

Notes from Nurse Wendy:

Our year has gotten off to a great start, but I have a few reminders that will help keep us happy and healthy at Hynes!

First, cold and flu season is upon us! Please refer to the **attached letter about the flu and viruses** for preventative measures, protocols, and possible symptoms to look out for!

Secondly, please review the **attached Orleans Parish Medication Policy!** We have experienced a few different issues with students and parents expecting certain medications to be administered, but we have strict policies we must all follow to keep our students safe!

Thank you for your attention to these matters!

-Nurse Wendy

Dear parents,

With flu season upon us, it is important that we work together to keep our children healthy.

Viruses/Common Colds spread easily among children in schools. You can help prevent the spread of flu and the common cold by following a few simple steps:

- If possible, you and your child should get a flu shot to help prevent infection with the flu.
- Teach your child to cough or sneeze into the bend of their elbow, or to cough down into the front of their own shirt to help keep as many germs as possible off of the hands.
- Use hand sanitizer if soap and water is not available. Always follow with soap and water as soon as it is available.
- **If your child is sick and has a fever, keep him/her at home to prevent the spread of illness to others.**
- Your child should be **fever free** (temp below 100 degrees, per DHH guidelines, **without Tylenol or Motrin**) for at least 24 hours before returning to school. Please do not give the child medicine to cover the fever and send them to school. This is very important!

If your child complains of sore throat, nausea and vomiting, or has a frequent cough, sneezing, chills, or fever, he/she may be infected with a cold or flu virus and should not be sent to school until they have been symptom free for at least 24 hours. If a child exhibits any of the symptoms listed above while at school, a parent will be notified and the child must be picked up from school immediately. NO EXCEPTIONS WILL BE MADE.

Thank you for your cooperation,

Wendy Barragan RN
School Nurse

The parent/guardian shall also work with those personnel designated to administer medication as follows:

- Cooperate in counting the medication with the designated school personnel who receives it and sign a drug receipt form.
- Cooperate with school staff to provide for safe, appropriate administration of medications to the student, such as positioning and suggestions for liquids or foods to be given with the medication.
- Assist in the development of the emergency plan for the student.
- Comply with written and verbal communication regarding school policies.
- Grant permission for school nurse/physician consultation.
- Remove or give permission to destroy unused, contaminated, discontinued, or out of date medications according to the school guidelines.

All student information shall be kept confidential.

The policy limits the medication to be given at school to only those needed by chronically ill students. ANTIBIOTICS, ASPIRIN, TYLENOL, and COUGH SYRUP CANNOT BE ADMINISTERED. Neither are students to transport medication to and from school on their person nor have drugs of any type in their possession while on the campus.

Medication forms will be available at each school for the parents of chronically ill students. These forms must be completed, signed by the parent and physician, and all returned for approval PRIOR to the administration of any medication.

All changes in orders for medication must be in writing and signed by the attending physician.

Unlicensed employees cannot accept verbal or telephone orders. All changes must be reviewed by the school nurse prior to further administration.

Your school nurse is responsible for numerous schools in the parish and therefore, in most instances will not be the person who will give the medications. The principal shall designate at least two employees to receive training and administer medication in each school.

The school nurse, in collaboration with the principal, shall train the designees and supervise the implementation of the policy for the administration of medications in schools to ensure the safety, health and welfare of the students.

The parent/guardian who wishes medication administered to his/her student shall provide the following:

- A letter of request and authorization that contains the following information:
Name of the student, clear instructions, prescription number, current date, name, dosage, frequency, and route of medication, name of physician or dentist, printed name and signature of parent or guardian, emergency phone number of parent or guardian, statement granting or withholding release of medical information.
- Written orders for all medications to be given at school, including annual renewals at the beginning of the school year.
- A prescription for all medications to be administered at school, including medications which might ordinarily be available over the counter.
- A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent or guardian or student.
- A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent or guardian and licensed prescriber.
- Arrangements for the safe delivery of the medication to and from school in the original labeled container as dispensed by the pharmacist; the medication shall be delivered by a responsible adult.
- Unit dose packaging shall be used whenever possible.
- All aerosol medications shall be delivered to the school in premeasured dosage.
- No more than a 25 day supply of medication shall be kept at school.
- The initial dose of medication shall be administered by the student's parent/guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.

MEDICATION POLICY

As a general principle, medications are not to be given at school. Acutely ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists.

With few exceptions, students are not allowed to have medication in their possession on the school campus.

Special circumstances exist for a health program that can be expected to be of a long duration. When such a condition exists, the following policy will be adhered to:

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness; any student who is required to take medication during the regular school day must comply with school regulations.

These regulations must include at least the following:

1. Written orders from a licensed physician/dentist (Louisiana or adjacent states) which shall include the following information:
The student's name, the name and signature of the physician/dentist, the business address, office phone and fax number and emergency number of the physician/dentist, the frequency and time of the medication, the route and dosage of the medication, a written statement of the desired effects and the child specific potential adverse effects.
2. Medication shall be provided to the school by the parent or guardian in a container which meets acceptable pharmaceutical standards and shall include the following information:
Name of pharmacy, address and telephone number of pharmacy, prescription number, date dispensed, name of student, clear directions for use, including the route, frequency and other information as indicated, drug name and strength, last name and initial of pharmacist, cautionary auxiliary labels, if applicable, physician or dentist's name. Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label: drug name, dosage form, strength, quantity, name of manufacturer and/or distributor, manufacturer's lot or batch number.
3. All medications shall be stored in a secured locked area or locked drawer with limited access by authorized personnel only.
4. Only oral, inhalant, topical ointment for diaper rash, and emergency medications shall be administered at school by unlicensed personnel.
5. School medication orders shall be limited to medications which cannot be administered before and/or after school hours.