

**Bandera ISD**

# **2018-2019 HEALTH SERVICES HANDBOOK**



**[www.banderaisd.net](http://www.banderaisd.net)**

## **IMPORTANT**

Bandera Independent School District distributes the Health Services Handbook primarily in an on-line format. A PDF version of the Health Services Handbook can be downloaded or viewed from the Parents section of the Bandera ISD web site. Printed copies of the Health Services Handbook are available at each Bandera ISD campus from the school nurse.

<b>CAMPUS PHONE NUMBERS</b>	
ALKEK ELEMENTARY SCHOOL NURSE	830-460-3900 Extension: 5004
HILL COUNTRY ELEMENTARY SCHOOL NURSE	830-460-3901 Extension: 6007
BANDERA MIDDLE SCHOOL NURSE	830-460-3899 Extension: 4007
BANDERA HIGH SCHOOL NURSE	830-460-3898 Extension: 3012
<b>DISTRICT PHONE NUMBERS</b>	
SPECIAL PROGRAMS/HEALTH SERVICES	830-460-3890 Extension: 2003
SCHOOL NUTRITION SERVICES	830-460-3896
SPECIAL EDUCATION	830-460-3893
TRANSPORTATION	830-460-3897

## **Non-Discrimination Statement**

1. Bandera ISD offers career and technology education programs in Information Technology, Agriculture, Business, Consumer Science and Industrial Education. Admission to these programs is based on interest and aptitude, age appropriateness, and class space available.
2. It is the policy of Bandera ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.
3. It is the policy of Bandera ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.
4. Bandera ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.
5. For information about your rights or grievance procedures contact the Title IX Coordinator, Superintendent, at 815 Pecan Street, POB 727, 830-460-3890 and/or the Section 504 Coordinator, At-Risk Coordinator, at 815 Pecan Street, POB 727, 830-460-3890.

## **Notificacion publica de no discriminar en**

1. Bandera ISD ofrece programas vocacionales en actividades técnicas aplicadas, agriculture, actividades industrial, actividades derecho, y actividades. La admisión a estos programas se basa e interés y habilidad, su edad apropiada, y los numeros de los estudiantes en el clase.
2. Es norma de Bandera ISD no discriminar por motivos de raza, color, origen national, sexo o impedimento, en sus programas, servicios o activades vocacionales, tal como lo requieren el Título VI de la Ley de Deprechos Civiles de 1964, según enmienda; el Título IX de las Emmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.
3. Es norma de Bandera ISD no discriminar por motivos de raza, color, origen nacional, sexo, impedimento o edad, en sus procedimientos de empleo, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, la ley de Discriminación por Edad, de 1975, según enmienda, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.
4. Bandera ISD tomará las medidas necesarias para asegurar que la falta de habilidad en el uso de la lengua inglés no sea un obstaculo para la admisión y participación en todos los programas educativos y vocacionales.
5. Para información sobre sus derechos o procedimientos para quejas, comuníquese con el Coordinador del Título IX, Superintendent, en 815 Pecan POB 727, 830.460.3890, y/o el Coordinador de la Sección 504, At-Risk Coordinator en 815 Pecan POB 727, 830.460.3890.

## SCHOOL HEALTH CLINIC

If a student feels ill or wishes to confer with the school nurse, he or she must obtain permission from the teacher. Students are not to report to the School Health Clinic between classes without the teacher's permission. Except in unusual emergencies, parental permission is obtained before a student is referred and sent to a doctor. **Students who are ill or injured, should check out of school through the Nurse's Office and not call parents directly from a personal cell phone or the administrative office.**

## ASTHMA AND THE BISD "ASTHMA ACTION PLAN"

If your child has asthma and requires the use of asthma medications at school, you must ask your School Nurse for an "Asthma Action Plan" form. This form must be taken to your child's physician, completed, and signed. The "BISD Physician/Parent Request for Administration of Medicine by School Personnel" form must also be completed and signed by the parent/guardian and the physician. **These forms must be completed yearly.** The physician must state on that form that it is permissible for the student to carry his asthma medication and to self-administer as needed. If it is not stated specifically that the student can carry and self-administer his asthma medication, then the asthma medication will have to be kept in the School Health Clinic. It is highly recommended that the parent/guardian of students who carry their asthma medications (inhaler) provide an extra asthma inhaler to be kept in the School Health Clinic for emergencies. The student may forget and leave the inhaler at home. If an additional asthma inhaler is kept in the School Health Clinic, it would always be available for the student, whenever needed, during school hours.

## COMMUNICABLE DISEASES

The parent of a student with a communicable or contagious disease is asked to telephone the School Nurse. A student with certain diseases is not allowed to come to school while the disease is contagious. These diseases include:

AIDS/HIV Infection*	Gastroenteritis	Pharyngitis, Non-streptococcal (Sore throat)
Amebiasis	Hepatitis, Viral, Type A	Ringworm
Campylobacteriosis	Hepatitis, Type B, C, E	Respiratory Syncytial Virus (RSV)
Chickenpox	Impetigo	Rubella
Common Cold	Influenza (Flu)	Salmonellosis
Conjunctivitis (Pink Eye)	Measles (Rubeola)	Shigellosis
Coxsackie Virus Disease (Hand, Foot, Mouth Disease)	Meningitis, (Bacterial)	Sinus Infection
	Meningitis, (Viral)	Strep, or Scarlet Fever
Diarrhea	Mononucleosis Infections	Tuberculosis, Pulmonary
E. coli infection	Mumps	
Fever (over 100°)	Otitis Media (Earache)	
Fifth Disease	Pertussis (Whooping Cough)	

\*Students with AIDS/HIV infection shall be excluded when the child's physician determines that a severe or chronic skin eruption or lesion that cannot be covered poses a threat to others.

The Communicable Disease Prevention and Control Act requires physicians, dentists, and veterinarians to report, after the first professional encounter, each patient examined who is suspected of having a reportable disease. Texas law requires physicians to report cases of communicable diseases to the local health departments, city or county health officers, or public health regional offices which will then transmit the information to the Texas Department of Health.

### **DOCTOR'S NOTE AFTER AN ABSENCE FOR ILLNESS**

Upon return to school, a student absent for more than three consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws. This statement from the physician or health clinic is to be originally generated by the doctor's office or health clinic either by fax or handwritten. The school has the right to verify with the doctor's office the dates on the statement, if needed.

### **FEVER**

Students who have a fever of 100°F or higher will be sent home from school. To be able to return to school, students should be fever free for at least 24 hours without fever suppressing medications.

### **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required are: Hepatitis A, Hepatitis B, Diphtheria/Tetanus/Pertussis (DTP), Haemophilus influenza type b (Hib), Inactivated Poliovirus (IPV), Pneumococcal (PCV13), Measles/Mumps/Rubella (MMR), Pneumococcal conjugate (PCV7), Varicella (chickenpox), and Meningococcal (MCV4). The school nurse can provide information on age-appropriate doses or on an acceptable physician validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber stamp validation.

**Students, new to the district and entering from a previous Texas school, who have a delinquent shot record must receive the required immunization(s) before they can register in Bandera ISD.**

Students registering at a Bandera ISD school, coming from another state, must present a current immunization record that meets state requirements. If immunizations are needed to meet state requirements, students must get them, and/or the first immunization of a series needed, before completing registration in a BISD school. New students to the district may not register without an immunization record except in legally allowable circumstances.

To claim exclusion for **medical reasons**, the child or student must present a statement signed by the child's physician that it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim exclusion for reasons of **conscience**, including a religious belief, a signed affidavit must be presented by the child's parent or guardian, stating that the child's parent or guardian declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit is obtained from the State Department of Health Services in Austin, Texas. The affidavit will be valid for a two-year period. The child, who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in terms of emergency or epidemic declared by the commissioner of public health. New students who claim exemption for reason of conscience must have the officially approved form from the Texas Department of Health Services to register for school.

## **BACTERIAL MENINGITIS-INFORMATION**

In accord with the provisions of Senate Bill 31, Bandera ISD is required to inform parents and students about Bacterial Meningitis in this manner.

**What is meningitis?** Meningitis is an inflammation of the covering of the brain and spinal cord - also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis:

- *Strep pneumoniae* causes pneumococcal meningitis; there are over 80 subtypes that cause illness.
- *Neisseria meningitides*—meningococcal meningitis; there are 5 subtypes that cause serious illness—A, B, C, Y, W-135.

**What are the symptoms?** Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.

**How serious is bacterial meningitis?** If is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, it can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

**How is bacterial meningitis spread?** Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes. The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. Being a carrier helps to stimulate your body's natural defense system. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

**What is the risk of getting bacterial meningitis?** The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 populations per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

**How is bacterial meningitis diagnosed?** The diagnosis is usually based on a combination of clinical procedures and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap). What should you do if you think you or a friend might have bacterial meningitis? Seek prompt medical attention.

**How can bacterial meningitis be prevented?** Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A,C,Y,W-135) is available. These four groups cause the majority of meningococcal cases in the U.S. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts up to 5 years.

**Your school nurse, family doctor and the staff at your local or regional health department office are excellent sources for information on communicable diseases. Additional information may also be found at the websites for the Centers for Disease control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us)**

## **EMERGENCY MEDICAL TREATMENT**

Parents are asked to complete an emergency card each year that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that could be required in case of an emergency should be provided and updated by the parents as necessary. The school is not responsible for the costs of emergency medical treatment or transport.

## **EPINEPHRINE (Epi Pen) ADMINISTRATION**

Bandera ISD has made on site undesignated Epi-pens available for use in emergencies. Appropriate staff members are provided training yearly on anaphylaxis and Epi-pen usage. School Epi-pens are not for routine medical treatment. If a student has a prescription to use an Epi-Pen, please provide that Epi Pen along with proper documentation to your school nurse. School Epi Pens are only for situations deemed emergencies.

## **HEAD LICE (Information from the Texas Department of Health Services)**

It is the parent's responsibility to check their student's hair frequently to look for head lice. It is the parent's responsibility to make sure the student does not come to school with live head lice and to treat the lice, if present. Frequent home head checks can catch the problem at the early stages when it is easy to treat. The best policy when dealing with head lice is "prevention" or early intervention.

Head lice are not a public health threat. They do not carry disease. Bandera ISD requires that students with live adult lice go home to be treated and then may return immediately to school. (This can be done in the same day.) Treatment does not require a visit to a doctor.

Bandera ISD **does not** have a "no-nit" policy. This means that students may return to school as long as there are no live lice present. Nits, or lice eggs, may be present in the hair. Parents should know that if nits are not completely removed from the hair, they can hatch and re-infest the child's head. Careful and complete removal of nits, which are about the size of a knot in a thread on the hair shaft, is key to making sure no more lice hatch. It only takes one nit to hatch, lay more eggs and then re-infest a student.

The school is required to send notice home to the parents of students in a classroom, if live lice are reported in that classroom. (Senate Bill 1566) Mass screenings or "head checks" are not recommended by the Texas Department of Public Health. Teachers are trained to notice the symptoms of head lice and will send students individually to the nurse for a confidential head check if lice are suspected. More information about head lice from the Texas Department of Health Services is available through the Bandera ISD web site under "Health Services."

## **MEDICINE AT SCHOOL**

**At no time are students allowed to carry any form of medication on campus.** This includes medicated lip balms, cough drops, eye preparations, etc. Exception to this rule is, a student may carry and self-administer certain medications only with signed permission from a physician and parent/guardian and notification to the School Nurse. Bandera ISD does not furnish nonprescription medicines (aspirin, Tylenol, ibuprofen, cough drops, antacids, etc.) to students except in emergencies. Neither herbal, holistic, non-FDA-approved medications nor medications obtained in foreign countries will be administered at school. All medications must be in their original containers. It is the parent/guardian's responsibility to maintain an adequate supply of daily medication at school. A student who must take a medicine, (either prescription or OTC) must have the parent bring the medicine in its properly labeled container to the school nurse before the school day begins.

**All prescription medications administered by the school must be accompanied by a signed and dated "BISD Physician-Parent Request for Administration of Medicine by School Personnel" form.**

The Nurse will either give the medicine at the proper times or give the student permission to take the medicine as directed. No medications will be administered at school before 7:50 AM. A parent/guardian must sign a permission statement at the beginning of the school year and must provide the unopened; OTC/nonprescription medicines they want their child to receive on an occasional basis. The parent/guardian must bring the medication and the signed permission form to the school nurse.



Standing physician's orders and the parent/guardian's signature allow the occasional administration of the OTC medications. If OTC medications are to be given for 5 or more consecutive days,(i.e. ibuprofen daily at school during lunch for 2 months) permission must also be given by the student's physician, as well as the parent/guardian. All prescription medications must be properly labeled showing student, route of administration (i.e. by mouth) name of medication, dosage, when to be given, expiration date, physician's information, etc. How and when the medicine is administered at school must match the prescription container. **Expired medications will not be dispensed** by the School Nurse.

## **STUDENT EMERGENCY CARD**

The *Student Emergency Card* is an essential health document at BISD. While completing this card, please list at least three (3) contact people. Hopefully, this will ensure that someone can be reached immediately should your child become ill or seriously injured at school. When listing parent/guardian information include the parent/guardian's full name, the name/address of place of employment, as well as the employment telephone number. If your child has any unusual health conditions or medical needs, please indicate this on the bottom/front of this card. Discuss these special conditions/needs with your child's teacher and the School Nurse. This card must be signed on the back by the parent/guardian. This allows for transportation of a student in the case of an emergency. It is the parent/guardian's responsibility to keep change of address or phone numbers updated.

## **HEALTH FORMS PARENTS MAY REQUEST FROM THE SCHOOL NURSE:**

- PARENT/GUARDIAN REQUEST FOR SPECIALIZED PHYSICAL HEALTH CARE SERVICES,
- ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL
- EMERGENCY HEALTH CARE PLAN FOR SEVERE ALLERGIC REACTION
- SCHOOL ASTHMA ACTION PLAN
- REQUEST FOR THE PROVISION OF PHYSICIAN-PRESCRIBED SPECIAL HEALTH CARE PROCEDURES,
- PHYSICIAN'S AUTHORIZATION FOR ADMINISTRATION OF SPECIALIZED PHYSICAL HEALTH CARE SERVICES

If your child requires special services and/or procedures, see your School Nurse. These forms are not included in school health clinic packets. Some of these forms may be accessed on the district web site under the grey bar "Parents," then click on "Health Services."

## **ROUTINE HEALTH SCREENINGS**

BISD complies with all Health Screening mandates [25 TAC §37] and provides screening to check students in certain grade levels (and all new-to-BISD students from other school districts) for vision, hearing, spinal abnormalities, and acanthosis nigricans (pre-diabetes indicator). Additionally, BISD students may have height, weight, blood pressure and pulse checks, and dental screens performed by trained health personnel.

Parents/guardians of students identified through any screening program as needing treatment or further examination by a physician/dentist, shall be advised of the need and referred to appropriate health agencies.

## SPECIAL DIETARY NEEDS AND/OR FOOD ALLERGIES

Food reactions are common, but most are caused by *food intolerance* rather than a *food allergy*. Food intolerance can cause some of the same signs and symptoms as a food allergy, so people often confuse the two.

A true food allergy causes an immune system reaction that affects numerous organs in the body. It can cause a range of symptoms. In some cases, **an allergic food reaction can be severe or life-threatening.**

In contrast, food intolerance symptoms are generally less serious and are limited to digestive problems.

### Special Dietary Needs-Medical Statement

Texas Department of Agriculture –Child Nutrition Guidelines

A form must be completed for Special Dietary Requests.

### Physician Order Form for Food Allergy/Special Dietary Needs/Disability Action Plan

Each special dietary request must be supported by a statement that explains the food substitution that is requested. It must be signed by a recognized medical authority (physician, physician assistant or nurse practitioner). The physician statement must identify:

1. **The child's disability;**
2. **An explanation of why the disability restricts the child's diet;**
3. **The major life activity affected by the disability;**
4. **The food or foods to be omitted from the child's diet and the food or choice of foods that must be substituted.**

**\*\*An updated medical statement on the Physician Order Form - Food Allergy/Special Dietary Needs/Disability Action Plan is required every school year.** Please provide a copy of the Physician Order Form to both the School Nurse and Cafeteria Manager. Please contact your Cafeteria Manager if you need assistance with special dietary needs. Only limited substitutions can be made with alternate food items on hand.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The key elements identified as being fundamental in the development of a comprehensive food allergy management plan for Bandera ISD include the following:

1. Identification of Students with Food Allergies At-risk for Anaphylaxis;
2. Development, Communication, Implementation and Monitoring of Food Allergy Action Plans, Emergency Care Plans, Individualized Health Care Plans, and/or 504 Plans;
3. Reducing Risk of Exposure Within the School Setting;
4. Training for School Staff on Recognition of Anaphylaxis and Appropriate Emergency Response,
5. Post Anaphylaxis Reaction-Review of Policy and Procedures.

The District Management Team shall include administration, athletic director, school nurses,

counseling coordinator, teacher representative, food service manager, transportation manager, custodial manager, and extracurricular club representative and/or any person identified as a designee. The nurses in collaboration with administration, will review TASB resources and develop Food Allergy Action, Individualized Health Care and Emergency Care Plans, decide on training materials that will be used to communicate and implement the plans and monitor the plans throughout the year

## **CONTACT INFORMATION FOR BISD SCHOOL HEALTH CLINICS**

For further questions, contact your campus school nurse at:

**Bandera High School** – (830) 460-3898; Cathy Mullins-Barton, BSN, RN

**Bandera Middle School** – (830) 460-3899; Toni Serene, RN

**Alkek Elementary** – (830) 460-3900; Trena Fitzpatrick, BSN, RN

**Hill Country Elementary** - (830) 460-3901; Shanna Wilke, RN