

Dear Wantagh Students, Family & Staff,

On behalf of the district School Nurses and Administrators we urge you to become familiar with the contents of this publication. Our goal is to promote the health, safety, and welfare of all who use the schools in the community. Please take time to familiarize yourself with the various procedures and guidelines. Make sure to call the school on a timely basis if you have any questions/concerns in regard to this handbook.

Sincerely,
Wantagh Health Services
Pupil Personnel Services

<u>SCHOOL</u>	<u>NURSE'S PHONE</u>	<u>ATTENDANCE PHONE</u>
High School	765-4220	765-4206
Middle School	765-4320	765-4300
Forest Lake School	765-4420	765-6470
Mandalay School	765-4520	765-4500
Wantagh Elementary School	765-4620	765-4600

ABSENCE

- Call the Main Office of the school on the morning of your child's absence/lateness. This information can be left at any time on the school's voice mail. Please specify if your child will be out for a number of days.
- Identify yourself and your relationship to the child (also, give the reason for the absence/lateness).
- If you forget to call the school, the Main Office will call to verify the absence (this is for the safety and welfare of your child).
- Send in a note to the child's teacher/advisor on the first day your child returns to school from being absent (for any reason).
- The note should include the full name of the child, date(s) of absence, reason(s) for absence, and signature of parent/guardian, date of note.

HEALTH OFFICE

The Health Office in each school is designed to provide acute care for students and staff who experience first aid needs or medical emergencies in the school setting. The office is staffed by a RN (Registered Nurse) who will provide initial assessment of a patient's condition as well as the following:

- Recommendation for treatment and/or return to class
- Brief rest periods (as necessary)
- Need to leave school for home recuperation or further medical evaluation/treatment

We do not have the facilities or staff to care for sick/injured children for extended periods of time. Thus, if the nurse calls to tell you your child has a fever and needs to go home, it would be inappropriate for you to leave the child in the nurse's care for several hours. It is especially important for a child who is ill to leave school promptly in order to rest or seek medical attention. This, in turn, will hasten a return to good health and a return to school. Likewise, the children and staff at the school will be less vulnerable to illness.

Students must ask for permission and authorization by a staff member to visit the nurse. A written pass is needed at the secondary level.

COMMUNICATION FROM THE NURSE

- The nurse will use clinical discretion in calling parents about injuries or illness.
- If the nurse is unable to reach the family (or designated emergency contacts) a note may be sent home with the child.

COMMUNICATION TO THE NURSE

Parents and/or guardians are requested to provide the school with a complete and accurate medical history of their child/children at the time of registration. Please provide the school nurse with updates throughout your child's school career.

Call/write the nurse in a timely manner if:

- The child is taking medication at home
- The child has a confirmed contagious illness
- The child will be undergoing required (or elective) diagnostic tests, treatments/surgeries/rehabilitation
- Other pertinent medical/health information (i.e. asthma, allergies).

EMERGENCY DEMOGRAPHIC SHEETS

Make sure to return the sheets promptly and keep the information current and accurate. A few reminders:

- Provide the name of several contact persons
- Make sure the “contacts” are available during school hours
- Designate “contacts” that can arrive at school within 15-30 minutes after being called
- Be sure to frequently check for messages from the school (and please call back promptly)
- Leave special instructions for the school nurse if you’re going out of town (in case of an emergency involving your child)
- Notify the school if any phone numbers change during the year

EMERGENCY TREATMENT

In the event your child needs medical transport from the school by ambulance to a local hospital, your child will be taken to a local hospital emergency department for evaluation/emergency treatment. In cases of extreme urgency, the paramedics on the scene will make the determination as to where it is best to take the child for critical care.

ACCIDENTS & INJURIES

Please remind your child of the following:

- Students must promptly inform a staff member if they become ill/injured.
- Students must have permission from a staff member to see the nurse. Also, children must visit the nurse if requested to do so by a staff member.
- The nurse will assess the illness/injury (and provide proper treatment as necessary).
- Children may be requested to report back to the nurse for follow-up visit(s).
- An Accident Report will be filled out for any significant injury.

ACCIDENT INSURANCE (FORMS)

If your child sustains an injury at school or in a school sponsored activity/sport please follow the following guidelines:

- All injuries must be reported to the Health Office by the student that day or the next school day, a report of the injury will be taken at that time.
- Upon request, the Health Office will provide a claim form for the district’s insurance carrier. We can only provide a claim form for reported injuries.
- The school district has a supplemental insurance plan. All expenses must be submitted to your insurance first.

CASTS/CRUTCHES/SPLINTS/SUTURES/WHEELCHAIRS

- A doctor’s note is required if your child will be coming to school with any of the items listed above.

- On the first day back to school, report to the school nurse upon arrival.
- The nurse, in consultation with the principal, will advise you of special arrangements, program modifications, and/or restrictions.
- Students will not be permitted to participate in physical education classes, recess activities, intramural, or interscholastic activities.
- A letter from a Physician is required stating when a child may resume the physical activities listed above.
- Contact the school nurse if your child is unable to attend school (for an extended period of time) due to a serious injury, surgery, rehabilitation, or if your child requires the use of a wheelchair.

HOME INSTRUCTION

Please contact the Director of Pupil Personnel Services if your child is unable to attend school (for 10+ consecutive school days) due to any of the following circumstances:

- Injuries which prevent mobility (e.g. broken leg or hip)
- Surgery followed by at-home convalescence
- Protracted illness
- Other medical recommendations that prevent your child from attending school

The Director of Pupil Personnel Services will inform you of the procedures to follow in obtaining the necessary medical documentation for temporary home instruction. If approved for home instruction, a certified teacher will be assigned to come to the home. The tutor will confer with the school staff as to the child's progress and status before, during, and after the period of home instruction.

EXEMPTIONS FROM PHYSICAL EDUCATION CLASSES

Your child must participate in physical education classes unless you send in a note FROM A PHYSICIAN indicating a temporary exclusion from participating. The physician's note must indicate a diagnosis (reason for exclusion) and a specific date of return. The phrase until further notice is not acceptable.

The school nurse may also exempt your child from a PE class if the child is ill/injured on the day of the assigned PE program. If a parent/guardian wants their child to miss a PE class (due to a medical problem not yet brought to the attention of a doctor) the parent must send the school nurse a note requesting a one-session cancellation. Exclusion from PE classes also excludes the child from recess, intramural, and interscholastic activities.

If your child is well enough to be in school it is expected that they will participate in the total school program including recess and PE class. There is no ongoing supervision for students to have elective indoor recess.

COMMUNICABLE DISEASES

*If your child is sent home or stays home due to illness, or becomes ill in the evening, it is expected that he/she remain symptom-free (fever, nausea, vomiting) for **24 hours** before returning to school without the aid of medicines such as Tylenol or Ibuprofen.*

All communicable diseases must be reported to the Health Office. Refer to the list below.

Conjunctivitis: Contact the family doctor. If untreated and the eye has a discharge the student is to be excluded from school.

Fifth Disease: Notify school nurse when diagnosed.

Flu: Absent until fever free for 24 hours without the use of fever reducing medication.

Infectious Mononucleosis: Absent until recovered. The child must have a note from a physician stating that the child is no longer infectious upon returning to school.

Impetigo: Absent until lesions disappear or note from physician stating no longer contagious.

Ringworm: Absent until lesions disappear or present a note from physician stating no longer infectious.

Pediculosis (Lice): Child may return to school after one treatment or a note from a physician. Medication box top is requested as proof of treatment. Treatment to be repeated 7-10 days later. Nit removal is encouraged.

Scabies: Absent until recovery. The child must present a note from a physician stating that they are no longer infectious.

Strep throat/Scarlet Fever: Absent until recovered and has been on prescribed medication.

Varicella Zoster (Chicken pox) All lesions must be dried up before returning to school.

MEDICATION PROCEDURES

In an effort to eliminate self-medication by students and thus prevent needless accidents, which might be caused by misuse of any medicine or drug, please follow the following New York State Education law requirements when it is necessary for your child to receive medication during school hours.

- A signed note from the child's physician.
- The medication in the original labeled container.

- A note from the parent giving permission for the child to take the medication during the school day.

A responsible adult must bring medication to school.

FOOD ALLERGIES

Be sure to inform the school nurses if your child has any known food allergies. It is imperative that you tell the nurse if the student has serious allergies that could be life threatening (such as those which cause anaphylactic shock). You should also educate your child as to the following:

- Only consume your own snack or lunch
- Do not share snacks or lunch with others
- Do not remove an allergic food from a snack/lunch thinking it's now safe (e.g. do not remove peanuts from a "trail mix" because a residue of the peanut dust may get on the raisins, etc. and this might cause a reaction in a highly sensitive individual)
- Do not ingest party food(s) if you are unsure of ingredients (keep a supply of safe snacks in the classroom for your child when/if there is a special celebration in progress)

Parents should confer with the school lunch director as to the specific cafeteria foods and whether any ingredients might be potentially harmful.

PERSONAL HYGIENE

Parents should carefully oversee the health/hygiene/grooming habits of their child especially in regard to:

- Frequent bathing
- Hair care
- Teeth care
- General grooming (including wearing clean and seasonally appropriate clothes to school)

Remind your child to wash his/her hands after using the bathroom and before eating. Consider packing moist towelettes or hand sanitizer in the backpack or lunch box for those times when the child is not near a bathroom.

Remind your child not to share any combs, brushes, hair-bands, hats or helmets with other pupils in order to minimize the possibility of outbreaks of lice. Check your child's head at least monthly for evidence of lice.

The school nurse will contact you if your child is referred for any hygiene concerns.

GLASSES AND HEARING AIDS

If your child wears eyeglasses, contact lenses and/or hearing aids please discuss seating arrangements in the classroom with the teacher. It will also be important for the teacher to know when and if the child has “discretion” in wearing the glasses.

If the school nurse notifies you of a potential hearing and/or vision “problem” (as a result of screening), please follow up with further medical evaluation and advise the nurse of the findings. If a health care professional prescribes glasses and/or hearing aids, we urge the parent to follow recommendations.

SCREENINGS CONDUCTED BY THE SCHOOL NURSE

New York State mandated screenings include the following unless they are documented on the physical exam form:

- Hearing: Grades: K, 1, 3, 5, 7 & 11
- Vision (near and distance): Grades: K, 1, 3, 5, 7 & 11
- Color Vision (kindergarten and new entrants)
- Scoliosis Girls: grades 5 & 7, Boys: grade 9

Additional screenings will be conducted at any time during the school year upon request of teacher/parent.

Screenings for lice are done periodically during the school year, as necessary.

INTERSCHOLASTIC ATHLETICS (GRADES 7-12)

- Students who plan to participate in sports during the school year must have a sports physical examination performed by the school doctor or their private physician before they can begin participation in a sport.
- Physical exams cannot be more than a year old.
- Sports physicals are provided in school prior to the start of each season, please have your child listen for the morning announcements and watch for the signs giving the date and time for the physical exams.
- Physical exams must be recorded on the New York State Physical Exam Form. This form is available on the school website.
- Physicals must be **dated, stamped and signed by your doctor**. It is recommended that this physical be done after June 1st to be valid for the entire school year

- Sports physicals forms must be handed to the school nurse. **Do not give to coach.**
- Parents must sign up students for sports online by using the Family ID link from the athletic website.
- A student who is unable to participate in Phys. Ed. may not participate in sports until they are cleared to return to Phys. Ed. by their doctor.

MEDICAL EXAMS (REQUIRED)

- All new entrants at any grade level must have a physical exam
- Pupils in grades K, 1, 3, 5, 7, 9, & 11 must have a physical exam
- The date of the report must coincide with the current school year your child is enrolled in
- You may choose to use a private physician or physicals will be provided by the school physician
- The report from the doctor must reach the school nurse within 30 days after the school term begins.
- If we do not have a physical exam report on file, the school district doctor will examine the child at school. The school nurse is present at this exam and will contact the family only if the doctor expresses any concerns and/or makes specific recommendations

IMMUNIZATION REQUIREMENTS

Please refer to your school nurse's page on the school website: wantagschools.org for the NYS immunization requirements for each grade.