

Bethalto Community School District #8

Health Service Guidelines

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School Nurse Roles

Standards for School Support Personnel

<https://www.ilga.gov/commission/jcar/admincode/023/023000010g07600r.html>

School Nurse Job Description

- Provides first aid, emergency care, and illness care to students and staff.
- Works with parents to keep medical documentation up to date on students.
- Maintains accurate, complete, and current health records as required by law and district policy
- Provides health education as needed to students, parents, and staff
- Provides education and in services to faculty and staff on emergency care and individual health conditions of students. Staff will complete Mandatory Bushue Trainings Human Resources regarding health conditions ie: seizure, diabetes, epi-pen, etc.
- Administers daily medication to students per district policy
- Train administration and/or specific staff to administer medication in case of nurse absents
- Communicates student health concerns pertaining to educational performance to appropriate staff within the scope of FERPA / HIPAA guidelines.
- Contributes to IEP
- Participates as a member of the multidisciplinary team in the identification, evaluation, and placement of students in special education.
- Manages 504 caseload and contributes to 504s outside of caseload as needed
- Provides vision and hearing screenings according to IDPH guidelines
- Collaborates with faculty, staff, and outside agencies and organizations
- Documents services, reports, and billing in the Outreach Electronic System
- Documents a Medical Log of students seen in PowerSchool
- Maintains and implements an office environment conducive to effective health promotion within the limits of the resources provided by the district.
- Reports promptly to the Building Principal/District Administrator any serious accident or illness affecting pupils/staff in their buildings.
- Upholds Board Policy and administrative rules and regulations, and in enforcing school rules

- Participates in District Wellness teams.
- Takes all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
- Attends faculty meetings during the professional school day, or school day extended.
- Works the professional school day as established by the Board and/or Administration.
- Participates in professional development activities, seeks opportunities to grow professionally, maintains professional credentials, and abides by the Illinois Nurse Practice Act.
- Maintains current First Aid and Cardiopulmonary Resuscitation program completion. Maintains Illinois Certification as a Vision and Hearing Screening technician.
- Provides current Cardiopulmonary Resuscitation/AED training to staff as per State and district guidelines. Maintains current instructor status for American Heart CPR/First Aid training.
- Completes Medical Review and written reports for re-evaluations for out-of-district students from Bethalto and attend meetings.
- Maintains and updates Health Services Manual
- Illinois Mandated Reporter guidelines and form
- School nurse will be in school building or available during school hours
- Completes Medical Review for initial evaluations for parochial school students, Child Find Students and CFC students. Write reports, make recommendations, and attend meetings as part of the IEP process.
- Participates in school academic teams such as PBIS, RTI, Tier level teams, etc.

School	Nurse	Phone #	Fax #
Civic Memorial High School, MGC, Bethalto University	Cheri Whitman, BSN, RN PEL-CSN	Phone: 618-377-7230 Ext:11225	Fax: 618-551-7816
Trimpe Middle School	Sherri Verdun, RN PEL-CSN	Phone: 618-377-7240 Ext: 12305	Fax: 551-8651
Meadowbrook Intermediate School	Kelli Brown, RN	Phone: 618-377-7270 Ext: 15202	Fax: 551-7741
Parkside Primary School	Kassie Stewart, RN PEL-CSN	Phone: 618-377-4100 Ext: 16151	Fax: 551-7791
Bethalto East	Susan Jarman, RN	Phone: 618-377-7250 Ext: 13004	Fax: 551-8663

ISBE School Nurse Endorsement

<https://www.isbe.net/Pages/PEL-School-Support-Ed-Lic.aspx>

Health Requirements for School and State Compliance

Emergency and Medical Form Guidelines

- Requirement: It is the responsibility of the parent/guardian guardian to annually complete the Emergency Information and Health Information for students registered in the BCUSD.
- Form: It is found on online registration through Powerschool
- The nurse should review the health information for each student registered in their building and enter that health information into Powerschool.

Immunization/Physical Exam Requirements, Forms, and Noncompliance

- Requirement:
 - All students in Bethalto Community School District #8 shall be **required** to have on file a completed [Certificate of Child Health Examination](#) and proof of protection from communicable diseases, according to the rules and regulations as set by the Illinois Department of Public Health and the School Code [105 ILCS 5/27-8.1].
 - An up to date Physical is one that was done within one year of the 1st day of the child's preschool, Kg, 6th, or 9th grade year or within 30 days of entering an Illinois school for the first time or from another state.
 - Parent(s)/guardian(s) of children between the ages of 6 months and 6 years of age are **required** to provide a statement from their physician that their child was 'risk assessed' or screened for lead poisoning in accordance with State law (Section 7.1 of the Lead Poisoning Prevention Act).
 - Pre-school, Kindergarten, Sixth, and Ninth grade students must have the BMI and Diabetes Screening portion completed by their physician on the Health Exam form
 - All Kindergarteners, 6th graders, and 9th graders must have proof of physical exam and immunization compliance turned in by the 3rd Monday of September and all new students must have proof of immunization turned in 30 days after enrolling. 12th graders must have proof of the 2nd MCV4 vaccine by the 3rd Monday of September, unless they received the 1st one after the age of 16 years

old, then 1 vaccine is proof. Immunization requirements can be found on the Illinois State Board of Education website under “immunization requirements”.

- When a student enrolls, a [letter](#) notifying them of required health information should be sent by mail or email. A [second notice](#) can be sent as a second reminder of required health information. The day before the student is to be excluded, a [final notice](#) should be sent home with the student. Phone notifications can also be used and documented in Powerschool.
- Exemptions:
 - Religious Exemption - If a parent objects to immunizations based on religious or personal beliefs, they must complete the [Illinois Certificate of Religious Exemption](#) and have their child’s doctor sign the form.
 - Medical Exemption - If immunizations cannot be completed due to medical reasons, a doctor’s note must be turned in state that the immunization(s) could not be completed for medical reasons.
 - Proof of Immunity - a doctor’s note is required for proof of immunity
 - Homeless Students (McKinney Vento Act) - Students who are homeless should be enrolled in school and not be excluded for incomplete health records. The nurse and district homeless liaison should assist the parent in obtaining the appropriate health records for school.
- Noncompliance: Students who do not have proof of a physical exam and immunizations turned in on the appropriate form by the 3rd Monday of September or by the 30 days after enrolling will be excluded from school until such information is received.

Dental Requirements, Forms, and Noncompliance

- Requirement: Dental examination will be **required** for all children in Kindergarten, Second, Sixth, and Ninth grade by a dentist in accordance with Section 27-8.1(1.5) of the School code and the requirements of this Part. The examination must have taken place within 18 months prior to May 15 of the current school year. If an exam is not done, a waiver should be submitted
 - [Proof of School Dental Examination Form](#) should be submitted to the school to document the dental exam.
 - If a student has no insurance or Medicaid/KidCare or doesn’t have access to care, they can complete and sign a [Dental Examination Waiver Form](#)
- There is no penalty for noncompliance. The school nurse should encourage students to turn in their dental exam throughout the school year.
- The nurse must keep track of dental exams turned in throughout the year for an annual report that is due on June 30th. Copy this [Dental Worksheet](#) to keep track of dental information as dental exams are received.

- Miles of Smiles- come to each school yearly to complete dental exams and cleanings for those students who sign up. This is free of charge to students.

Vision Requirements, Forms, and Guidelines

- Requirement: Eye examination will be **required** for all children enrolling in Kindergarten and any student enrolling for the first time in a public, private, or parochial school in Illinois shall present proof of having been examined by a physician who performs eye examinations or an optometrist within the previous year (within one year prior to the date entering school), in accordance with Section 27-8.1(1.10) of the School Code and this Part *before October 15 of the current school year*. If an eye exam is not done, a waiver form must be submitted
- [Vision: Eye Examination Report](#) should be submitted to the school to document the vision exam.
- If a student has no insurance or Medicaid/KidCare or doesn't have access to vision care, the parent can complete and sign a [Vision: Eye Examination Waiver](#)
- Noncompliance: There are no penalties to students who don't turn in a Vision Exam form or Vision Exam Waiver Form. The nurse should still encourage students to complete this requirement.

Table Showing When Health Information is Due

	New to the District	Kindergarten	2nd	6th Grade	9th Grade	12th Grade
Immunizations	Third Monday of September or 30 days after enrolling	3rd Monday of September	n/a	3rd Monday of September	n/a	3rd Monday of September
Physical	Third Monday of September or 30 days after enrolling	3rd Monday of September	n/a	3rd Monday of September	3rd Monday of September	n/a
Dental	n/a	May 15 of current year	May 15 of current year	May 15 of current year	May 15 of current year	n/a
Vision	30 days after enrolling	October 15th	n/a	n/a	n/a	n/a

Student Health Information

Sharing Student Health Information

Illinois state law regarding student records: [105 ILCS 10/ Illinois School Student Records Act](#).

Medical Release Form

If sharing information to or from other schools or medical providers, a [Medical Records Release Form](#) should be completed and signed by the parent/guardian.

Permanent Health Record/Temporary Health Records

A student's permanent health records should be kept in the front of the student's file with a divider between the permanent records and the temporary records. The permanent health records include: required physical exams and sports physicals, required immunizations, religious exemption forms, required vision exams/vision exam waiver, required dental exam/dental exam waiver. The temporary health record includes doctor notes for injuries or absences, vision and hearing screening information and referrals, medication records, and other miscellaneous medical information.

Emergency Action Forms

Asthma Guidelines and Forms

- It is the parent's responsibility to notify the school nurse about their child's asthma and to submit an Asthma Action Plan, medication administration form/self carry form/prescription label, and the medication needed at the beginning of each school year.
- Asthma Action plan: All students with asthma must have an Asthma Action Plan on file.
 - Sample actions plans: [Asthma and Allergy Foundation Plan](#), [Allergy and Asthma Network Plan](#), and [American Lung Association Plan](#).
 - Medication administration form: students who keep their medication in the nurse's office must have a [Medication Administration Form](#) filled out and on file. If parents would like the student to carry their inhaler with them, that must be marked on the form.

Diabetes Guidelines and Forms

- It is the parent's responsibility to notify the school nurse about their child's diabetes and to submit a diabetes care plan from the doctor, an emergency action plan, diabetic supplies, and diabetic medications.
- Diabetic students should have a 504 plan or Medical Plan in an IEP.
- Some students who have a continuous glucose monitoring (CGM) and the nurse will be able to monitor their blood sugar throughout the day on an Ipad. If monitoring the student's blood sugar, it should be noted in the 504/IEP.
- Blood sugars and insulin doses should be logged on the [Diabetic Log](#).

Allergy Guidelines and Forms

- It is the parent's responsibility to notify the school nurse about their child's allergy and to submit an Allergy Action Plan, medication administration form or self carry form, and the medication needed at the beginning of each school year.
- Students with an EpiPen or severe allergy should have a 504 Plan or IEP documenting their condition and the actions to be taken by school personnel.
- Allergy Action plan: All students with allergies requiring EpiPens must have an Allergy Action Plan on file. Examples of some allergy action plans:
 - [American Academy of Asthma, Allergy and Immunology Plan](#)
 - [American Academy of Pediatrics Action Plan](#)
 - [Allergy Action Plan](#)

- Medication administration form: students who keep their medication in the nurse's office must have a [Medication Administration Form](#) filled out and on file
- Students who will self carry their EpiPen and emergency medication must have a [Student Agreement to Carry EpiPen Form](#) on file in the nurse's office

Seizure Guidelines and Forms

- It is the parent's responsibility to notify the school nurse about their child's seizures and to submit a Seizure Action Plan, medication administration form, and the medication needed at the beginning of each school year.
- Students with a seizure disorder should have a 504 Plan or IEP documenting their condition and the actions to be taken by school personnel.
- All students with seizures must have a Seizure Action Plan completed by their physician on file. Some examples of these plans are as follows:
 - [Epilepsy Foundation Seizure Action Plan](#)
 - [Child Neurology Foundation](#)
- A [Medication Administration Form](#) should be filled out for medications given at school.

Screenings

Vision screening Guidelines and Forms

- Purpose:
 - To separate those children who probably have no visual problems from those who should be examined by an eye doctor and possible treatment.
- Who does the vision screening:
 - Mandated screening services must be provided by vision and hearing screening technicians trained and certified by the Illinois Department of Public Health.
- Who is screened:
 - Vision screening services are provided for all pre-school children 3 years of age and older.
 - Vision screening services are provided for all children in grades Kindergarten, 2nd, 8th, and by teacher referrals, and students transferring into the school who have not been previously screened.
 - Vision screening services are provided for all special education children annually.
 - Children wearing glasses are included in the screening program, but are not administered the battery of tests. At the time of screening, the glasses are examined for broken frames, size and alignment, and scratched lenses. If anything unusual is apparent, it should be noted for referral. If the child has not seen his / her eye doctor in the past two years, a referral is made.
- Referrals:
 - Referrals are made for failure of the screening and/or appearance of the eyes, behavior indicating possible vision concerns, and complaints of the child.
 - Referral forms are mailed to the student's mailing address.
 - [Vision Referral Form](#) is filled out for students failing their vision screening.
 - [Vision Referral Letter](#) is sent with the referral form.
 - [Glasses Referral Letter](#) is sent to students who have damaged, lost or broken glasses.
 - [Letter for Failed Color Screening](#) is sent out to students who failed color screening. This screening is typically done in second grade.
 - [Letter for Unable to Test Vision](#) is sent when students are unable to complete the screening process.
- Follow up Procedures:
 - Six to eight weeks following the initiation of new referrals, the referral list should be reviewed to determine which children have actually been seen by an eye doctor. For those children that have not turned in the completed Vision Examination Report, a follow up should be made with the parents to make sure they received the referral.
- Record Keeping:
 - Screening results should be entered into the students record on Powerschool. A screening roster should be kept regarding those screened, rescreened, referred

and responses to referrals. At the end of the school year, an Annual Hearing Report is submitted to the Health Officer at the Board Office.

Hearing Screening Guidelines and Forms

- Purpose:
 - To separate those children who probably have no hearing problems from those who are suspect of hearing loss and in need of more detailed testing. Children who fail two screenings will then have a threshold test done. If this test is failed, then the child is referred for further evaluation. This is not a diagnostic procedure.
- Who does the hearing screening:
 - Mandated screening services must be provided by vision and hearing screening technicians trained and certified by the Illinois Department of Public Health.
- Who is screened:
 - Hearing screening services are provided for all pre-school children 3 years of age and older.
 - Hearing screening services are provided for all children in grades Kindergarten, 1st, 2nd, 3rd, and by teacher referrals and students transferring into schools, who have not been previously screened.
 - Hearing screening services are provided for all special education children annually.
- Referral:
 - Once a child has been identified as being suspect for hearing difficulties, the Audiogram and treating physician's report are mailed to the parent/guardian.
 - [Audiogram Form](#) is completed when a student has failed their hearing screening to document how they are hearing in terms of pitch and intensity.
 - [Treating Physicians Report](#) is sent with the audiogram and referral letter for the physician to complete. Parents should return this form to school.
 - [Hearing Referral Letter](#) should be sent with the Audiogram and Treating Physician's Report to the parent/guardian.
 - [Letter for Unable to Test Hearing](#) is sent to students unable to complete the screening process.
- Follow up Procedures:
 - Six to eight weeks following the initiation of new referrals, the referral list should be reviewed to determine which children have actually been seen by a doctor or audiologist. For those children that have not turned in the completed Hearing Examination Report, a follow up should be made with the parents to make sure they received the referral.
- Record Keeping:
 - Screening results should be entered into the students record on Powerschool. A screening roster should be kept regarding those screened, rescreened, referred and responses to referrals. At the end of the school year, an Annual Hearing Report is submitted to the Health Officer at the Board Office.

- Equipment:
 - Hearing machines must be calibrated annually. Calibration can be done through vendors that sell hearing screening equipment or through a local clinic that services area districts.

Reports

Vision Annual Report Guidelines and Forms

- The [Annual Vision Conservation Report](#) is due by June 30th each year.
- The report must be completed and sent to the Illinois Department of Public Health, 4212 West St. Charles Rd., Bellwood, IL 60104, or emailed to nancy.katz@illinois.gov

Hearing Annual Report Guidelines and Forms

- The [Hearing Conservation Annual Report](#) is due by June 30th each year.
- The report must be completed and sent to the Illinois Department of Public Health, 4212 West St. Charles Rd., Bellwood, IL 60104, or emailed to nancy.katz@illinois.gov

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Vision Exam Annual Report

- The Vision Exam Annual Report must be completed in IWAS on the ISBE website (one nurse in the district has authorization and password) by June 30th for vision exam information as of October 15th. (this reporting can be done any time after October 15th)
- The worksheet can be found at [Health Requirements/Student Health Data](#)
- Each nurse should complete the worksheet for their building as of October 15th and submit their completed worksheet to the district nurse with IWAS access to submit the data.

Immunization/Health Examination Annual Report Guidelines and Forms

- The Immunization/Health Examination Annual Report must be completed in IWAS on the ISBE website (one nurse in the district has authorization and password) by November 15th for health information as of October 15th.
- The worksheet found at [Health Requirements/Student Health Data](#)
- Each nurse should complete the worksheet for their building as of October 15th and submit their completed worksheet to the district nurse with IWAS access to submit the data.

Dental Annual Report Guidelines and Forms

- The Dental Exam Compliance Report must be completed in IWAS on the ISBE website (one nurse in the district has authorization and password) by June 30th for health information as of May 15th.
- As dental exams are turned in throughout the year, the nurse should track the information required for annual reporting on a spreadsheet
- The worksheet found at [Health Requirements/Student Health Data](#)

- Each nurse should complete the worksheet for their building as of October 15th and submit their completed worksheet to the district nurse with IWAS access to submit the data.

Medications

Medication Guidelines and Forms

- The parent/guardian of any student will be responsible for obtaining a [Medication Authorization Form](#), having it completed by the student's pediatrician, and returning it to school in order for medication to be administered at school. This includes both prescription and over-the-counter medications.
- A prescription from the doctor not on the BCUSD's medication form can be accepted if it contains the same information and the district's form.
- A new form is needed each school year for medication to be given at school.
- All medications must be delivered to the school office by an adult. The school assumes no responsibility if the parent or guardian chooses to send the medication to school with their child. The district, on a case by case basis, also assumes the right to override this policy and require parents to bring in medication themselves. Parents/guardians are liable for any problems that may arise as a result of their child bringing in their own medication.
- The medication should be brought in its original container with the label on it.
- Medication administration can be documented on the [Daily Medication Record](#)
- If the parents plan for the student to self-administer medication (Inhaler for asthma or EpiPen for possible anaphylactic reaction), the proper form must be completed by the parent/guardian and the student. These forms can be found at <https://www.bethalto.org/medical-forms.html>.
- In the event the school nurse is not available to give the student their medication, a trained administrator or trained staff member may administer the medication.
- The school assumes no responsibility that medication will be given at the appropriate times. It is the responsibility of the parent and student that the student follow the doctor's prescription
- For any student bringing medicine to school without a completed form or a note from their parent/guardian:
 - a contact will be attempted to the parent/guardian.
 - A dose of medication may or may not be given at the discretion of the school nurse for that day, but no further medication will be administered until a completed form is obtained.
 - The medication will be held in the nurse's office until it can be picked up by the student's parent/guardian. No medication will be sent home with a student, with the exception of an inhaler.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Illinois Department of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed and submitted a [School Medication Authorization Form](#); and
 - d. After administering the product to the student, the designated caregiver immediately removes it from the school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited

Medication Pick Up

- No medication, other than inhalers, will be sent home with students.
- Parents will be notified at the end of that year that if medication is not picked up within 3 business days from the last day of school, it will be disposed of properly by the school nurse.

Illness, Injury, and Communicable/Contagious Diseases

Head Lice Guidelines

- A student with excessive live lice will be sent home at the discretion of the school nurse. If lice or nits are found and not considered excessive, the parent will be notified and the student will remain at school until the end of the school day. Parents will be educated on the steps necessary to resolve the recurrence of head lice. Students will not be rechecked when they return to school unless the number of lice were considered excessive.
- Whole classrooms will not be checked for lice.
- A [Lice Handout](#) will be sent home with students going home with lice.
- If a student has chronic lice, the nurse will continue to educate parents on the steps necessary to reduce and/or resolve the recurrence of head lice. In addition, the nurse will educate staff on ways to reduce the transmission of lice in the classroom.

Bed Bug Guidelines

Students with bed bug infestations at home are not excluded from school. The nurse should work to educate families on bed bug treatment. Following is information about bed bugs:

- <https://www.cdc.gov/parasites/bedbugs/faqs.html>
- <https://www.dph.illinois.gov/topics-services/environmental-health-protection/structural-pest-control/bed-bugs>
- <https://www.epa.gov/ipm/bed-bugs-and-schools>

COVID-19

- District rules will be followed
- Current recommendations are to strongly encourage parents to keep their COVID positive home for 5 days from symptom onset and/or positive test.
 - These guidelines are subject to change. Please refer to the district's website for updated information.
 - [District Covid Information](#)

Head Injury and Concussion Guidelines

- A student sent to the school nurse with a head injury during the school day should be observed for 15-30 minutes.
- The [Report of Head Injury](#) form should be completed at the nurse's discretion.
- A copy should be sent home with the student and the original in the students file
- If the student has 2 or more symptoms from their head injury, they should be sent home to be monitored more closely by their parent and a recommendation to be seen by their pediatrician should be made
- If a student is diagnosed with a concussion the following accommodations should be made
 - Allow extended time on the completion of homework and tests
 - Assignments/tests must be modified to be non-computer based.
 - Modified/decreased homework assignments

- It is optimum for the student not to test in the 7-day window; however, this is at the discretion of the student/parent.
- No PE (Please do not have the student dress out)
- The student must be symptom free for a minimum of 7 days before returning to PE or Sports
- Additional accommodations may be added by the student's physician.
- For athletes, IHSA guidelines should be followed
 - <https://www.ihsa.org/documents/sportsMedicine/Concussion%20Protocols.pdf>

Other Infectious and Communicable Disease Guidelines

- A student should stay home with any infectious and communicable diseases
 - Fever: the student will be sent home or should stay home with a fever of 100.4 F or greater. A student should be fever free for 24 hours without fever reducing medication before returning to school
 - Vomiting: the student should be sent home or should stay home for vomiting
 - A student should be free from vomiting for 24 hours before returning to school
 - Diarrhea: the student should be sent home or should stay home for diarrhea
 - A student should be free from diarrhea for 24 hours before returning to school
 - Strep throat:
 - A child diagnosed with strep should be on antibiotics for 24 hours before returning
 - Other infectious or communicable diseases:
 - School nurse should seek guidance from the child's pediatrician, CDC or Madison County Health Department.

Student Injury Guidelines and Accident Forms

A [Student Accident Report Form](#) should be filled out for EMS calls, serious injuries requiring medical attention and at the nurse's discretion. A copy should be kept on file and a copy sent to the Main office.

Bloodborne Pathogen Guidelines and Annual Staff Trainings

The three most common bloodborne pathogens are HIV, HepB, and Hep C. All body fluids should be considered potentially hazardous. Bloodborne pathogens can enter the body through the mucous membranes, such as the eyes, nose or mouth, or through breaks in the skin. All sharps should be placed in a properly marked sharps container. Trash containing blood and body fluids should be placed in a red biohazard bag. Gloves should be worn any time there is possible exposure to body fluids. Staff will be trained annually through Bushue Human Resources.

Staff will also be educated annually about epipens/allergies, asthma, diabetes, and seizures through Bushue Human Resources.

AED

- The Illinois Statute Related to AEDs at school can be found at: [410 ILCS 4/ Automated External Defibrillator Act.](#)
- The [AED Masterlist for BCUSD8](#) shows all district AEDs and the dates batteries and pads will expire.
- The school nurse should monitor all AEDs in their building to ensure they are in working order and pads and batteries are up-to-date and working properly.
- The school nurse will make every attempt to keep coaches and some school staff trained in CPR and AED use.

Special Education

IEP Information

An IEP is an individualized education plan for a student receiving special education services. In order to receive special education services, a student must be evaluated and qualify for those services. To determine if a student qualifies, an informed consent meeting is held to determine what testing will be done. When testing is complete, the multidisciplinary team will meet again to determine eligibility. In order to participate in IEP meetings, the nurse must have a professional educator license.

- Informed Consent Meeting - This meeting is held to determine what information needs to be gathered for a student being evaluated for special education or every three years for a student already receiving special education services. If information is known about

the child prior to the meeting, the “Health” and “Vision and Hearing” sections of the consent can be completed prior to the meeting.

- Medical review - If it is determined that more health information is needed at the informed consent meeting, a medical review will be completed. If it is the first time the student is being evaluated, an [Initial Health History](#) will be completed. If the student is already receiving special education services, the [Health History Re-Evaluation Form](#) should be used.
- Multidisciplinary conference - Once all information is gathered, the nurse should summarize health information obtained during the medical review in the “health” and “vision and hearing” sections of the “Documentation of Results” form. The team will meet again with the parent to discuss the results of testing and information gathered and make a decision on the student’s eligibility.

Billing for IEP Students

If special education students are eligible for Medicaid, nurses can bill for vision and hearing, medication administration and medical reviews through [Outreach Time](#). Once in Outreach, select “Embrace DS”. Find your student by selecting the month you are billing for and selecting “add students to my caseload”. Once a student is selected, the student’s will appear. If billing is done for medication administration, the student must have health service minutes in their IEP. Any of the district nurses with a professional educator license can add health service minutes to an IEP. Students who are eligible for billing can be found in outreach. This billing provides funds to the Bethalto School District for nursing services provided by licensed nurses. An exa

At the end of the school year, nurses should complete the [form](#) detailing IEP service minutes and forward the form to the Director of Special Educations.

504’s

504 Plans are created for students with a disability that affects a major life activity. These plans are typically created for students with disabilities such as seizures, diabetes, severe allergies, hearing impairments, vision impairments, ADHD, cancer, etc. Specific information about 504 Plans can be found at [Civil Rights/Section 504](#) . If a student has an IEP, accommodations will be put in their IEP instead of doing a 504 plan.

- Annual reviews for 504 Plans:
 - Once in place, a 504 Plan must be reviewed annually. These reviews can take place in person, phone conference or video conference.
 - Paperwork for the 504 Plan is created in Outreach (<https://www.outreachttime.com/login/>)
 - A parent, classroom teacher, nurse and administrator should be in attendance at the meeting. Students in middle and high school may also attend the meeting.

- If a 504 meeting is no longer needed, a meeting can be held to cancel the 504 accommodations. Document in the paperwork that the meeting is no longer necessary.
- Re-Evaluation Meeting for 504:
 - A re-evaluation should be done every three years to determine if the 504 Plan is still needed.
 - A parent, classroom teacher, nurse and administrator should be in attendance. Students in middle and high school may also attend the meeting.
 - Attempts should be made to do this meeting in person. If necessary, the meeting can be held virtually and the paperwork sent home for signatures.
- Examples of some possible accommodations for a seizure 504:
 - Parents will provide the school with a seizure action plan prior to the start of school attendance;
 - Staff will receive a general training on seizure first aid;
 - Staff will actively monitor the student for seizure activity;
 - Staff will document the length of the seizure;
 - Emergency medication (Diastat) will be kept in the nurse's office in an easily accessible location for administration;
 - The following staff who work closely with the student will be trained on the administration of emergency medications;
 - Student will be allowed to rest following a seizure in the nurse's office;
 - Parent will be notified by the nurse by phone of any seizure activity;
 - Staff working with the student will call 911 for a seizure lasting over 5 minutes.
- Examples of some possible accommodations for a diabetic 504:
 - Parents will provide the school with a Diabetes Management Plan from the student's physician.
 - If student is out of class due to diabetes symptoms, teachers will provide instruction and allow him/her to complete tasks at a later time.
 - Teachers will allow student to eat snacks or drink water as needed.
 - School nurse will follow the Diabetes Management Plan provided by the student's physician.
 - School nurse will document blood sugars, carbohydrate intake and insulin dosages on a log in the nurse's office.
 - The cafeteria staff will let the nurse know of changes in the menu prior to lunch time.
 - If leaving the building, the adult in charge will ensure that student has his/her diabetic supplies.
 - Teacher will send student to the office with a partner if his Dexcom alerts that blood sugars are out of the safe range or if the student feels like their blood sugar is high or low.
 - Teacher will send student to the office prior to lunch and snacks to check his/her blood sugar and at the end of the day.
- Examples of some possible accommodations for an allergy 504:

- School Nurse will work with student's parent and physician to develop an Allergy Action Plan annually.
- Staff that work with student will do a training annually to recognize the signs of an allergic reaction including: itching, tingling, swelling, nausea, vomiting, diarrhea, tightening of the throat, hoarseness, hacking cough, shortness of breath, and wheezing.
- Staff working with student will bring him/her to the office at any sign of an allergic reaction, or call 911 and administer Epinephrine and/or Benadryl according to the Allergy Action Plan provided by the physician.
- School nurse will ensure that the Epipen, provided by the parents, is available in the nurse's office.
- Cafeteria monitors will actively supervise the lunch area where the student sits.
- Parents will provide non-expired Benadryl and/or Epinephrine for the school to use in case of an emergency.
- Teacher will take student's medication along if they leave the building for any type of field trip or walk.
- Teacher will check the ingredient list of birthday snacks for allergens.

Reporting Suspected Child Abuse or Neglect

According to Illinois law, **The Abused and Neglected Child Report Act, P.A.**

81-1077, a staff member who has reasonable cause to suspect that a student may be an abused or neglected child, shall report a case to the Department of Children and Family Services. Traditional considerations of confidentiality shall not constitute grounds for failure to report such cases. In addition, the law provides for a possible suspension of certificates of school personnel for “willfully failing to report an instance of suspected child abuse or neglect as required by the **Abused and Neglected Child Reporting Act.**”

Abuse and neglect are defined by Illinois law, but may generally be understood as follows:

- Abuse is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child’s health and welfare.
- Neglect is abandoning a child, subjecting a child to an environment injurious to his/her welfare, or failing to provide the proper support, education, or medical or remedial care required by law by one who is responsible for the child’s welfare. Therefore, it is the policy of the Board of Education that school personnel shall personally and immediately report suspected child abuse or neglect to the Department of Children and Family

Services. The Child Abuse Hotline number is **1-800-252-2873**. The hotline number is toll-free and operates 24 hours a day, seven days a week.

- School personnel must then send written confirmation of the oral report to the appropriate DCFS office within 48 hours on the [WRITTEN CONFIRMATION OF SUSPECTED CHILD ABUSE/NEGLECT REPORT](#) . Forms for this purpose shall be available in each social worker's or school nurse's office. School personnel shall also provide a copy of this report to their principal.

Policy for Treating Staff

Staff Injury/Accident Procedures and Forms

Refer to the Bethalto CUSD 8 Accident Reporting Procedures.

- The school district is set up with Midwest Occupational as the preferred medical provider to provide treatment for employees injured during their employment with the district. The nurse must call Midwest Occupational to set up an appointment.
- If the injury is more serious the employee may be sent to the emergency room or be transported by ambulance.
- Midwest Occupational Phone: (618) 251-5202 Fax: (618) 251-5118 Address: 325 Madison Ave., Wood River, IL 62095
- Accident and Injury Reporting Forms:
 - [First Aid Log \(Form A\)](#) should be filled out any time an employee reports an injury to the nurse.
 - [Employer's First Report of Injury \(Form E\)](#) should be filled out if the injury is serious and the employee needs medical care.
 - [Referral for Treatment Form \(Form D\)](#) should be filled out if you are sending the employee for evaluation and/or treatment.
 - [Medical Services Authorization](#) should be filled out if the employee will be sent to Midwest Occupational Medicine.
 - [Authorization for Medical Records and Communication Release \(Form C\)](#) should be completed if you are sending the employee for evaluation and/or treatment.
 - [Administration Investigation Report \(Form B\)](#) should be given to the administrator to fill out when the employee is sent for evaluation and/or treatment.
 - [Temporary Pharmacy Card](#) Should be given to the injured employee if they are sent for evaluation and/or treatment to be used to obtain a prescription.
 - [Motor Vehicle Accident Form \(Form F\)](#) should be filled out if the employee is sent for evaluation and treatment after involvement in a motor vehicle accident that is work related.

Documentation

- Accident and Injury Reporting forms that are filled out need to be signed by the building principal.
- Keep a copy for your records and send a copy of all forms to the Central Office to Julie Fitzgerald.

Nurse's Webpage

Each nurse is responsible for maintaining the webpage for their respective building through Weebly.

Disaster Supplies

Based on each individual school's emergency plan, the school nurse should maintain a stock of disaster supplies. Most schools have one or two trash cans filled with supplies based on the school district's [Disaster Supply List](#).

CPR Training

The Bethalto nurses are trained CPR instructors through the American Heart Association. It is the goal of the nursing staff to attempt to train all coaches and keep as many staff as possible trained in CPR. American Heart Association CPR is valid for a 2 year period. A list of trained staff will be maintained on the Google drive as [Bethalto CPR Log](#).