

## COORDINATED SCHOOL HEALTH

### HEALTHY SCHOOL TEAMS & STAFF COORDINATING COUNCIL

Each school health team should meet **once per month** and submit agendas and action plans for each meeting to Coordinated School Health. It is required that two (2) meetings occur face-to-face per semester and strongly encouraged that other meetings occur in this format; however, we do understand time constraints, so it is permissible that virtual meetings occur outside of the two (2) face-to-face meetings each semester. A virtual meeting requires email agenda and communication log by “reply all” to the team for responses and collaboration.

Once the school year resumes, submit an updated team roster to Coordinated School Health following the first meeting in August. Also, review your School Health Index online, your action plan, and make any necessary adjustments for the year by January 2019. Once you have completed the update, forward the action plan to Coordinated School Health. If your Healthy School Team Leader), send an email with the change.

If you need any assistance with resource development for your Healthy School Team, please contact Geniese Bolden, CSH Specialist, at 202-0855 Ext 2271 or [gbolden@bartlettschools.org](mailto:gbolden@bartlettschools.org).

### State Immunization Rules and Certificate

The Tennessee Department of Health (TDOH) has issued the newest immunization rules and Official Certificate that is required for entry into schools on July 1, 2010. All newly required vaccines are routinely recommended for all children.

- There will now be only one official TDOH certificate of immunization that must be filled out by medical providers for delivery to school prior to entry of their child into pre-school, pre-k, kindergarten, 7<sup>th</sup> grade, or as a new student. This form will only be available from a private health care provider or local health department.
- For children entering pre-school and pre-k, four (4) new additional immunizations are required.

### Children in Pre-School or Pre-K

- Current immunization requirements:
  - ✓ Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
  - ✓ Poliomyelitis (IPV or OPV)
  - ✓ Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)
  - ✓ Varicella (1 dose or history of disease)
- ✓ Hepatitis B (HBV)- three (3) doses
- ✓ Haemophilus influenza type B (Hib): age younger than 5 years only (this requirement is resumed following suspension during a national Hib vaccine shortage in 2008-2009)
- ✓ Pneumococcal conjugate vaccine (PCV): age younger than 5 years old.
- ✓ Hepatitis A (1 dose by 18 months of age)

### **Children entering 7th Grade**

#### **New immunizations requirements:**

- ✓ **Tetanus-diphtheria-petussis booster (Tdap)**
- ✓ **Verifications of immunity to varicella (2 doses or history of disease)**

Input all immunization information for kindergarten and 7th grade students, as well as any transfer / new students to Bartlett City Schools from another school system in PowerSchool.

***An immunization audit will be conducted by the Office of Coordinated School Health monthly for compliance with Tennessee Immunization standards and all records must be up to date.***

Note: When a Temporary Immunization is received, it will be noted on the new form and is to be accepted; however, the expiration date should be noted in PowerSchool. If no expiration is present, then the immunization compliance will expire in seven (7) days past the due date of the next immunization.

Equivalent immunization forms will not be accepted. (**Note:** Under no circumstances will immunization information be transferred to new forms by school officials. Please notify us or your assigned school nurse that you need information transferred to a TDOH Certificate of Immunization.

**IMMUNIZATION WAIVERS** are allowable by State Law (T.C.A. §49-6-5001) and documented on the new immunization certificate provided the following conditions are met:

1. Absent epidemic or threat of epidemic, parents may object, in writing, when immunization conflicts with the teachings and practice of a well-recognized religious denomination to which the parents adhere. However, if an epidemic or threat of epidemic occurs, objections on the behalf of religious teaching are invalid.
2. Certificate, in writing, from a physician stating that such immunization would be harmful to the child involved is provided to the school for the student permanent file.

We will provide you with district forms for immunization exemption notification that will standardize how this information is documented in the student record.

**PROOF OF PHYSICAL EXAMINATION** is valid if performed within the last 12 months prior to enrollment.

Please ensure that your data entry designee appropriately indicates immunization exemptions in PowerSchool.

### **CPR/FIRST AID**

- A. Adults trained in CPR should be identified in the school.
  - A list should be placed in key locations throughout the building, or
  - Place a sticker/label/sign on the door of each trained adult.
- B. The main office should also maintain a list of those adults trained, the date trained, and specific skills trained (i.e. child CPR, adult CPR, AED, and/or First Aid). CPR training certification is valid for two (2) years. A form will be sent to the school nurse for the purpose of recording names of adults in the school who have been trained in CPR/First Aid/AED. This record will then be sent to CSH in early September for a state report.
- C. First Aid Supplies for each school and gymnasium - Each office and every Physical education and Wellness teacher should have at least the following basic first aid supplies:
  - a. Ice packs
  - b. Ziploc Bags
  - c. Material for Splint (newspaper, magazine, board/ruler, tape)
  - d. Band-Aids, Gauze and Tape
  - e. Gloves, alcohol wipes, and barrier mask(s) in a zip lock bag

It is advisable and strongly recommended to provide the physical education/wellness teacher with a two-way radio, in addition to teachers/assistants on the playground or during recess for increased safety for students and timely injury notification. In times of extreme heat, please relocate physical education/wellness classes to air-conditioned areas of the building.

### **AUTOMATED EXTERNAL DEFIBRILLATOR (AED) MONITORING**

AED monitoring must be performed monthly on the AED Monitoring Log Sheet. The log must be completed and signed monthly. To check your AED, you must turn it on, then off, and check the expiration dates on your Adult Pads as well as your Pediatric Pads. The seal must not be broken and it is not necessary to open the cover. There should be a green check in the screen near the on/off button and the “unit is OK” should be stated when turning it on.

Tennessee Code Annotated, Title 49, relative to emergency life saving measures in schools, was amended to include AED training in schools and was effective July 1, 2016. This new code states that:

1. All public school having one (1) or more AEDs shall schedule annual AED training for all school personnel. Staff meetings or in-service days designated for CPR training may be used, in whole or in part, for the purposes of this subdivision. The annual AED training shall:
  - (i) Teach the use of AEDs
  - (ii) Inform school personnel of the locations of AEDs
  - (iii) Inform school personnel of the school's response plan
  - (iv) Inform school personnel of the members of the school response team.
2. A school having one (1) or more AEDs shall also conduct an annual cardiopulmonary resuscitation (CPR) and AED drill for school personnel to practice the use of these life saving measures and to evaluate the school's preparedness in the event of a sudden cardiac arrest.

If you have any questions, do not hesitate to call. If you need a copy of the log, let us know at 901-202-0855.

### **STUDENT ACCIDENT REPORTING & 911 NOTIFICATION**

Report incidents and accidents to student services through the typical Student Accident Report process. Many of these reports are forwarded to Coordinated School Health; therefore, it is important that the incident has been documented timely and accurately. If 911 is called to your school location, please include [gbolden@bartlettschools.org](mailto:gbolden@bartlettschools.org) and [ifine@bartlettschools.org](mailto:ifine@bartlettschools.org) in the notification email so that we are able to follow-up with your school to ensure that the proper notification process was followed.

Updated Student Accident Report forms have been created and we will make sure that you have new copies of these. Please ensure that all staff members have the new form. If you don't receive them, please notify the Office of Coordinated School Health or call 901-202-0855.

### **STUDENT WELLNESS POLICY# 6052**

**Please note the Wellness policy has been updated.**

**Physical Activity** -- Daily requirements for physical activity for elementary school children. Please note that Bartlett City Schools Board of Education Policy states that supervised recess/physical education is provided in accordance with federal and/or state requirements.

**SCHOOL HEALTH INDEX (SHI)**--Beginning July 1, 2006, each school will begin implementation of the School Health Index. The State Board of Education Policy on Implementation of School Health Index shall be followed by each school within the district. (See Tennessee State Board of Education Physical Activity Policy, Aug. 18, 2005).

## **NUTRITION GUIDELINES FOR FOODS ON CAMPUS**

All foods offered for sale during the school day will comply with the current USDA Guidelines for Americans and current Tennessee State Board of Education rules regarding nutrition quality standards for K-8 schools. (*State Board Rule Chapter 0520-1-6*) For this purpose, the school day is defined as beginning 45 minutes before the beginning of the official school day and continuing until 30 minutes after the end of the official school day.

- Classroom snacks feature healthy choices.
- Foods and beverages sold at fundraisers include healthy choices and provide age appropriate selections for elementary schools, middle schools and high schools.
- Advertising messages are consistent with and reinforce the objectives of the education and nutrition environment goals of the school.
- Teachers will seek alternatives to food as a reward or a punishment for student behaviors, unless it is detailed in a student's Individualized Education Plan (IEP).

NOTE: Please adhere to our Wellness Policy and competitive foods and vending machine restrictions based on school level. Refer to Nutrition Services for specific guidance on Vending procedures and guidelines for elementary and middle schools. On the high school level consider alternatives offered for vending and compliance with our Wellness policy.

## **SCHOOL HEALTH SCREENINGS**

Refer to the *Tennessee School Health Screening Guidelines* for specific procedures for each screening assessment. The required screening grades are Pre-K, Kg, 2nd, 4th, 6th, 8th and Lifetime Wellness classes.

Each grade must be screened for the following: vision (required), hearing (required), blood pressure (required), height and weight (required), dental (optional), and scoliosis (6th grade optional). Lifetime Wellness classes required screenings include height, weight, and blood pressure (vision and hearing optional).

Screening results **MUST be input as completed** by a school designated staff member and included in the Health section of PowerSchool. This will reduce lag time in parent notification of referral.

**Note:** All screenings for BMI, Blood pressure, vision and hearing must be completed by **May 1, 2019**.

Classroom teachers should be provided with a quick reference list of students who failed vision and hearing tests to assist in making accommodations in the classroom and communicating with parents as necessary. *Vision and Hearing ability are strongly linked to academic achievement and student success.*

\*\*Screening data for BMI **must be entered** into Powerschool at least two weeks after height and weight screenings have been performed. Email [gbolden@bartlettschools.org](mailto:gbolden@bartlettschools.org) after data is entered for this screening. This will improve feedback and timeliness to parents for children requiring referral or resources.

ALL volunteers should receive an orientation must be conducted for your staff and volunteers who participate in screening children and each must sign a Confidentiality Agreement on protecting student health information. If you would like for the Office of

Coordinated School Health to schedule or assist you in scheduling your screenings, please let us know as soon as possible.

Forms will be available for documentation through Coordinated School Health. If you have any questions about scheduling, please contact Geniese Bolden, CSH Specialist, at 901-202-0855 ext. 2271 or [gbolden@bartlettschools.org](mailto:gbolden@bartlettschools.org).

### **SCHOOL HEALTH POLICIES TO NOTE**

Accommodating Students with Diabetes Seizure

Management Policy Statement

Health Care Management (Allergy Management Policy)

\*\*There is a special form required by Nutrition Services to document special diet needs for students and it is required that we follow this procedure. For more information, please contact Nutrition Shared Services at 286-6371.

### **COMMUNICABLE DISEASES #6008**

No student shall be denied an education solely because of a communicable disease, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

Parents or guardians of infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of other students, employees, and the infected student shall be taken.

No student with a communicable disease, which may endanger the health of either himself/herself or other individuals, shall enter or remain in the regular school setting. If a principal has reason to believe a student has a communicable disease, which may endanger the health of either himself/herself or other individuals in the regular school setting, the principal shall:

1. Assign the student to a setting that will protect other students, employees, and the student.
2. Exclude the student from school until certification is obtained from a physician or the Shelby County Health Department by either the parent or principal stating that the disease is no longer communicable.

If the principal has reason to believe that the student has a long-term communicable disease, the principal must require confirmation from a physician or the Shelby County Health Department as to the student's condition. If the student is confirmed to have a long-term communicable disease the principal shall refer the student for educational services. The principal may request that further examinations be conducted by a physician or the Shelby County Health Department and may request periodic re-examinations after the student has been readmitted to the school. Expenses incurred from examinations requested by school officials shall be paid by the Board. The names of all students excluded from school under this policy shall be forwarded to the office of the Superintendent.

### **GENERAL STUDENT HEALTH GUIDELINES**

Each of these policies/procedures can be located on the Bartlett City Schools Website and will be important to you in dealing with various health concerns that students may face. Please review these policies/procedures to ensure you are appropriately following

Board Policy in these areas. Call for clarification regarding any communicable disease not listed on these sites.

### **MEDICATION ADMINISTRATION #6011**

It is advisable that you provide parents with a copy or reference them to the Student Handbook on the requirements for students to receive medication at school, labeling process, and field trip as well as special accommodations necessary for students who require medication at school. Please review this policy and minimize the types of medications necessary to only those that are absolutely necessary.

Each school should have at least two (2) medication back-ups that must attend medication administration in-service training annually. It is preferable that an administrator attend training for general knowledge of medication management at school and to obtain knowledge of forms used, changes in laws, etc.

Refer to your *Guidelines for Assistance with Medication Self-Administration in Schools* for management of medications at school. It is also located in the Student Handbook. In compliance with state laws and district policies, all guidelines and the policy must be followed, or the school nurse and/or the school personnel assigned will not give the medication. (T.C.A. §49-5-415)

Generally the following must occur in order for medications to be given at school.

1. The medication must be absolutely necessary. Parents must make arrangements for all other medicines to be given at home, either before or after school time.
2. Twenty doses of medicine are accepted at any one time.
3. Over-the-counter medicines-usually MAY NOT be given at school. Some exceptions exist but arrangements must be made with the school administrator or school nurse.
  - a. Original containers must be provided and correctly labeled. Prescription medicines must have a pharmacy label or label from the doctor's office or health care facility which includes the child's name, name of the medicine, strength of each unit of medicine and dosage amount and time as well as doctor's name. Over-the-counter medicines must be labeled with the child's name in a manner, which does not cover up the original label.
  - b. Parent Authorization form must be completed on all medications and the medicine container information must match the Parent Authorization.

If there are questions please contact Inge Fine, Lead Nurse, at 202-0855 Ext 2272 or ifine@bartlettschools.org.

### **MEDICATION VARIANCE**

All missed doses of medication must be documented on a Medication Variance form and forwarded to Coordinated School Health to Geniese Bolden, CSH Specialist, at gbolden@bartlettschools.org. Medication Variance forms must be completed by the responsible party for medication administration and then signed by an administrator prior to being sent to Coordinated School Health. Variances include students not coming to the office to take the medicine, error in medication administration including wrong person, wrong medication, wrong dose, wrong route, wrong time, and/or oversight. Other reasons may constitute a medication variance and we urge you to call us if you have any questions or need clarification.

**MEDICATION ADMINISTRATION RECORD DOCUMENTATION & RETENTION**

It is imperative that the nurse and any medication back-up document medications given and notify the administration of any medication variances. All medications require a signed authorization from parents and adherence to the Medication administration guidelines. Medication should be limited to those required during school hours and necessary to maintain the child in school.

Medication Administration Record (MAR) Sheets/Forms are considered confidential school records that must be protected and maintained.