

**STUDENT HEALTH SERVICES REGULATION****A. *Immunization***

Each student must present a record of immunization upon registration (or within 14 days of admission to school) signed by a doctor or certified by a clinic. The Building Principal shall not allow students to attend classes without proper proof of immunization. Students from another state or country may attend school for up to 30 days without proof of immunization, provided that they make a good faith effort to obtain such proof.

Children must receive immunizations for diphtheria, polio, measles, mumps, rubella, hepatitis B, Haemophilus Influenzae Type b (Hib) and Varicella prior to entering or being admitted to school as required by the New York State Department of Health (outlined in 5420-E.3).

Students with legitimate religious or health reasons with the proper documentation to certify the condition may be excluded from the requirements. Proof of the rubella vaccine can be waived for females over age 11 years, unless they and the person in parental relation have read and signed the rubella consent form, and have been counseled by the school nurse and/or school or private physician.

Students whose records are unobtainable or whose records cannot be verified must be totally re-immunized unless other instruction is received from the Commissioner of Health or the Bureau of Disease Control Regional Office.

**B. *Administering Medication to Students in School***

The administration of prescribed medication to a student during school hours is permitted only when the medication is necessary to allow the student to attend school or failure to administer the medication would seriously affect the student's health.

Parent(s) or guardian(s) must present the following information:

1. a note from the family doctor containing the following information: student's name, the date and name of the medicine, dosage and time to be administered, and list of possible side effects;
2. a note from the parent(s)/guardian(s) giving the school nurse, teacher, Principal or other school staff permission to administer the medication; or
3. file a medication request form (see exhibits 5420-E.1 and E.2) with the school-nurse teacher.

The school nurse shall develop procedures for the administration of medication, which require that:

1. all medications will be administered by the school nurse, the Superintendent or his/her designee;
2. medications shall be securely stored in the office and kept in their original labeled container, which specifies the type of medication, the amount to be given and the times of administration;
3. the school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of each instance of administration; and

*D. Illness in School*

If a student becomes ill in school:

1. The nurse will determine if the student should remain in the dispensary or return to class.
2. The nurse will call the parent, guardian or substitute parent if he/she feels the student should go home. In general, a parent or guardian will pick up the student from school.
3. The nurse will contact the Building Principal if he/she feels the child should be transported by bus to the home.
4. If there is to be a change in bus routing in order to carry the student to his/her home, that decision will be made by the administrator and the transportation supervisor.
5. If the route is to be changed, the transportation supervisor shall inform the bus driver.
6. If no parent, guardian or substitute parent picks up the student at school, or if no parent/guardian or substitute parent will be home, the student will remain in the nurse's office until such time as a parent, guardian or substitute parent becomes available to assume responsibility for the child.

*E. Medical Emergency Record*

All students shall have on file a medical emergency record which shall state the name and telephone numbers of the following:

1. the student's parent(s) or guardian(s) at home and work;
2. the student's next of kin;
3. a neighbor;
4. the family physician; and
5. preferred hospital

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