

## STUDENT HEALTH SERVICES

### School Health Service Records

State law requires that schools keep a health record for each student. Parents/guardians are encouraged to notify school health services of special health problems, medications, immunization booster dates, etc., in order to keep the health record current. The school health record is filed in the health service office and follows the pupil from preschool through grade 12.

### Emergency Care and First Aid

Health Services requests parent/guardian emergency care information on an annual basis. Parents/guardians are asked to describe any medical concerns and to provide emergency contact information on the Emergency Information sheet each fall.

The school has a responsibility to administer first aid and to attend to students who become ill. First aid is given by the health paraeducator or other school personnel and is limited to the medically approved, District-approved emergency procedures, which stipulate obtaining immediate medical care when indicated. Parents/guardians are contacted in the case of illness or accident. If parents/guardians are not available, the health paraeducator contacts the responsible person designated by the parent/guardian. If unable to contact either the parent/guardian or emergency contact, and medical services are required, the family doctor and/or 911 are called by the school. Fees for services by the family medical provider or EMT services are the responsibility of the parent/guardian.

Transportation of ill students is a parent's/guardian's responsibility.

### Screenings

Screenings are done in accordance with State Health Department recommendations and as determined essential for assuring the health of students in Anoka Hennepin School District and within staffing allocations. The nurse will determine students needing possible further examination and will refer for medical attention.

### Communicable Disease Control and Immunizations

Minnesota law requires that students will be fully protected against all communicable diseases in order to attend school. Exemption from immunization is allowed per state law. The assessment of the student's immunization level is done by the nurse and information is provided to parents/guardians at kindergarten round up, or whenever any student enrolls at any grade level in any district school. Students who require immunization will be referred to any available community resource inclusive of private health care providers. Health Services are required to maintain current immunization records on all students. Health Services notifies the School Board of those students who are not in compliance with the state immunization law. A student is excluded from school attendance due to lack of immunization compliance by School Board action. Health Services continues to monitor the students for immunization compliance and when the parent/guardian provides evidence of compliance, will re-admit the student to school. The district Health Service Coordinator shall report annually to the State Department of Health within 60 days of the beginning of the school year.

Health Services monitors contagious disease occurrence in our schools. Nurses are required by law to report any disease that may threaten the public health. When abnormalities become apparent the Health Service Coordinator will collaborate with county and state agencies to minimize exposure to infection and prevent the spread of illness. Students with specific communicable diseases are excluded from school in accordance with State Health Department regulations. Readmission will be according to district policies, the regulations of the State Health Department, and the advice of the County Disease Prevention and Control Departments.

### Home Instruction

Students ill for 15 consecutive days or more and with medical provider authorization and documentation are candidates for homebound instruction. Requests for homebound instruction are made to Health Services. Health services will not proceed to arrange homebound instruction until medical authorization has been received from the private medical provider. The nurse confers with physician, parents/guardians, and students and may seek additional medical information to substantiate the student's inability to attend school.

### Special Transportation for Health Reasons

Students requiring special health transportation for temporary health reasons or health conditions may have this arranged by the Health Service. The nurse will contact physicians and parents/guardians for documentation of needs. Health service will coordinate with the 504 case manager or Special Education case manager as indicated.

### Medications Management

Students requiring medications to be administered during the school day must provide bottles of the prescription and signed parental request. Long-term medications will require a physician's written order in addition to the parent's/guardian's permission. The registered nurse may delegate medication administration to Health Paraeducator or, in rare instances, other staff that have been specifically trained for this responsibility by the nurse. The registered nurse will monitor medication administration, purpose, and effects. Medication errors will be documented and evaluated in order to decrease future errors. Please refer to the Anoka Hennepin Medication Administration procedure for more detail.

### Management of Special Health Concerns and Health Plans

The Registered Nurse has the responsibility for implementing and supervising the medical plan in the school and safeguarding the health of the student. A district administrative health team evaluates students presenting unusual needs and/or equipment in the school. The Registered Nurse, with information received from the parent/guardian, student, health documents, and education team, writes the individual health care plan (IHP). Health plans are reviewed annually or more frequently if necessary. Copies of health plans are distributed to school staff with a need to know and who may need to implement some component of the health plan.

### Preschool Health and Developmental Clinics

Clinics are offered to parents/guardians of District No. 11 children ages 3.5 to 5 years of age to assess health and developmental problems, thereby implementing Minnesota Statute and also assisting the District's Early Child Find Process.

### Health Services to Nonpublic Schools

Upon request of the nonpublic school, Minnesota Statute permits the district to offer the same type of health services to the nonpublic school and be reimbursed on a per pupil basis.

### School Health Service Program Development

All procedures of the school health services program are developed by the Health Service Coordinator in conformity with the rules and regulations established by the Minnesota Department of Health and Education, the Minnesota Nurse Practice Act, Minnesota Statutes, recommendations of the Medical Advisor and the District's school policies and are reviewed by appropriate stakeholder groups prior to implementation.

Anoka-Hennepin District No. 11  
Coon Rapids, MN 55433  
August 1988  
October 9, 2006