The school nurse will evaluate the student's symptoms.
2. An email from the medical charting system will be sent to parents after the student's clinic visit. The email will note symptoms, treatment, and any medications that were given to avoid overmedication.
3. The school nurse will call the student's parent/guardian if it is determined that the student needs to go home. Please note the school nurse reserves the authority to send a student home if she deems the student is not fit to continue their day at school.
 - a. Students are not to call their parents to go home rather than consulting the school nurse.
 - b. Students who leave school with parents/guardians for an illness without first consulting the school nurse will be considered Absent Unexcused.
4. If parents/guardians notice the student is ill prior to the school. Day, please keep the student home for the sake of the student and other students and staff members.

Illnesses Requiring Exclusion from School

The following are health issues for which a student will be sent home, require a referral from a doctor, provided guidelines for returning to school, and practical precautions:

1. *Fever*
 - a. Parents will be notified and expected to pick up the student if they are running a temperature of 100.0 degrees or more. Students running a temperature of 100.0 degrees or more before the school day starting

should be kept home. Students must be free of a fever (below 100.0 degrees) without the use of fever-reducing medications for at least 24 hours before returning to school.

2. *Vomiting, Diarrhea*

- a. Parents will be notified and expected to pick up the student if they experience vomiting with other symptoms of illness or have at least 2 watery stools, other symptoms of illness, and/or are not able to maintain appropriate hygiene at school. Students meeting these criteria before the school day starts should be kept home. Students must be free of vomiting and diarrhea at least overnight (at least 12 hours) before returning to school.

3. *Excessive and Persistent Coughing*

- a. Parents will be notified and expected to pick up the student if the student is experiencing excessive and uncontrolled coughing while at school. Students who experience excessive and persistent coughing before the school day should be kept home. The cough should be controlled and not distracting to the student or classroom environment before returning to school.

4. *Skin Rashes*

- a. If a student comes to school with a skin rash or develops a skin rash during the school day, the school nurse will make a decision based on the potential of communicability to other students. The school nurse may be able to identify the condition using assessment. However, as the school nurse cannot definitively diagnose conditions, an appointment with a physician or nurse practitioner may be necessary to determine whether a rash is contagious. Students referred to a physician or nurse practitioner for determination of communicability must have a provider's note that clears the student to return to school before or at the time of return to school.

5. *Conjunctivitis (Pink Eye), Strep Throat, and Other Contagious Illnesses Requiring Antibiotics*

- a. Conjunctivitis (Pink Eye) - Students who have eyes that are red/pink, draining, crusty, itching, painful, sensitive to light, and or vision difficulties may be sent home to be evaluated for possible Conjunctivitis.
- b. Students who have been sent home to be evaluated for any other contagious bacterial illness should have improving symptoms and should be treated with antibiotics for 24 hours before returning to school.

6. *Cuts and Open Wounds*

- a. Cuts or open wounds should be covered for that student's protection, as well as the protection of others. If wounds are draining or wounds cannot be covered, parents may be asked to keep that student out of school until the wound can be safely covered or cared for. On occasion, a visit to a physician or nurse practitioner is necessary to determine the communicability of the wound. Students referred to a provider for

determination of communicability must have a provider's note that clears the student to return to school before or at the time of returning to school.

Medication Policy

1. The medication policy follows the codes and laws established by the state of Indiana (IC 20-33-8-13, IC 20-34-3-18, IC 20-34-4.5).
2. Parents must sign a medication authorization form (goldenrod form) for all medications turned into the clinic. Information should include the name of the medication, dosage, time of administration, and condition for which the medication is needed.
3. No student is permitted to provide or sell any medications to another student. Students may be subject to disciplinary action if they are known to participate in these types of activities.

Over-the-Counter Medications

1. The clinic will provide stock over-the-counter medications that may be administered with parent permission. Parents can give permission for students to receive these medications on Enrollment and Re-enrollment forms.
2. Over-the-counter medications that will be available in the clinic are:
 - a. Acetaminophen (500 mg)
 - b. Ibuprofen (200 mg)
 - c. Children's Acetaminophen (160 mg/5 ml)
 - d. Children's Ibuprofen (100 mg/5 ml)
 - e. Tums Tablets
 - f. Hydrocortisone Ointment
 - g. Cough Drops
 - h. **Diphenhydramine is available in the clinic only for emergency allergy situations.
3. All other over-the-counter medications must be provided by parents/guardians and taken to the office and will be stored securely in the clinic. All over-the-counter medications must be in the original container when turned into the clinic or they may not be administered.

Prescription Medications

1. All prescription medication must be taken to the office and will be stored in the health clinic.
2. Prescription medication must be in the original physician or pharmacy container, labeled with the physician's name, the student's name, the name of the medication, the amount to be given, the time to be given, and the duration of time the medication is to be taken. If prescription medications are not turned in in their original container they may not be administered.

3. **Pharmacies will often give duplicate containers on request so that parents can send only the amount needed at school to the school clinic.

Emergency Medications

1. Lakewood Park will have stock of the following emergency medications that may be administered by Lakewood Park employees who have been trained in the administration of these medications in the event of a medical emergency:
 - a. Epinephrine (or other medication for allergic/anaphylactic reactions)
 - b. Albuterol (or other medication for asthma or similar conditions)
 - c. Naloxone (or other medications for overdose)
2. Elementary students (PK-4th grade) who have a health diagnosis requiring emergency medications (i.e. asthma, severe allergy, seizure, etc.) are advised to provide the school clinic with emergency medications. Emergency medications must be in the original physician or pharmacy container, labeled with the physician's name, the student's name, the name of the medication, the amount to be given, the time to be given, and the duration of time the medication is to be taken.
 - a. Epinephrine or seizure medications turned in for severe allergies or epilepsy in an elementary student may be kept with the student's teacher in the classroom for immediate administration by a trained individual.
 - b. Albuterol turned in for asthma or related conditions in an elementary student will be kept in the clinic to be administered by the school nurse.
3. Middle and High school students (5th-12th grades) are allowed to carry and self-administer emergency medications during the school day with a physician's permit and parent permission.
 - a. The physician's permit must include the following information and be submitted annually to the student's principal and school nurse:
 - i. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 - ii. the student has been instructed in how to self-administer the medication; and
 - iii. The nature of the disease or medical condition requires emergency administration of the medication.
 - b. Middle and High school students carrying emergency medications must keep the medications with them at all times or stored securely in their locker. The student must act responsibly in carrying the medication(s) or the permit will be revoked (i.e. must not share the medication, must not leave the medication unsupervised, must not utilize the medication irresponsibly).

Chronic Conditions

1. Students with chronic health conditions will be provided services by the school nurse and Lakewood Park Christian School to the best of their ability.
2. The nurse will incorporate accommodations from any legally binding documents, such as IEP, ISP, or 504 documents.
3. Chronic conditions, for the purposes of this policy, shall include, but are not limited to:
 - a. Severe Food Allergies
 - b. Severe Environmental Allergies
 - c. Asthma
 - d. Diabetes
 - e. Postural Orthostatic Tachycardia Syndrome (POTS)
 - f. Epilepsy/Seizure Disorders

Action Plans

1. Action Plans are utilized by the school nurse to learn student health information in order to guide student's health care while at school, including:
 - a. coordinating health care management activities during the school day with school employees;
 - b. identify specific components of the individual's chronic health condition(s);
 - c. communicate care components and interventions amongst school team members who interact with the student who has a chronic condition, such as medication administration, treatments and procedures, signs and symptoms, etc.;
 - d. adapting interventions for the student's chronic condition to different situations, such as field trips, class parties, emergencies, etc.; and
 - e. developing an Individualized Healthcare Plan based on the severity of the student's condition.
2. Parents of students who have a known chronic condition (listed above) are required to complete an Action Plan for their student's diagnosis each school year.
3. Action Plans will be attached to Enrollment/Re-Enrollment packets each school year and should be completed prior to the first day of school.

Individualized Healthcare Plans

1. The school nurse shall create and develop an Individualized Healthcare Plan (IHP) for students whose chronic conditions or healthcare needs require more school nursing care and intervention during the school day. Physical and Mental Health needs could lead to the development to an IHP by the school nurse.
2. The IHP will act as a nursing care plan for students with chronic conditions to promote academic success and attendance at school, and/or if not implemented, will negatively affect their school experience.

3. IHPs will be initiated by the school nurse. A parent and student meeting will occur with the school nurse to review, make potential changes, and approve the IHP for implementation during the school year.
4. All IHPs are to be renewed annually at the beginning and ending of the school year by the school nurse, parents, and students. It will be determined at that time whether the IHP should be continued for the next school year.
5. The contents of the student's IHP are meant to only be shared with nursing staff within the school clinic to promote continuity of healthcare.

Vision and Hearing Screening

1. Vision and hearing policy follows the codes and laws established by the state of Indiana (IC 20-34-3-12, 13, 14).
2. The school nurse coordinates screenings for visual acuity and hearing testing during each school year. A parent permission note is not sent for these tests as these screenings are required by state law.
3. **Visual Acuity**
 - a. Vision screening by the school nurse is conducted for all students enrolled in 3rd, 5th, and 8th grades, as well as any students suspected of having vision problems.
 - b. A Modified Clinical Technique (MCT) visual acuity exam is coordinated by the school nurse and conducted by a team of trained eye health professionals. All students in the 1st grade, students who failed the nurse's screening, and any students suspected of having vision problems will be screened with the MCT.
 - c. Students who fail the MCT will have a referral letter sent home to parents/guardians. The student will be required to be evaluated for vision deficits by an eye doctor and return the evaluation slip to the school nurse.
4. **Hearing Testing**
 - a. Hearing tests are conducted for all students enrolled in the 1st, 4th, 7th, and 10th grades, new students, and all other students suspected of having hearing problems.
 - b. Hearing screening is coordinated by the school nurse and conducted by a team of Speech-Language Pathologists.
 - c. Students who fail the hearing test twice will have a referral letter sent home to parents/guardians. The student will be required to be evaluated for hearing loss by a hearing specialist and return the evaluation slip to the school nurse.