

Woodland Presbyterian School Nurse Policies and Procedures

Medication should be administered at home whenever possible. Once or twice daily medications will not be administered during school hours. If medication must be administered at school, parents are required to sign a medication authorization form and send the medication in its original labeled container.

Over the Counter Medications

1. Over the counter medication will ONLY be dispensed by the school nurse when a parent brings the medication in the original medication container labeled with the child's name and date to the nurse. The medication should be brought on the day it is to be administered or with specific dates and/or conditions under which the medication is to be administered (i.e. migraine headaches).
2. The parent must fill out a Medication Authorization Form (available for download here: [Student Medication Authorization form](#) or in the nurse's office) that will be kept on file in the nurse's office.
3. A new Medication Authorization Form must be completed at least annually for any long-term medications.
4. Any unused medication will be returned when specific dates for administration have passed. Any medications left following the end of school year will be returned to the parent if possible, or discarded.

Prescription Medications

1. Prescription medications will only be administered by the school nurse to children whose parents have completed a Medication Authorization Form (available for download here: [Student Medication Authorization form](#) or in the nurse's office).
2. Medication must be in the original, pharmacy-labeled container.
3. The school nurse will administer medication at the designated time so as to minimize missed classroom time (i.e. between classes, at lunch).
4. Changes in prescription medications need written authorization from the licensed prescriber and parent. Changes can include but are not limited to: time, dose, addition, discontinuation, etc. Changes will be documented on the Medication Authorization form by the school nurse and initialed by the parent.

Communicable Diseases

If a child has been diagnosed with any communicable disease including: chicken pox, diarrhea illness, fifth disease, hepatitis A, hepatitis B, human immunodeficiency virus, impetigo, infectious mononucleosis, measles, mumps, head lice, pink-eye, ringworm, rubella, scabies, strep

throat, tuberculosis, or whooping cough, the school nurse should be notified. The school nurse will follow health department guidelines regarding when child may return to school.

If a child exhibits symptoms of these or any other suspected communicable disease, particularly open, draining skin lesions or eyes that are red, swollen and/or draining, the school nurse may send the student home from school at her discretion. Depending on the symptoms exhibited, a student may be required to have a physician's clearance before being allowed back in the classroom.

According to state law, the following communicable diseases must be reported to the Memphis and Shelby County Health Department: chicken pox, certain diarrhea illnesses, hepatitis A, hepatitis B, human immunodeficiency virus (HIV), measles, mumps, rubella, tuberculosis, diphtheria, encephalitis, meningitis, poliomyelitis, salmonella, shigella, whooping cough, food-borne illness, and sexually transmitted disease.

The contact address and phone number for the health department is: Memphis and Shelby County Health Department, 814 Jefferson Avenue, Memphis, TN 38105, 576-7717.

Life-Threatening Allergy Policy

Because Woodland Presbyterian School places the health and safety of all of its students as a top priority, Woodland has developed a policy regarding life-threatening food allergies. Please feel free to stop by the school nurse's office to obtain a copy or if you have any questions regarding this policy.

Dismissal from School Following Illness or Injury

If a child becomes ill at school, the school nurse will first try to contact the parent regarding sending the child home. Depending on the severity of the illness or injury, the nurse will contact an emergency contact for the child if unable to reach the child's parent(s) first. The child must be picked up at the nurse's office and signed out in the Woodland School office **within thirty minutes of parent contact.**

If a non-life-threatening emergency occurs, the school nurse or administration will contact the parent or emergency contact to determine the hospital/medical/dental office of choice. The parent and school nurse/administrative staff will agree upon which party will transfer the child to the medical facility of choice.

If a life-threatening emergency occurs, the school nurse or administration will call EMS services via 911 and the child will be transferred to the nearest medical facility. The parents will then be contacted. The school nurse or one of the administrative staff will bring the child's Health History Form and accompany the child in the ambulance to the hospital.