



Health Policy

The Cardinal McCloskey Community Charter School (“CMCCS” or the “School”) will make every effort to ensure the health and safety of all students. CMCCS partners with the Department of Health (“DOH”) to provide a school nurse to our students. We follow all regulations and procedures of the DOH and State and federal law.

DOH regulations require that all students provide an updated immunization and physical form (including up-to-date shots) at the beginning of each school year and immediately after a student’s birthday for students in grades K and 1st.

Children attending pre-K through 12th grade in New York State must receive all required doses of vaccines on the recommended schedule in order to attend or remain in school. This is true unless the student has a valid medical exemption to immunization. A medical exemption is allowed when a child has a medical condition that prevents them from receiving a vaccine. There are no non-medical exemptions to school vaccine requirements in New York State.

Student immunization records will be verified prior to the start of school. Within fourteen (14) days of the first day of school, parents/guardians must (1) show proof of their child’s up-to-date vaccinations OR (2) provide a valid medical exemption from vaccination. The fourteen (14) days may be extended to not more than thirty (30) days where the student is transferring from out of state or from another country and can show a good faith effort to get the necessary evidence or where the parents/guardians can demonstrate that a child has received the first age appropriate dose in each immunization series and that they have age-appropriate scheduled appointments for follow-up doses to complete the series in accordance with the CDC’s Advisory Committee on Immunization Practices recommended schedule.

CMCCS will immediately notify the student’s parents/guardians or authorized emergency contact if the student becomes sick or has an accident that requires medical attention. If the student is sent to the school nurse and it is determined that they have a fever, is contagious, or otherwise cannot remain in school for the remainder of the day, the student’s parents/guardians or authorized emergency contact will be contacted to pick up the student as soon as possible. If the student is injured during the school day, a supervising staff member will complete a Student Injury Report that will be kept on file at School and kept confidential in accordance with applicable law. Parents/guardians may also request a copy of the report for their records.

It is important for CMCCS staff to know if a student has an ongoing medical issue that requires special attention. Parents/guardians must notify CMCCS if their child has any allergies or



requires medication to be administered on a regular basis or in the event of an emergency. This information will be relayed to the teachers as well as the school nurse.

Physical Examinations

The New York State Education Department (“NYSED”) requires all students to have a physical examination as follows:

- All new entrants, in grades Pre-K or K, 1, 3, 5, 7, 9, and 11, and at any grade level by school administration, which in its discretion determines that the exam promotes the educational interests of the students;
- To participate in strenuous physical activity;
- Upon a student’s request for an employment certificate (working papers); and
- When conducting an initial evaluation or reevaluation of a student suspected of having a disability or a student with a disability.

The purpose of a physical examination is to:

- Make an appropriate assessment of the student’s current health status;
- Determine that the student is free from contagion and fit to attend and participate in all aspects of the CMCCS program or activity;
- Indicate the need and extent to which the CMCCS program or activity should be modified to benefit the student;
- Communicate to the parents/guardians any findings which require further investigation and treatment; and
- Provide an opportunity to counsel the student and the parents/guardians concerning any health issues or conditions detected and/or securing appropriate care and support in the CMCCS environment.

The school nurse must have the appropriate health certificate of the physical examination findings within thirty (30) days of the start of the school year. If the parent/guardian does not furnish a health certificate to the CMCCS within the first thirty (30) days of attendance, CMCCS must provide written notification to the parent/guardian that if the parent/guardian does not provide CMCCS with a health certificate within thirty (30) days from the date of notice, then CMCCS will conduct a health examination of the student by appropriate licensed physician, as required by the New York Education Law and applicable regulations. CMCCS cannot accept a parent's/guardian's report of a physical examination or a jotted note on prescription pad saying only that student had a physical, without the findings. A student’s pediatrician or other healthcare provider will likely have the proper form to fill out for School.



Medication Management

The administration of prescribed medication to a student during school hours shall be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available to them during school hours, or where it is done pursuant to law requiring accommodation of a student's special needs (e.g., Section 504 of the Rehabilitation Act).

There are three (3) functional categories of students when it comes to medication administration in the school setting. They are **Nurse Dependent Students**, **Supervised Students**, and **Independent Students** (formerly known as self-administer and/or self-carry).

- **Nurse Dependent Students** must have their medication administered to them by an appropriate licensed health professional.
- **Supervised Students** need supervision either by the school nurse or by trained unlicensed personnel to self-administer their own medication.
- **Independent Students** can self-administer their own medications without assistance. Generally, such students' medications are kept in the health office for the student to obtain and administer to themselves. This is due to the School's need to ensure safety of students and to account for and document when the student takes their medication. In some situations, Independent Students must be permitted to carry their medication with them because the medicine needs rapid administration. Students who require rescue medications for respiratory conditions, allergies, or diabetes must be permitted to self-carry and self-administer their medications if they have a provider order for such and written parent/guardian consent pursuant to Sections 916, 916-a, and 916-b of the New York Education Law. The provider order must attest that the provider has determined that the student is able to self-administer their own medication effectively. The School will also need written parent/guardian consent for the student to self-carry and self-administer that medication. Independent Students with other health conditions warranting rapid administration of their medications should also be permitted to self-carry and self-administer their medication to prevent negative health outcomes. A student with a self-carry order is able to take their medication anywhere in the School or at School functions.

Medication Administration

The following guidelines must be enforced for any medication to be taken during school hours, including field trips and other School sponsored events. "Medication" includes all medicines prescribed by a health care provider, including over-the-counter medications (e.g., pain relievers and cold/cough medicine). Before any medication may be administered to or by any student during school hours, including field trips and other school sponsored events, the Board requires:



- The written request of the parents/guardians, which shall give permission for administering the medication and relieve the Board and its employees of liability for such administration;
- The written order from the prescribing medical provider, including physician, nurse practitioner, physician's assistant, or dentist, which will include the purpose of the medication, dosage, the time at which or the special circumstances under which medication shall be administered, the period for which medication is prescribed, and the possible side effects of the medication. A provider order must be renewed each school year or when there is a change in the order.
- Both documents shall be kept on file in the health office.
- An adult to deliver the medication in the original container labeled with the student's name to a CMCCS staff person. Medication in baggies, foil packets, etc. cannot be accepted. The label on the bottle must match the prescriber's order. If a parent/guardian needs a second prescription bottle, so that they have one for home and one for school, their pharmacist will provide one upon request.
- All medications are kept in a locked cabinet in the health office.

Parents/guardians may not allow their child to carry medicine into School or send medication in their child's lunch bag. Parents/guardians must provide the medication directly to a CMCCS staff person.

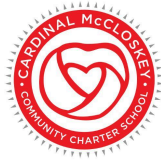
Administering Medication on Field Trips and Other School-Sponsored Activities

In accordance with New York State laws, **Nurse Dependent Students** will need one of the following:

- A licensed health professional to attend the field trip/school-sponsored activity to administer their medication to them;
- A parent/guardian may choose to accompany their child on the field trip or activity in order to administer their child's medications; however, parent/guardian of such students cannot be required to attend a field trip or school-sponsored activity.

A parent/guardian may choose to appoint a parent designee who is a friend or family member to act in their place and administer medication to their child at a single school event or field trip.

Oversight of medication self-administration by **Supervised Students** may be delegated to trained unlicensed School personnel.



Asthma Administration Procedures

CMCCS is committed to providing the support necessary to students with asthma to ensure optimal health and safety during the school day and after school hours. CMCCS requires all families, staff, and students to comply with the following asthma administration procedures:

- Any CMCCS family that has a child with diagnosed asthma must submit an updated Asthma Medication Administration Form at the start of each school year. This form must indicate whether the student is a **Nurse Dependent Student**, **Supervised Student**, or **Independent Student**. The form must be signed by a medical professional. The Asthma Medication Administration Form will be kept on file in the nurse's office.
- Any CMCCS family that has a child with diagnosed asthma must provide CMCCS with an asthma pump in its original packaging. CMCCS requests that families also provide a spacer and mask. Asthma pumps, spacers and masks will be stored in the nurse's office. CMCCS requires expired medication to be replaced immediately and for all medication to be labeled with the child's name and date prescribed.

In addition, in accordance with Section 919 of the New York Education Law, the School shall make a nebulizer available on-site in School buildings where nursing services are provided. Students with a patient-specific order, who require inhaled medications, shall have access to the nebulizer. The School will ensure that it is maintained in working order.

Emergency Medication (EpiPen and Glucagon)

The only medications that can be given by unlicensed staff in schools are EpiPens for serious allergic reactions and Glucagon for severe low blood sugar in students with diabetes. The registered professional school nurse ("RN"), nurse practitioner ("NP"), physician or physician's assistant ("PA") must have trained the staff member to administer the emergency medication for that particular emergency situation and given them approval to assist the student in the event of an emergency.

There are two instances in which an unlicensed staff member may administer **epinephrine** via auto-injectors:

1. **Students with a Provider Order.** The New York Education Law authorizes schools to allow an RN, NP, PA, or physician to train unlicensed school personnel to administer epinephrine via auto-injector in emergency situations where an appropriate licensed health professional is not available, to students with both a written provider order and parent/guardian consent for such medication during the school day on school property and at any school function. If the provider order states the student is to receive more than one dose of epinephrine within a specified time frame, the unlicensed person may be



trained to administer a second dose of epinephrine auto-injector in accordance with the student's provider order while awaiting emergency medical services transportation. The School trains unlicensed personnel to administer emergency epinephrine in accordance with applicable law and regulation.

- 2. Students With or Without Provider Order.** The New York Education Law permits schools to train unlicensed staff members to administer epinephrine auto-injector to any student with symptoms of anaphylaxis regardless of whether or not there is a previous history of severe allergic reaction. The School maintains on-site an epinephrine auto-injector for use during emergencies to any student having anaphylactic symptoms regardless of whether there is a previous history or severe allergic reaction. In the event of an emergency any trained person employed or contracted by the School may administer epinephrine auto-injectors. These unlicensed staff members must have taken a DOH approved course prior to administering an epinephrine auto-injector. The School provides teachers with written informational material on the use of epinephrine auto-injector created and approved by DOH.

Blood glucose monitoring is allowed in the school setting at any time, within any place, and by anyone necessitating such testing.

Independent Students with healthcare provider orders and parent/guardian permission to carry glucagon, will carry and use insulin, along with equipment and supplies to check blood glucose levels and/or administer insulin during the school day on School property and at any School function. Additionally, with parent/guardian permission, extra insulin, glucagon, blood glucose meter, and related supplies used to manage diabetes may be kept in the health office by an appropriate licensed health professional for the student to obtain as needed. These **Independent Students** will be able to perform their own diabetes management but may need assistance from School personnel periodically and in the event of an emergency. Students may not be required to go to a specific location such as the health office to perform any aspect of their diabetes management. If requested by the student, the School shall provide the student with a private area to monitor their glucose and/or administer insulin.

Supervised Students shall be permitted to test their blood glucose with assistance, such as verbal cues. **Supervised Students** will need assistance in administering insulin. Trained unlicensed staff members may assist **Supervised Students** in administering insulin (e.g., carb counting, verifying the number drawn up or input by the student on the syringe pen, or insulin pump is the amount the student desires to administer). An unlicensed staff member cannot administer insulin by syringe, insulin pen or enter any data into an insulin pump or push a button to administer insulin. Unlicensed staff members may assist a student whose blood glucose is low



by providing food and/or juice to treat low blood glucose in accordance with the student's emergency care plan.

Nurse Dependent Students will need a trained staff member or licensed health professional to perform all aspects of diabetes management for them, including, but not limited to, checking their blood glucose, using the student's own glucometer and testing supplies. Whether the student will be assisted in the classroom or health office depends on how often monitoring needs to be done. Trained unlicensed personnel may assist these students by checking their blood glucose, checking urine or blood for ketones, administering emergency glucagon, contacting or bringing the student to the school nurse for insulin administration. An unlicensed staff member cannot administer insulin by syringe, insulin pen or enter any data into an insulin pump or push a button to administer insulin. A nurse or healthcare provider may not direct an unlicensed staff member to do so. Unlicensed staff members may assist a student whose blood glucose is low by providing food and/or juice to treat low blood glucose in accordance with the student's emergency care plan.

Lice

In the case that a student has lice or other similar issues, the family affected will be notified immediately. Students who have live lice are not allowed to go to school until they are lice-free. Students may return to school the day after treatment for head lice as long as there are no live lice upon re-inspection by designated School personnel. Students will be reexamined in fourteen (14) days to confirm that they have remained lice-free. Students with nits and no evidence of live head lice will not be excluded from school. If other students have the possibility of being affected, CMCCS will send notification home saying that a case of head lice has been confirmed in the child's grade level.

Disposal of Unused Medication

The School takes temporary and incidental possession of medications at the request of the parents/guardians. Any unused medication (including unused routine medications, or expired prescription and nonprescription drugs) must be picked up by the parent/guardian by July 1st. Students are prohibited from transporting medications home. If the parent/guardian does not pick up the unused medication by July 1st, the school nurse or designated health office personnel must document that the medication was abandoned and dispose of it in accordance with applicable law and regulations. Parents/guardians who cannot meet this deadline should contact the School's health office to make alternate arrangements for pickup of the medication.



Non-FDA Sanctioned Requests/Herbal Remedies, Dietary Supplements and Natural Products

At this time, the School cannot honor requests for use of herbal remedies, dietary supplements, and natural products, including essential oils, as they are not sanctioned by the FDA. Such matters will be discussed with parents/guardians, whose cooperation will be sought to have such medications administered outside of school.

Treatment of Ill or Injured Students at School

First aid is given to students throughout the school day by the school nursing staff or authorized personnel for injuries during the school day. Medical treatment of a previous injury or condition can occur only with orders from the student's physician along with parent/guardian permission. If necessary, the parent/guardian may be contacted to come to School and transport the student to a medical professional. Beyond first aid, medical care is the responsibility of the parent/guardian.

The School provides first aid care only. We are unable to make a medical diagnosis nor are we able to provide treatment needed, beyond basic first aid.

If a student has an injury, school nursing or authorized personnel will:

- For a mild or minor injury, give routine first aid care.
- For a serious injury, use the emergency contact phone numbers provided by the parent/guardian.

Unfortunately, the School cannot call every parent/guardian whose child reports to the nurses' office for minor injury or illness. We will attempt to reach the parent/guardian in cases of more serious illness or injury, or if there are particular signs or symptoms the parent/guardian needs to watch for at home, especially when pertaining to an injury to the head.

If there is a serious or potentially life-threatening situation, the 911 system will be activated, and/or an ambulance may be called.

Any questions or concerns about the school nurse should be directed to the Director of Operations, Christian Adamkiewicz at cadamkiewicz@cmccs.org, or by calling him at 347-708-0480.

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