

## ISL School Health Procedures for medical emergencies and other health services

### Emergency Response Procedure

In the event a student becomes seriously ill or injured, the staff will initiate our *Medical Emergency Procedure* (see flowchart). The *Medical Emergency Procedure* flowchart outlines what is expected of staff and is posted in all classrooms. The School Nurse will ensure that the staff have adequate understanding of this procedure in the form of a teaching session at the beginning of each school year. CPR and other lifesaving techniques will be initiated by the School Nurse until medical help arrives. ISL is currently equipped with one portable Automated External Defibrillator (AED) which is located in the gym. All staff members are trained on its use at the beginning of each school year.

### Health Services

The Nurse's Office is staffed daily with a certified healthcare provider during school hours. The School Nurse will:

- care for all injured and ill students while on school property (and, where applicable, during school field trips);
- initiate First Aid & CPR when needed;
- maintain updated school health records for every student;
- dispense daily medications to applicable students;
- inform teachers of any student allergies and/or health problems;
- organize annual screening programs for vision (G1-G5);
- train all staff members in First Aid/CPR/AED & use of an EpiPen;
- work in conjunction with staff and families regarding any student mental health issues, learning disabilities and/or any other chronic medical problems;
- maintain school employee medical booklets.

### Medical Requirements

ISL requires that each student have the following:

- a. **Updated Health Records** - All medical forms must be completed prior to the beginning of each school year. Forms are available in the Nurse's Office or on the school website.
- b. **Updated vaccinations** - In accordance with WHO & local Latvian requirements, ISL requires proof of vaccinations for Hepatitis B, *H. influenza* Type B (HiB), diphtheria,



tetanus, pertussis, measles, mumps, rubella, and polio. We also strongly recommend Hepatitis A, annual flu shots, varicella, typhoid and Tick-borne Encephalitis vaccines.

For students who have not been previously vaccinated due to a family's personal or religious beliefs, a *Vaccination Waiver Form* (available in the Nurse's Office) will need to be approved and signed by the School Director prior to school admission.

- c. **Tuberculosis status** – ISL requires that every student have proof of a negative tuberculosis (TB) test. Either a documented record of previous BCG vaccine, an annual Tuberculosis Skin Test (PPD, Mantoux), or an annual negative chest x-ray.
- d. **Annual Physical Exam** – done by the child's physician.

All student health records are kept confidential and are stored in a locked cabinet in the Nurse's Office.

### Illness

For serious illnesses, staff will follow the *Medical Emergency Procedure* flowchart. Students who become ill at school are to be escorted to the School Nurse. When applicable, the School Nurse will notify parents/guardians to take the student home. Until parents/guardians arrive, the School Nurse will take appropriate measures in caring for the student. The School Nurse will fill out an *Illness Report Form* for parents when applicable.

**A.** If a student is found to have one of the following ailments, the School Nurse reserves the right to send the student home:

- **Chicken Pox** (herpes zoster, varicella) – May return back to school once the majority of lesions have crusted over and once they are fever free.
- **Communicable Diseases** – (e.g. measles, mumps, rubella, scarlet fever, pertussis). Children must provide a doctor's note and must be fever and symptom free prior to returning to class.
- **Conjunctivitis** (pink eye) – red, itchy eye(s) with yellow discharge. May return to school after beginning antibiotic eye medication for 24 hours.
- **Fever** – temperature over 37.6° Celsius. Must be free of fever (<37.5°C) for 24 hours before returning to school.
- **Head Lice** (pediculosis) – Children found to have lice or nits (eggs) may be sent home; determined on a case-to-case basis. Students should be free of all lice before returning to class.
- **Respiratory Illness** (common cold or flu) – fever, chills, runny nose, nasal congestion, frequent coughing, fatigue,



sore throat, and/or headache. Must be symptom free for 24 hours before returning to school.

- **Rashes of known origin** – e.g. impetigo, tinea corpora (ringworm). Must provide a doctor's note stating they are not contagious and may return to school after beginning proper medication for 24 hours.
- **Rash of unknown origin** – may require a doctor's note stating they are not contagious based on the School Nurse's clinical judgement.
- **Sore Throat** – if the School Nurse clinically suspects a strep throat infection, then a proper diagnosis by the child's doctor, using rapid strep test and/or throat culture, is required. If determined to be strep throat, a child may return to school after beginning antibiotics for 24 hours, and must be fever and symptom free.
- **Vomiting and/or diarrhea** – Must be symptom free for 24 hours before returning to school. If diagnosed with a rotavirus, will require a doctor's note stating they are not contagious before returning to school.
- **Unusual irritability, restlessness, listlessness** – are usual signs of oncoming illness in younger children.

**B.** Students who are out sick from school for 3 or more days require a doctor's note stating that they are healthy and are not contagious to the other students. All doctor notes are kept confidential in the Nurse's Office.

**C.** In the event of a class-wide or school-wide disease outbreak, the school reserves the right to notify staff and parents of what contagious illness to be aware of, and will provide information of what symptoms to be aware of. The school diligently respects medical confidentiality and never releases any affected student's name in any sort of public forum.

### Injuries

For serious injuries, staff will follow the *Medical Emergency Procedure* flowchart. For minor injuries, students will be escorted to the School Nurse. The School Nurse will initiate first aid treatment. When applicable, the School Nurse will notify parents/guardians to take the student home. Any injury that occurs at home should be seen by the student's own physician. The School Nurse will fill out an *Accident Report Form* when applicable.

### Daily Medications

It is the parent's responsibility to notify the School Nurse of any daily medication use. If a student requires administering of daily medicines, parents must fill out an *Authorization to Administer Medications* consent form. Medication can only be administered by the School Nurse, or by the teacher in his/her absence. All medications

need to be properly labelled by the parents and then will be stored in the medicine cabinet in the Nurses Office. Exceptions are made for medicines for allergic reactions and asthma inhalers, which can be kept in the classroom or in the child's back pack.

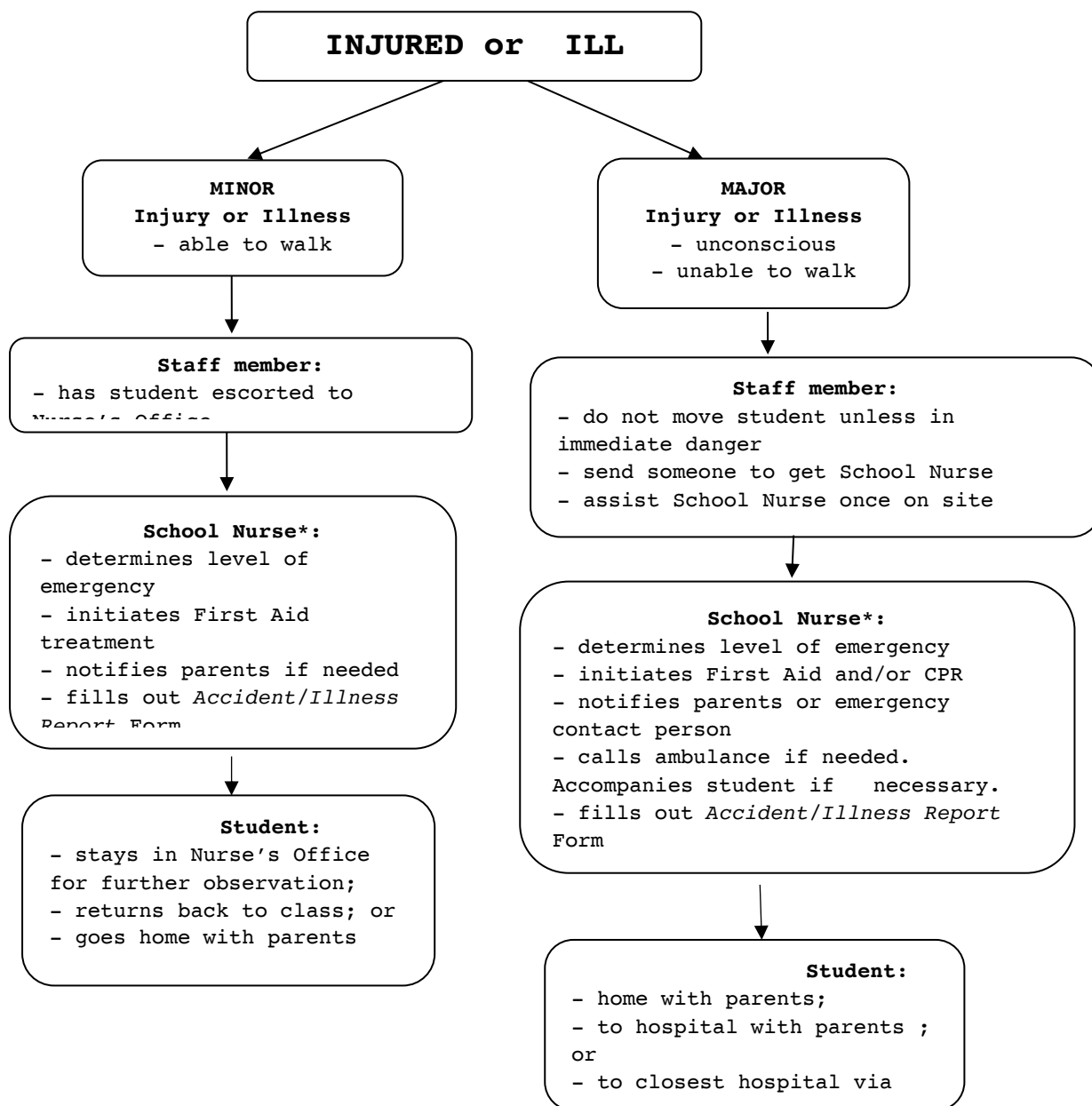
#### Allergies & Asthma

Parents/Guardians must notify both the School Nurse and classroom teacher regarding any severe allergies and/or asthma that their child may have. Forms for an *Allergy Action Plan* and an *Asthma Action Plan* must be filled out by parents and are kept on file with the School Nurse. The School Nurse will alert all staff members of students with severe allergies and will train applicable staff members in the use of EpiPens.

#### Reporting of Physical/Sexual Abuse

If a staff member suspects a student is being physically or sexually abused, s/he is required to inform the *Rigas Pilsetas bernu tiesibu aizsardzibas centrs* (City of Riga Childrens' Rights' Protection Centre) at 6733 4441. This is a confidential and anonymous call.

## Medical Emergency Procedure



\* In the School Nurse's absence, Staff will notify the Front Office who will assist in calling parents/emergency contacts and ambulance as needed.

### EMERGENCY NUMBERS:

(from mobile phone)	<b>113 / 112</b>
(from land line)	<b>01 – Fire</b>
<b>Department</b>	<b>02 – Police</b>