

Student Health/Clinic Information

- Every student will have an individual health file, which will include the Commonwealth of Virginia School Entrance Health Form (MCH-213D), all medication consent forms and a record of clinic services. This record is confidential and will be kept separately from the academic record while the student is enrolled. Only medical and necessary personnel will have access to these records. Upon graduation, withdrawal or transfer, the health record will be combined with the students cumulative record.
- All students Infant through 6th grade must have a Virginia School Entrance Health form completed and signed by a physician within the previous 12 months of the first day of school. This must be turned in within 7 days of the first day of school. **ALL K5 STUDENTS MUST HAVE A NEW PHYSICAL COMPLETED PRIOR TO THE FIRST DAY OF SCHOOL.** If your student is entering 7th-12th you are not required to have one within the previous 12 months but are required to have a physical on file.
- Immunization records, medical exemptions or a notarized religious exemption form will be required for all students. Please refer to the Immunizations section to see a listing of required immunizations for each age bracket.
- Every student must have a Student Health and Emergency Contact form completed and on file within the first 7 days of school.
- Please notify the clinic of all health issues or if your student receives a new diagnosis so that we can provide the best care to your student while in our care.
- DO NOT send your student to school if they have experienced a temperature >100 degrees without the use of fever reducing medication, vomiting, or diarrhea within the past 24 hours.
- Medication administration forms must be completed accurately in order for medication to be dispensed. Please review the Medication Administration Policy for further details.
- Designated employees of GBCA will be MAT (Medication Administration Training) certified and trained to administer medications in accordance with the Religious Exempt Child Day Center/Program Decision to Administer Medications and physician's orders when the clinic is not staffed by a licensed medical professional. Each family must sign the Religious Exempt Child Day Center/Program Decision to Administer Medications form.
- Medical Release Non-Consent form must be signed if you do not allow the staff at GBCA to treat or provide medical services to your student within the first 7 days of school.

- Sports Physicals will be required annually if your student is participating in a school sport. Students will not be allowed to participate in tryouts without this form completed. Please refer to the Athletic Handbook for further guidelines.
- Communication regarding your students health or medication administration will be transmitted through renweb unless told otherwise by the family within 7 days of the first day of school. It is the parent/guardian's responsibility to ensure we have an accurate email on file in renweb.
- Due to the potential adverse effects to students, the use of aerosol sprays, perfumes, colognes and any other substance that emits an odor should be avoided in the classroom. These items should only be used in locker rooms or bathrooms with consideration of other students in the area.
- Exemption from Physical Education requires a written note from the parents for up to 2 days. A physician's statement must be provided and turned into the school clinic if exemption is needed for more than 2 consecutive days.
- According to the Virginia School Health Guidelines no student can attend school who is known to have a contagious or infectious disease. Parents are to review the "Contagious or Infectious Disease Protocol" in the handbook for further guidance.

Medication Administration Policies

Prescription and Over-the-Counter {OTC}

Due to the dangers associated with the misuse of drugs, we discourage administration of medication during school hours. We understand that this isn't always possible therefore we will make accommodations accordingly. Medication will be administered by either a Licensed Nursing Professional (R.N. or L.P.N.) or school personnel that have been trained for medication administration (MAT). A listing of MAT personnel will be available in the clinic and also listed on the Religious Exempt Child Day Center/Program Decision to Administer Medications form that each family is required to sign. Administration of medication will be documented and kept in the individual students health file located in clinic. It is recommended that all parents notify the clinic if over-the-counter or prescription medication is given outside of school hours.

In order to undertake this, these regulations are required:

- A physician's written order and parent authorization are required for ALL prescription medications. Parents can obtain this form online from our website or from the school clinic. The physician must provide the following information:

- Students name
 - Physician name, contact information and signature
 - Date of prescription
 - Name of the medication
 - Dosage
 - Time to be administered
 - Possible side effects
 - Duration of the order
 - Medical condition in which it is being prescribed
- The first dose of any medication must be given at home.
 - If a second dose is needed during school hours please notify the clinic of the time the first dose was administered since overlapping doses can potentially be harmful and/or fatal to your child.
 - Parents are allowed to administer medications to their child in the clinic during school hours if needed.
 - Faxed orders for physicians are accepted as long as GBCA has a signed parental consent on file for that specific medication for the current school year. The original order must be turned into the school within 24 hours.
 - Requests for changes in the medication must be authorized by the physician and a new form must be completed.
 - Each year a new medication order form must be completed by the physician. Before and after care along with Infant/Toddler care must have these forms updated every 6 months.
 - Medications cannot under any circumstance be brought in by the student.
 - Medications must be brought in by the parent in the original container labeled properly by the pharmacy. The pharmacist can divide the medication into 2 containers- one for home and one for school if needed. Medications in plastic bags or other non-original containers will not be accepted under any circumstance.
 - Inhalers and EpiPens will be handled by the clinic unless otherwise indicated by the prescribing physician, stating the student must carry it with them and the student is in 6th grade or above.
 - Medication will be kept in a locked area of the school clinic and dispensed as prescribed by the physician.
 - Over-the-counter (OTC) medications will only be given if prescribed by a physician with the exception of Motrin and Tylenol. OTC medications have the potential for adverse effects; therefore, the same regulations as for prescription medications must be met. In addition, OTC medications must be delivered in an unopened container to the school clinic.

- Motrin and Tylenol will be provided by the school for students 2 years old and older for as needed use only. Written parental consent will be required.
- Students under the age of 2 will require a physician order for ALL medications; prescription and OTC. No exceptions will be made to this policy.
- Prescribed medication that has been discontinued or has expired must be picked up by the parent within 2 weeks or it will be appropriately discarded.
- ***If your child is taking a controlled medication (ex: ADHD meds) you MUST come to the nurses office and complete a medication count each time you bring in medication. The medication must come in the original bottle. Returning controlled medication will require the parent to sign off on the amount of medication returned. No exceptions will be made to this policy.***

Incidents resulting from the possession of or failure to use the medication as indicated by the instructions given by the physician or packaging, which could endanger the students safety, may be subject to disciplinary actions, which may include suspension and/or expulsion.

SUNSCREEN

The following information pertains to the use of sunscreen during school hours.

- Written parental authorization, noting any possible adverse reactions must be submitted on the appropriate form.
- Sunscreen shall be in the original, unopened container with the students name on it.
- Staff members who are not MAT (medication administration trained) will be permitted to apply sunscreen in accordance with the directions.
- Prescription sunscreen requires a physician written order and will only be applied by MAT personnel or the school nurse and must be stored in the clinic.
- Children 9 years of age and older may apply their own sunscreen under adult supervision.
- GBCA will not provide sunscreen to students.

BUG REPELLENT

The following information pertains to the use of bug repellent during school hours.

- Written parental authorization, noting any possible adverse reactions must be submitted on the appropriate form.

- Staff members who are *not* MAT (medication administration trained) will be permitted to apply bug repellent in accordance with the directions.
- Children 9 years of age and older may apply their own bug repellent under adult supervision.
- GBCA will *not* provide bug repellent.

DIAPER CREAM

The following pertains to the use of diaper cream during school hours.

- Written parental authorization, noting any possible adverse effects must be submitted on the appropriate form.
- Diaper cream shall be in the original, unopened container with the students name on it.
- Staff members who are *not* MAT (medication administration trained) will be permitted to apply sunscreen in accordance with the directions.
- Prescription diaper cream requires a physician written order and will only be applied by MAT personnel or the school nurse and must be stored in the clinic.
- GBCA will *not* provide diaper cream to students.

FIRST AID OINTMENTS/CLEANSERS

The following information pertains to the use of ointments and skin cleansers during school hours.

- GBCA will provide the following first aid ointments and/or cleansers;
 - Hydrogen Peroxide
 - Isopropyl Alcohol
 - Neosporin/Bacitracin
 - Antiseptic skin cleanser/Bactine
 - Isotonic Eye Wash
 - Saline Contact Solution
 - Vaseline
- Additional ointments and/or cleansers will need to be provided by the parent with a written physician's order.
- ***Per FDA warnings, No Benzocaine or Belladonna products*** will be allowed in the infant/toddler rooms for the purpose of teething relief due to potential serious side effects. *No exceptions will be made to this policy.*