

WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

FFAC
(REGULATION)

SCREENING
PROCEDURES

For state-required screening procedures, see
FFAA(LEGAL).

INJURY OR ILLNESS
AT SCHOOL

A student who is injured or becomes ill at school or at a school activity will be evaluated, and the student's parents will be notified if appropriate. If the parent cannot be reached, the emergency contact or physician listed on the HISD Emergency Information card will be contacted.

MINOR FIRST AID

Minor first aid may be administered by the school nurse, if available, or by other appropriately trained persons.

ADMINISTERING
MEDICATION

The goal for the use of medication in school is to assist all students to participate at their fullest independent capacity. Policies and procedures developed to implement the handling, monitoring, and administration of medication will comply with the district's effort to ensure a safe, secure, and orderly school environment. See FFAC(LEGAL) and FFAC(LOCAL).

1. Each campus principal will designate two (2) persons to serve as Unlicensed Assistive Personnel (UAP) to administer medication to students.
2. Each UAP must participate in a "Medication Administration Training Session" which will be provided by the district nursing staff within the first two weeks of a school year and "as needed" if a former UAP is replaced. Training logs will be kept and certificates issued by the training staff.
3. A designated UAP must administer student medication in an enclosed private area with only the student and the UAP present. The UAP must verbally acknowledge the student's name and ask for a response from the student, as well as verifying the name of the student on the medication container. Head Start and pre-kindergarten students must be escorted by a campus staff person who will verify the identity of the student.
4. Administration of medications to students cannot be delegated to parent or community volunteers (exception – a parent administering medicine to his or her own child).

5. School staff will accept no more than a four-week supply of medicine that will be stored in a locked cabinet or drawer.
6. A student's medicine (with the exception of topical preparation for emergency first aid use) must be provided by the parent/guardian. No stock medications such as Aspirin, Tylenol, Mylanta, etc. will be kept at school for the purpose of administering to students.
7. All medicine must be in the original container or properly labeled prescription container. Information on the container must include the name of the child, the medication, dosage, route of administration, and time interval of the dose.
8. It is highly recommended that medications be given only one time at school; for those medications given two or three times daily, it is requested that parents/guardians give the morning or evening dose at home, leaving only the noon dosage to be given at school.
9. Medicine logs for all children receiving medications will be kept in the main office of the campus. If the child does not receive his/her approved regularly scheduled medication within a 30 minute window of the scheduled time for administration, parents/guardians will be notified.
10. All requests for medicine, including "over the counter" medications, to be given at school must be made in writing by the parent/guardian on the appropriate consent form [Exhibit].
11. Notes and phone calls to administer unscheduled medication (i.e. parent forgot to give medicine before school, child was away from home, etc.) will not be accepted. Only parents may administer any additional or unscheduled doses of medication.
12. Consent forms are to be kept in the binder with the Medication Administration Record (MAR).
13. Narcotic pain relievers, (Percocet, Vicodin, Codeine, Demerol, etc.) *will not be accepted* by school personnel. (Parents/guardians requesting that these medicines be given to their children at school must be

referred to the nursing staff for individual evaluation of the student's health condition.)

14. In accordance with board Policy FFAC (LEGAL), a student with asthma or anaphylaxis may possess and self-administer prescription asthma or anaphylaxis medicine if it is administered in compliance with the prescription or written instructions from the student's physician or other licensed health care provider, and the parent has provided written authorization. Students must also demonstrate to the school nurse the skill level necessary to self-administer the medication.

15. Dosage changes will only be accepted in writing from the prescribing health care provider. The health care provider may fax the requested dosage change on letterhead or a prescription pad to the school office. Written dosage changes will be attached to the original consent form. Parents may not request dosage changes for medications, either verbally or in writing.

CLEAN-UP
PROCEDURES

Routine and standard precautionary procedures will be used to clean up blood or any other body fluids after an accident or injury at school. Gloves will be worn when cleaning up blood spills, and spills will be disinfected with appropriate cleaning solution. Persons coming in contact with spills must wash their hands afterward. Blood-soaked items will be placed in leak-proof bags for washing or further disposition. Hand washing with soap and hot water after contact with a student is routinely recommended if physical contact has been made with a student's blood or body fluids, including saliva.