

ISL Health Procedures & Guidelines

Emergency Response Procedure

In the event a student becomes seriously ill or injured, the staff will initiate our *Medical Emergency Procedure* (Appendix A). This 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 or other trained personnel until medical help arrives.

ISL is currently equipped with one portable Automated External Defibrillator (AED) which is located in the Nurse's Office. All staff members are trained on its use at the beginning of each school year. As well, all staff complete an EduCare "First Aid Essentials" on-line CPR training at the start of the school year which is valid for 2 years.

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 staff employee medical booklets;
- collaborate with other administrators to develop health and safety policies, procedures and guidelines.

Medical Requirements

ISL requires that each student has the following at the start of each school year:

- **Medical History form** - Parents must complete a Medical History Form for each student attending ISL. Students with allergies, asthma, diabetes or seizures will have separate additional forms to be completed.
- **Physical Exam form** - must be filled out by the family doctor at the start of each school year.
- **Vaccinations** – In accordance with local Latvian requirements, ISL requires proof of vaccinations for Hepatitis B, diphtheria, tetanus, pertussis, measles, mumps, rubella, and polio. We also strongly recommend Hepatitis A, annual flu shots, varicella, and Tick-borne Encephalitis vaccines. For students who have not been previously vaccinated due to a family's personal or religious beliefs, please make an appointment with the School Nurse.
- **Back-to-School Health Questionnaire** - In the light of the COVID-19 pandemic, starting in August 2020, we will request that each family fill out the online questionnaire regarding recent traveling, any self-isolation and other related questions. This will be sent out in a community newsletter at the start of the school year.

All student health records are kept confidential and are stored in a locked cabinet in the Nurse's Office. Medical forms should be completed online using the school's OpenApply program and can be found on the ISL webpage, *School Life* → *Nurse/Health*.

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, please speak with the School Nurse. Medication can only be administered by the School Nurse. All medications need to be properly labelled by the parents and then will be stored in the medicine cabinet in the Nurse's Office. Exceptions are made for life-saving medicines for allergic reactions and asthma inhalers, which can be kept in the classroom or in the student's backpack.

Allergies & Asthma

Parents must notify the School Nurse regarding any severe allergies and/or asthma that their student may have. Additional *Allergy* and *Asthma Forms* must be filled out by parents and are kept on file with the School Nurse. The School Nurse will alert staff members of students with severe allergies and will train applicable staff members in the use of EpiPens.

Injuries on campus

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 to take the student home or to seek further medical attention. Any injury that occurs at home should be seen by the student's own family doctor. The School Nurse will fill out an Accident Report Form when applicable.

Illnesses on campus:

Students should only attend school if they are feeling well and can actively participate in all classroom activities (including PE and recess) without using any fever-reducing medications or cold/cough syrups. Parents should evaluate their students' well-being and check temperatures before leaving home. If a student has a temperature of 37.5⁰ C or higher and/or are not feeling well, then they should stay at home.

If during the school day, a student should fall ill, the staff will follow the *Medical Emergency Procedure* flowchart. Students will be escorted to the School Nurse, when needed. The School Nurse will take appropriate measures in caring for the student. When applicable, the School Nurse will notify parents to take the student home. Parents are expected to pick up their sick student within 60 minutes of initial phone call. The School Nurse will fill out an Illness Report Form for parents when applicable.

- A. 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.
- B. 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** (i.e. herpes zoster, varicella) – Students may return back to school once the majority of lesions have crusted over and once they are fever-free for 24 hours.
 - **Communicable Diseases** – (e.g. measles, mumps, rubella, scarlet fever, pertussis). Children must provide a doctor's note and must be fever- and symptom-free for 48 hours 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.
- **COVID-19** or upper respiratory symptoms - see below
- **Fever** - Students with a temperature of 37.5° C or higher will be sent home. They should not return back to school until fever-free for 48-hours without the use of fever-reducing medicines (i.e. paracetamol, ibuprofen, aspirin).
- **Head Lice (pediculosis)** – Children found to have lice or nits (eggs) may be sent home to begin the delousing process. Students should be free of all lice before returning back to class.
- **Rashes of known and unknown origin** – Must provide a doctor’s note stating they are not contagious and may return to school after beginning proper medication for 24 hours.
- **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 and must be fever- and symptom-free for 48 hours.
- **Vomiting and/or diarrhea** - Students with diarrhea or vomiting at school will be sent home. They should not return back to school until symptom-free for a full 48-hours. If a student has fever and/or any upper respiratory symptoms along with the diarrhea, then a doctor’s note will be required before returning back. 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 and students may be sent home per the School Nurse’s discretion.

C. Management of a Foodborne Outbreak

- A **foodborne illness** outbreak is an incident in which two or more persons have the same disease, have similar clinical features, or have the same pathogen; and there is a time, place, or person association among these persons that is traceable to ingestion of a contaminated food.
- A **suspected foodborne outbreak** is when two or more persons have similar onset and duration of symptoms usually associated with a foodborne illness, and there is a common connection with a food event

School Nurse	<ul style="list-style-type: none"> - Triage & care for ill persons - Alert the Director & Principal(s) - Assign someone to assist - Document findings - Notify Latvian Health Department - Delegate non-nursing issues to others - Send out educational information to parents
Principal(s)	<ul style="list-style-type: none"> - Gets help for Nurse’s Office - Notifies Food Service Manager - Alert teachers that more ill students and staff may be expected - Coordinate another room for overflow - Alerts Facility Manager -> alerts cleaning staff - Designates school spokesperson for public announcements
Front Desk	<ul style="list-style-type: none"> - Alert parents (with scripted text from Principal and Nurse) - Forward calls from media to Communications Manager
Food Service Manager	<ul style="list-style-type: none"> - If school lunches suspected, obtain food samples - Coordinate investigation with Latvian Health Department - Field questions to school’s designated spokesperson

- D. **Upper Respiratory Symptoms:** Symptoms suggestive of [COVID-19](#) (dry cough, shortness of breath, fever, sore throat, fatigue, stuffy nose, headache, muscle aches, new loss of taste or smell) will follow these guidelines:
- o Students without a fever with one of these symptoms - if not better with rest, water or throat lozenge, students will be sent home as a precaution and should remain home for 48-hours until symptom free.
 - o If a student is being disruptive to the class due to excessive coughing or sneezing, students will be sent home as a precaution and should remain home for 48-hours until symptom free.
 - o If more than one of these URI symptoms or has fever plus one of these symptoms, students will be sent home and a doctor's note will be required before returning back to school.
 - o If one of these symptoms is due to a known allergy, allergy medicine may be given with parent's permission. If not better in 30 minutes, the student will be sent home and should remain home for 48-hours until symptom free. Students with known allergies must have a doctor's note prior to the start of the school year.
 - o Students will be provided with a surgical mask and isolated away from other students and staff. Parents must be available to pick-up student within 60 minutes of initial phone call.
 - o Please refer to the appendices for flowcharts and COVID-19 screening tools

COVID-19 Guidelines and Procedures:

As a community, we will all need to work together to combat the spread of this virus and to keep our students, staff and community safe.

As parents, we will need your support and cooperation with:

- keeping sick students at home;
- filling in all required ISL Medical documents and a Back-to-School Health Questionnaire;
- adhering to any new guidelines and procedures;
- checking your students' temperature and well-being every day before leaving home;
- reinforcing frequent hand-washing and respiratory etiquette at home.

At school, we will:

- implement the use of a high-quality thermal fever-scanning camera, hand sanitizer stations and disinfection mats upon entering the building;
- monitor the health of students and staff throughout the school day;
- increase disinfection and cleaning procedures, as well as ventilation in classrooms;
- post signage and share informative health checklists and flowcharts with community;
- encourage frequent hand-washing, respiratory etiquette and promote healthy distancing where needed.

Stricter health measures may need to be introduced (e.g. wearing masks, strict social distancing, staggered times) if mandated by the Latvian government or if there is a change in the risk level at school. The need for a partial or full school closure will be carefully evaluated by the Crisis Management Team, in cooperation with guidelines provided by the

local health authorities.

General Guidelines for Epidemics/Outbreaks *[guidelines adapted from CDC]*

In the event of an epidemic, the School Nurse will initiate the following guidelines

- **Encourage students & staff to stay home when sick.** Those with symptoms of a communicable disease should stay home for **48 hours** without the use of fever-reducing medicines (e.g. ibuprofen, paracetamol) and/or cold/cough syrups.
- **Separate ill students and staff.** Students and staff who appear to have symptoms of a communicable disease will be separated from others and given a surgical mask until they can be sent home. Parents must be available to pick up within 60 minutes of initial phone call.
- **Encourage hand hygiene and respiratory etiquette.** Medical research emphasizes the importance of the basic foundations of disease prevention: stay home when sick, wash hands frequently with soap and water when possible, and cover noses and mouths with a tissue when coughing or sneezing.
- **Increase routine cleaning** and encourage classroom ventilation.
- **Consider increasing social distances within the school environment.** Postponing field trips or large group gatherings, maintain small classroom groups, stagger large groups of lunches, move desks farther apart, and cancel other events that bring large groups of people into close proximity with one another.
- **Communication.** Disease alerts and information will be updated on a regular basis on the school website, newsletters and/or via emails with parents. Notification of emergency school dismissal is done via SMS notification.
- **Consideration of selective school dismissal.** The decision to dismiss a class, grade, division or entire school will be made after serious deliberation within the Crisis Management Team (CMT) in cooperation with local medical authorities.

For more severe conditions, outbreaks or pandemics, the **ISL Emergency Pandemic** plan will go into effect which may require school closures (gradual, partial or full). Severe conditions would be:

- if the school is experiencing excessive absenteeism among students or staff;
- a large number of children are visiting the school health office or being sent home from school during the school day with documented fever or other symptom;
- the school is not able to keep potentially infectious people out; or
- as a result of a local government mandate.

Gradual/Partial School Closure

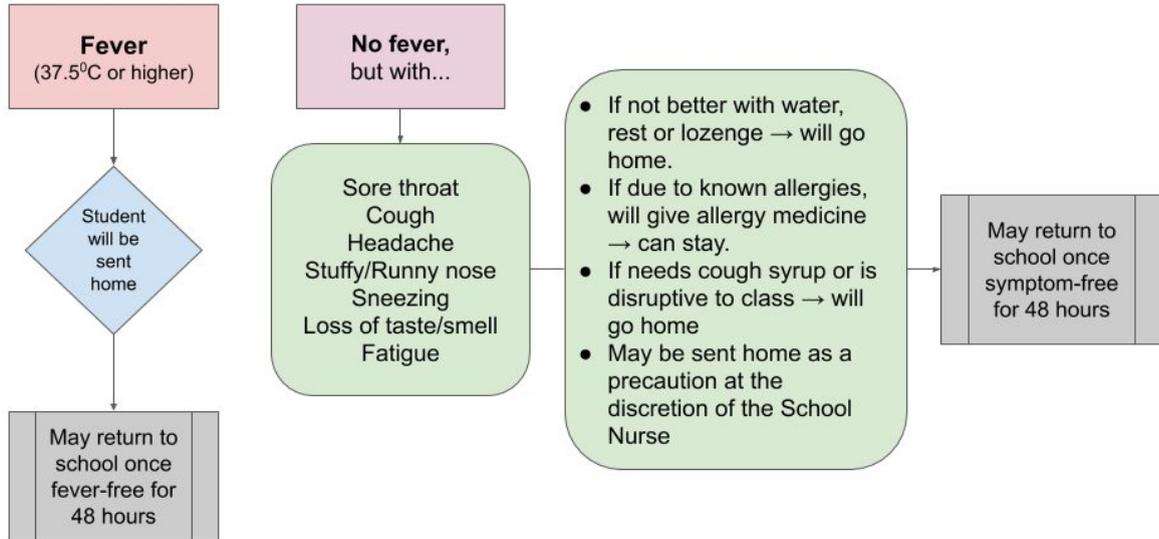
A gradual or partial closure strategy would be determined at the discretion of the Crisis Management Team and would be based on a higher than normal number of student and/or staff absenteeism due to a contagious infection. A closure strategy could look like this:

1. First close the affected class(es) based on a certain proportion of students and staff absent due to infection; if both classes closed, then
2. Close affected grade; if 2+ grades closed then
3. Close entire Elementary School or Secondary School as applicable; consider entire school closing based on numbers.

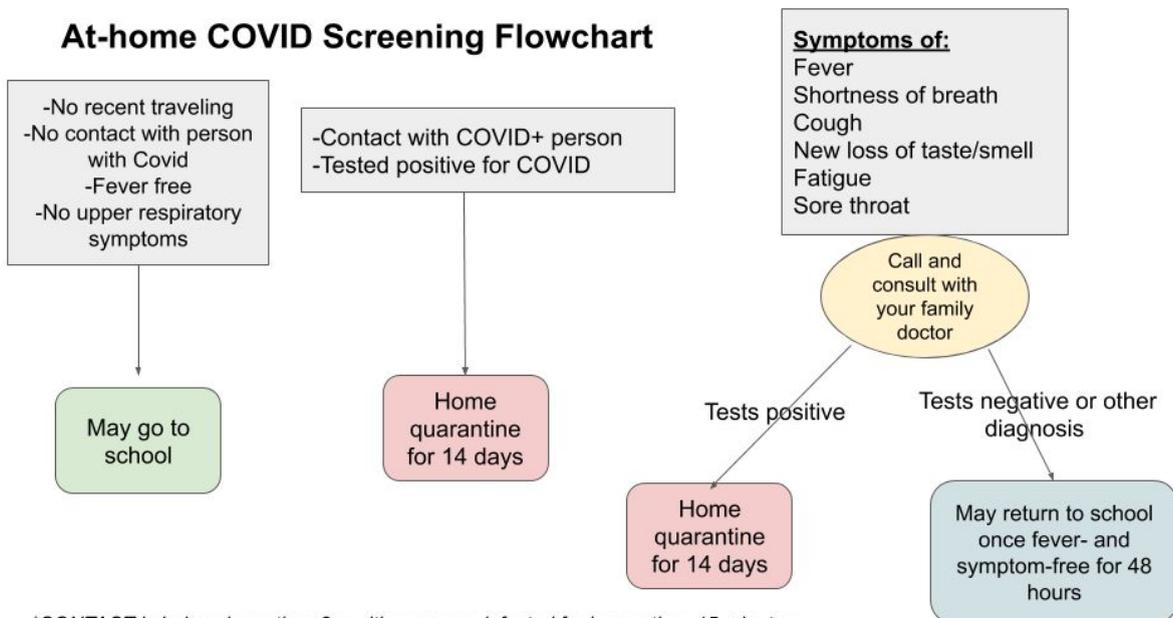
Full School Closure would be to close the school based on a national directive typically in a pandemic situation.

APPENDICES

General Illness & Fever Guidelines (at school)

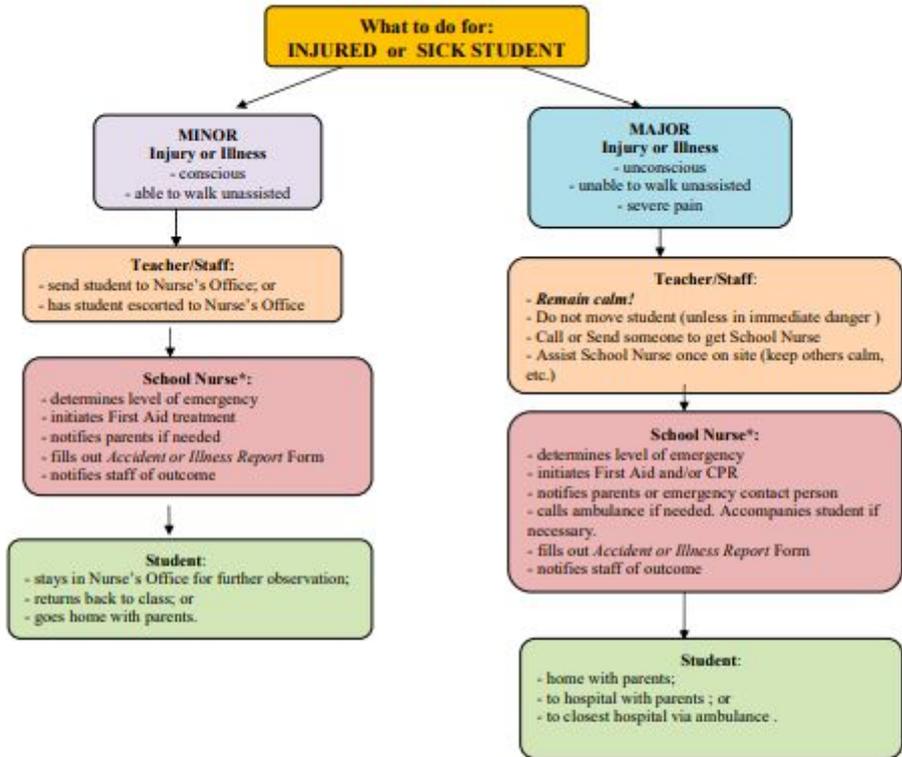


At-home COVID Screening Flowchart



**CONTACT is being closer than 2m with someone infected for longer than 15 minutes*

Medical Emergency Procedure



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

EMERGENCY NUMBERS:	
(from mobile phone)	113 – ambulance
	112 – police/fire
(from land line)	01 – Fire Department
	02 – Police Department
	03 – Ambulance

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