

## 6. HEALTH INFORMATION

St. Stephen School does not have a nurse on staff. A volunteer nurse maintains school medical records and ensures compliance with state mandated policies and procedures.

### Compliance:

St. Stephen School requires students to be in compliance with the rules and regulations for healthcare requirements of the Commonwealth of Massachusetts. Compliance is required upon entering school.

Students entering kindergarten, grade 4 and grade 7 are required by state law to have a complete physical examination and immunizations if applicable. Parents are notified of these requirements during the previous school year. Diocesan Policy stipulates the following:

**The state law requires that immunizations be updated prior to entry.**

**Parents of students not in compliance with immunization regulations at the start of school will be notified of an exclusion date, no later than September 30, by which a record of required immunizations will be presented to the school. Each school is expected to exclude any student who is not immunized by the exclusion date.**

A non-compliant student will be allowed to re-enter school when the requirements are met.

### Medication:

State law does not allow school personnel to dispense medication. Please make sure children take their medicine at home before they come to school.

If it is impossible for a student to take required medicine at home before or after coming to school, and the child must therefore take such medicine during school hours, the parent/guardian must come to the school to administer medication herself or himself. The parent/guardian may designate another responsible individual to come to the school on her or his behalf. In this case, the parent/guardian must make reasonable advance arrangements with school administration.

### Sick and Injured Children:

Sick or injured students must not be sent to school. Children who have vomited within the last twenty-four hours must be kept at home. Children who may have what appears to be a communicable disease will not be permitted to attend school until a doctor's note indicates otherwise. Parents/guardians are expected to make provision for taking sick children home. Since the school does not have the facilities or the staff to provide extended care for a sick child, students who do not feel well enough to return to class after a brief stay in the office must be dismissed. The school does not provide transportation.

In accident cases which appear to be of a minor nature, first aid will be administered on the premises. In cases which appear serious, the Principal or staff person will make an effort to contact parents/guardians to come and pick up the child.

When a student becomes ill or has a significant accident during the day, the parent/guardian is contacted. If the parent/guardian cannot be reached, the principal or office staff contacts the emergency number(s). **It is critical that parents/guardians provide numbers of people who can actually act in their behalf in an emergency. All numbers must be kept updated. If no one is available, then the procedure would be to have a child transported to a hospital in the company of a staff person. Parents who do not wish their child treated in any particular way should indicate this on the Registration Form along with directions to be followed in the space, *Other Information*.**

If those responsible for the child do not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the school staff will act according to their best judgment for the welfare of the child.

### Allergies:

**PARENTAL RESPONSIBILITY: It is the responsibility of the parent/guardian to inform the school of any allergies or medical conditions that his/her child has.**

### Allergy Aware School

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## Food Allergy Policy

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St. Stephen School recognizes that life threatening food allergies are an important condition affecting many school children. In order to minimize the incidence of life threatening allergic reactions, St. Stephen School will maintain a school-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

## Training

In order to minimize the incidence of life threatening allergic reactions, St. Stephen School will provide training and education for St. Stephen School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy. Training will be provided to school personnel on:

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen).
- Specific steps to follow in the event of an emergency.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen.
- Policy and procedure will be reviewed at the beginning of every school year Per the Massachusetts Department of Public Health.

## **Procedures for Life Threatening Allergy Issues:**

### Notification

The Principal will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

### Classrooms

Teachers must be familiar with the Prevention Plan for individual students in their classes and respond to emergencies as per the emergency protocol documented in their Prevention Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school office will be called and the office personnel will contact emergency medical services immediately.

The classroom will have easy communication with the office by such means as functioning walkie-talkie or cell phone.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. Posted sign on classroom door will alert visitors to the allergies in the room.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Sharing or trading food in the class will be prohibited.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

In the lunchroom, a "Safe -Zone" table will be established and maintained as for all students with food allergies. **If you do not want your child to sit at this table, you must sign the Allergy Free Table Release Form distributed at the beginning of the school year.**

## Appointments:

Medical and dental appointments should be scheduled outside of school time. Please avoid making appointments during times of testing, both classroom and standardized. In cases where this cannot be avoided, a note from the parent must be sent to the homeroom teacher who in turn will send it to the office where dismissal is approved. All notes will be filed in the student's personal folder.

**Dismissals:**

Any time a student is dismissed from school, the parent/guardian or person designated on the Emergency Form must come into school and sign the child out in the Dismissal Book.