

Nursing Services Handbook

Immunization Requirements:

Proof of immunization in the form of a written record showing the dates including month, day and year your child was immunized is required for all student records. A written statement is also required for students with a medical and/or religious exemption. For medical reasons, the child's physician or physician designee must provide a written explanation stating that the immunization may be detrimental to the child's health. For religious beliefs (or on the basis of a strong moral or ethical conviction similar to a religious belief), the parent/guardian must provide a written objection to immunization. Pennsylvania's school immunization requirements can be found in 28 PA Code Ch.23 (School Immunization).

PENNSYLVANIA SCHOOL IMMUNIZATION REQUIREMENTS

IMMUNIZE --
Don't Wait. Vaccinate.

Children in **ALL** grades (K-12) need the following **immunizations for attendance:**

- 4 doses of tetanus, diphtheria and acellular pertussis*
(1 dose on or after 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps and rubella**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

Seventh through 12th Grade ADDITIONAL immunization requirements for attendance:

- 2 doses meningococcal conjugate vaccine (MCV)
 - First dose is given 11-15 years of age; a second dose is required at age 16 or entry into 12th grade.
 - If the dose was given at 16 years of age or older, only one dose is required.
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)

* Usually given as DTaP or DTP or DT or Td

** Usually given as MMR

Exemptions to the school laws for immunizations are:

- medical reasons;
- religious beliefs; and
- philosophical/strong moral or ethical conviction.

If your child is exempt from immunizations, he or she may be removed from school during an outbreak.

VACCINE SAFETY

- Vaccines are held to the highest standard of safety.
- The United States has the safest, most effective vaccine supply in history.
- Vaccines are continually monitored for safety and effectiveness.

Pennsylvania's school immunization requirements can be found in 28 PA Code Ch.23 (School Immunization).

Contact your health care provider or the Pennsylvania Department of Health at 1-877-PA-HEALTH (1-877-724-3258).

Vaccine information can be found at:
www.dontwaitvaccinate.pa.gov



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Attendance will be dependent upon adherence to the above state requirements and your child may be removed from school when there is an outbreak.



Mandated Health Services

Every child of school age attending or who should attend a public or private/non-public school within the Commonwealth must receive the following health services. Please refer to the chart below.

SERVICE	K	1	2	3	4	5	6	7	8	9	10	11	12	SPECIAL EDUCATION	NOTES
School Nurse Services	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Maintenance of Health Record	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Immunization Assessment	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Medical Examination	*	*					X						X	Age Appropriate	*Required on original entry-K or 1st grade
Dental Examination	*	*		X				X						Age Appropriate	*Required on original entry-K or 1st grade
Growth Screen	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Hearing Screen	X	X	X	X				X				X		X	
Scoliosis Screen							X	X							6th grade physical may be used in lieu of 6th grade screen
Tuberculin Test	*	*								X				Age Appropriate	*Required on original entry-K or 1st grade- Unless approved to discontinue
Vision Screen- Far Vision Acuity Test	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Vision Screen- Near Vision Acuity Test	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Vision Screen- Convex Lens Test (Plus Lens)		X												Age Appropriate & As Needed	1st grade students meeting criteria & new students(any grade) not previously screened
Vision Screen- color Vision Test		*	*											Age Appropriate & As Needed	*1st or 2nd grade students meeting criteria & new students(any grade) not previously screened
Vision Screen- Stereo/Depth Perception Test		*	*											Age Appropriate & As Needed	*1st or 2nd grade students meeting criteria & new students(any grade) not previously screened

Using the above chart guidelines, parents may apply grade/age equivalents below:

K or 1 st 5 or 6 yr.	2 nd 7 yr.	3 rd 8 yr.	4 th 9 yr.	5 th 10 yr.	6 th 11 yr.	7 th 12 yr.	8 th 13 yr.	9 th 14 yr.	10 th 15 yr.	11 th 16 yr.	12 th 17 yr.
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Parents are urged to have these examinations done by their private physician/dentist because they have the best knowledge of the student's health and may recommend immediate steps for any remedial care. Examinations done by a private physician/dentist during the summer months but no earlier than the month of May and recorded on the appropriate form (Private Physician's Report) will be accepted as the required examination for the upcoming school year. Completed forms should be forwarded to the Vista Health Nurse. Upon receipt and review of student records, the school will notify parents when mandated services are due. Please get an updated form from your child's doctor every time he/she receives a new immunization.



MEDICATION ADMINISTRATION POLICY GUIDELINES

Medication Administration at School:

Parents/guardians are encouraged to collaborate with their providers to establish medication schedules that minimize the need to administer medication(s) at school. However, The Vista School recognizes that this becomes challenging when students are required to have medication(s) at prescribed intervals to enable them to participate in education during the school day. In these instances, Vista will provide medication administration services. We request that medication(s) ordered for daily administration be ordered for 12:00 Noon. Medication(s) will be administered within one half hour before or after the prescribed time and cannot be administered outside of this window. It is considered a medication variance when a dose is missed and, as per school policy, staff must notify parents/guardian of the variance by providing parents with an Incident Reporting Form.

Medication Order:

A physician's order must accompany each medication. Orders will be accepted on prescriber's letterhead, prescription pad or on our school-provided Medication Order form and must contain the prescriber's original signature or authorized electronic signature. Prescription medication(s) and over-the-counter (OTC) products that are medicated **cannot** be administered without a physician's order. Medication orders are only valid for one calendar year. The medication order must be approved by the Certified School Nurse or Licensed Health Nurse in order for administration to occur. Medication(s) must be administered under the safest conditions possible so Vista asks that you please allow up to 2 school days for any medication changes to go into effect. When starting a new medication the first 3 doses must be administered at home. If a medication is discontinued or the medication order changes parents must provide a physician's order indicating the change. Medication Order forms are located on the school website and through Vista's SNAP Health Portal.

Receipt of Medications:

Medication(s) MUST be in its original pharmacy labeled container. Medication(s) received in containers other than the original pharmacy container will **NOT** be accepted or administered. The pharmacy label instructions on the bottle must match the medication order. Over the counter (OTC) products must be in the original manufacturer's container with directions for use intact on either the label or the box including an expiration date. Vista's policy requires a parent or a designated responsible adult, who parents appoint, hand deliver medication(s) to a designated school personnel which includes a Nurse, School Secretary, or Receptionist. If the student's van/bus driver agrees to be the designated adult it is the parent's responsibility to confirm the transportation companies understanding and willingness to follow Vista's Medication Policy. Classroom staff are not to be handling student medication(s). Medication(s) are not to be transported in student backpacks or lunch bags. All medications must be delivered in a sealed, Vista provided, Tyvek envelope with student's name and number of doses written on the envelope. Parent(s) will be notified of expiring or expired medication(s). If parent(s) prefer to pick up expired or discontinued medication(s) they must do so within one week of notification. Medication(s) not picked up within that timeframe will be disposed of appropriately.

Emergency Medication:

Any student who is identified as having a potential health related emergency must have an order on file, from a qualified healthcare professional, with the necessary plan of action and or needed emergency medication(s). Students who are identified with a potential to experience a health related emergency, whether they have an order for an emergency medication or not, require a written emergency plan from their qualified healthcare provider. Conditions such as Seizure Disorders, Asthma, Diabetes and severe allergies, that may require EpiPen administration, require Individualized Emergency Plans. A Vista Emergency Care Plan will be created based on the order and instructions the physician provided. In the event an emergency would occur designated Vista staff are trained annually in the proper administration of an EpiPen and a Rescue Inhaler. Diastat, oral anti-seizure medication, and Glucagon/Glucagen injections can only be administered by a licensed healthcare professional. If a medication order is received for Diastat, oral anti-seizure medication, or Glucagon/Glucagen injections an Emergency Medication Order Clarification form will be required as well. If any student **with or without** an emergency Medication order shows signs and symptoms of seizure activity on a school bus, on an off-campus trip or when a Health Nurse is not available, the EMS system will be activated by calling 911 immediately without waiting any length of time.



Sick Policy

Please do not send your child to school when they are ill. Vista recognizes The American Academy of Pediatrics and follows their exclusionary criteria which includes fever, vomiting, diarrhea, unidentified skin rash, mouth sores and open wounds. The presence of such illnesses/injuries would prevent your child from participating comfortably in school activities, and may require a greater need for care than staff can provide without compromising the health and safety of other school students.

A student who is ill needs to be kept home until the student is without a fever or other symptoms (vomiting, diarrhea, etc.) for twenty-four (24) hours, without the use of medications. If your child has a temperature over 100 degrees, he/she must stay out of school until he/she is fever free for 24 hours, without fever-reducing medications. Students with diarrheal illnesses who **have two or more episodes** must stay home until they are diarrhea free for 24 hours, without diarrhea-suppressing medications. In addition, students who have **two or more episodes of vomiting** in a 24 hour period will be excluded from school until they are symptom free for a 24 period.

If your child should become ill during school hours, Vista's Health Nurse in conjunction with classroom staff will assess and monitor the situation. It will be determined whether your child can or should remain in school. This decision will be based on state health guidelines and if necessary, at the discretion of Vista's Health Nurse. If the determination is that it is contrary to your child's best interest to remain in school, or if the child's illness presents a risk to others, parents and/or emergency contacts will be notified. If a parent/guardian cannot be reached, the school will contact the individuals listed on the student's emergency contact list. The school will transport or have the student transported to the nearest hospital for care, only if deemed necessary and after all emergency contacts have been called with no success. If you receive a call to pick up your child, please make arrangements to do so immediately.

If someone other than a parent/guardian is picking up your child, photo identification and a note from the parent is required; the person should be listed on the student's Parent/Contact Emergency Information Form or cleared by school secretary or designee before student will be released to person. It is imperative that parents provide the school with contact numbers that are accurate.

If your child is hospitalized, a note from the student's physician stating the date the student is allowed to return to school is required **prior to the students return to school**. Students who come to school with an injury requiring interventions such as surgery, casts, crutches, wheel chairs, etc., must have a physician's note prescribing what activities the student is/is not allowed to do while under the physician's care for the injury.

Your child is in our care much of the day, and we need to know how to reach you or your designated emergency contact at all times. If your contact information changes please inform Vista's Health Nurse as soon as possible. In the event of a major injury or onset of serious illness, the school will immediately contact 911 and then the parent.



Vista's illness policy reflects the Pennsylvania Department of Health guidelines for recommended lengths of absence for the specific diseases and infectious conditions as outlined below. If a condition is not listed below please contact Vista's Health Nurse for more information. Please provide a physician's note stating your child is able to return to school as indicated below or at the discretion of Vista's Health Nurse.

Disease/Condition	Signs and Symptoms	Required Length of Absence/Exclusion
Common Cold	Fever, Runny nose, watery eyes, fatigue, coughing, and sneezing	Exclusion from school if student has symptoms with fever over 100. Must be fever free for 24hours
Influenza (flu)	Rapid onset of fever, headache, sore throat, dry cough, chills, lack of energy, and muscle aches	Exclusion from school if student has symptoms with fever over 100. Must be fever free for 24hours. With a confirmed case of Influenza a written note from a doctor is required stating student is medically cleared to return. Note must be received prior to students return
Conjunctivitis, bacterial or viral (Pink Eye)	Red eyes, usually with some discharge or crusting around eyes	Exclude from school while symptomatic and until 24 hours of antibiotic treatment has been completed. A written note from a doctor is required stating student is medically cleared to return. Note must be received prior to students return
Chicken Pox	Fever and rash that may appear first on head, and then spread to body. Usually two or three crops of new blisters that heals, sometimes leaving scabs.	Exclude from school for at least 7 days after eruptions first appear or until vesicles become dry and crusted over
Meningococcal infections (meningitis)	Sudden onset of fever, intense headache, nausea and often vomiting, stiff neck, and, frequently, a reddish or purplish rash on the skin or mucous membranes.	After effective treatment determined by doctor, fever free for 24 hours and a written note from a doctor is required stating student is medically cleared to return. Note must be received prior to students return
Impetigo	Blisters on skin, commonly hands and face that open and become covered with yellowish crust. Fever does not usually occur.	24 hours after treatment started. If possible lesions should be covered at all times
Measles	Runny nose, watery eyes, fever, and dry cough. A blotchy red rash, which usually begins on the face, appears between the third and seventh day.	4 days from onset of rash. A written note from a doctor is required stating student is medically cleared to return. Note must be received prior to students return
Coxsackie virus diseases (Hand, Foot & Mouth disease)	Rash in mouth, hands (palms and fingers), and feet (soles).	Exclusion from school if student has symptoms with fever over 100. Must be fever free for 24hours
Mumps	Swelling over jaw in front of one or both ears. Pain in cheeks made worse by chewing.	9 days from onset of swelling
Fifth Disease Human Parvovirus	Redness of the cheeks and body. Rash may reappear. Fever does not usually occur. An infected person can spread fifth disease during the week prior to the appearance of the rash. When the rash appears, a person can no longer spread the virus to others.	Exclusion from school not indicated
Pediculosis (Head Lice)	Itching and scratching of scalp. Presence of pinpoint-sized white eggs (nits) that will not flick off the hair shaft and live lice.	Student must be nit free and lice free. A written note from a doctor is required stating student is medically cleared to return. Note must be received prior to students return and student must be checked in the presence of a parent prior to student's return.
Pertussis (Whooping Cough)	Low-grade fever, runny nose, and cough lasting about two weeks, followed by paroxysmal coughing spells and "whoop" on inspiration.	After completion of five days of antibiotic therapy and a written approval from doctor to return to school prior to the students return
Ringworm	Slowly spreading, flat, scaly, ring-shaped lesions on skin. Margins may appear reddened and slightly raised.	24hours after treatment has begun. If possible lesions should be covered.
Mononucleosis, infectious (Epstein Barr virus)	Young children are generally asymptomatic. Symptoms, when present, include fever, fatigue, swollen lymph nodes, and sore throat.	After effective treatment determined by doctor, fever free and a written approval from doctor to return to school prior to the students return
Scabies	Small, raised and red bumps or blisters on skin with severe itching. Often the thighs, arms, and webs of fingers.	Exclude from school until 24 hours of appropriate treatment has been completed. A written approval by doctor to return to school is required prior to the students return.
Strep Throat/Scarlet Fever/ Tonsillitis	Fever, sore throat, often with large, tender lymph nodes in neck. Scarlet fever-producing strains of bacteria cause a fine, red rash that appears 1-3 days after onset of sore throat.	Twenty-four hours after effective antibiotic treatment has begun and 24 hours fever free.