



## Medication Administration Policy

Medications are only dispensed during regular office hours between 7:30 am and 4:00 pm. ***Medications will not be given to students during extended day hours or by extended day staff.***

Office Hours: All medications will be administered by the School nurse or designated staff member. All oral medications that do not need to be refrigerated are kept locked in the Lower/Middle School clinic and/or Upper School office. Refrigerated medications are kept in the clinic in the Lower/Middle School. The refrigerator is accessible only to the School nurse and staff members.

Standing Orders: The school will make available a limited supply of “over the counter” medications during school hours. The “*Consent to Dispense Medication*” form must be completed and signed by the parent/guardian. Staff members dispensing medication will check for the signature of the parent/guardian prior to dispensing medication. The signed forms will be kept in each of the clinics. Forms are available at the Lower/Middle and Upper School offices. Note: PK students may not receive medications supplied by the school due to licensing restrictions.

Over the counter medication not supplied by school: Parents requesting over the counter medication to be given to their child during school hours must fill out an “*Over the Counter Medication Form.*” The name of the medication along with dose, dosing instructions, diagnosis, and time frame of medication must be included on the form. A signature of the parent/guardian is required prior to dispensing such medication. The parent/guardian will supply the school with the medication in its original container marked with the child’s name. Dosing instructions must be visible on the container. A physician’s signature is not required.

Sunscreen and Insect repellent are considered to be over the counter medication by Virginia Social Services. These items are not provided by the school. School personnel may not apply sunscreen to children. If your child needs sunscreen, it should be applied before the child comes to school. The regulations allow children over the age of nine to apply their own sunscreen. If a child needs to use sunscreen at school, an “*Over the Counter Medication Form.*” must be completed and signed by the parents. Sunscreen must be in its original container and labeled with the child’s name. Children under the age of 13 may not apply insect repellent themselves. If a child needs an application of insect repellent during the school day, an “*Over the Counter Medication Form.*” must be completed and signed by the parent. The child’s teacher must store the insect repellent out of reach of children and it must be in its original container and labeled with the child’s name.

Medications ordered by a physician: Physicians requesting medications to be given during school hours must fill out the “*Physician Order Form.*” Along with the physician’s signature, the signature of the parent/guardian is also required prior to dispensing said medication. In addition, Social Services requires information on what signs to look for in your child that signifies the need for an epi pen or inhaler. Therefore all PK-8 students who keep an epi pen or inhaler at school must complete an “*Epi pen and Inhaler Use*” form. These forms are available in both school offices.

PK students: Parents requesting over the counter medication to be given during school hours must fill out an “*Over the Counter Medication Form.*” The Parent/Guardian will supply the school with the medication in its original container marked with the child’s name. The duration of the parent’s authorization to dispense medication is 10 working days. Authorization must be renewed every 10 working days.

Epi-pens/Inhalers/Blood sugar Kits: Teachers will be trained annually in Epi-pen use. Epi-pens for students in PK – 4 will be kept with the homeroom teacher and given to the Physical Education teacher who accompanies the child outside. Epi-pens for students in grades 5-12 will be kept in the office. The coaches will pick up the epi-pens when the children go out for sports. In order for a student to be able to keep an epi-pen on his/her person, the school must have a letter from the student’s physician stating that the child has been taught the correct method of using the epi-pen. Social Service requires all licensed day care settings to have information provided by a parent that indicates the signs and symptoms as to when the epi-Pen/inhaler should be used. Therefore all students in PK – Grade 8 who use an epi-pen or inhaler must have this completed form on file.

Inhalers/Blood sugar kits will be kept in the office. In order for a student to be able to keep these items on his/her person, the school must have a letter from the child’s physician stating that the child has been taught the correct method of using the inhaler/blood sugar kit.

Allergy-Free Accommodations: For students in PK – 4 who have life-threatening food allergies, an “allergy free” table will be provided in the class room for snack and lunch. Only those students who have these allergies will be accommodated at these tables. While the teachers will make every effort to monitor the students’ food intake, it is the student’s responsibility to know the rules about not sharing food.

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# **CDC Guidance for State and Local Public Health Officials and School Administrators for School (K-12) Responses to Influenza during the 2009-2010 School Year**

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August 7, 2009

Excerpts from the complete report have been printed herein. Highland follows and will continue to follow the Centers for Disease Control and Prevention Guidelines for Schools. The School Nurse will update families/staff as necessary throughout the year.

*This document provides guidance to help decrease the spread of flu among students and school staff during the 2009-2010 school year. It recommends actions to take this school year and suggests strategies to use if CDC finds that the flu starts causing more severe disease. Based on the severity of 2009 H1N1 flu-related illness thus far, this guidance also recommends that students and staff with influenza-like illness remain home until 24 hours after resolution of fever without the use of fever-reducing medications.*

The guidance is designed to decrease exposure to regular seasonal flu and 2009 H1N1 flu while limiting the disruption of day-to-day activities and the vital learning that goes on in schools. CDC will continue to monitor the situation and update the current guidance as more information is obtained on 2009 H1N1.

About 55 million students and 7 million staff attend the more than 130,000 public and private schools in the United States each day. By implementing these recommendations, schools and health officials can help protect one-fifth of the country's population from flu. Collaboration is essential: CDC, the U.S. Department of Education, state and local public health and education agencies, schools, students, staff, families, businesses, and communities all have active roles to play.

The decision to dismiss students should be made locally and should balance the goal of reducing the number of people who become seriously ill or die from influenza with the goal of minimizing social disruption and safety risks to children sometimes associated with school dismissal. Based on the experience and knowledge gained in jurisdictions that had large outbreaks in spring 2009, the potential benefits of preemptively dismissing students from school are often outweighed by negative consequences, including students being left home alone, health workers missing shifts when they must stay home with their children, students missing meals, and interruption of students' education. Still, although the situation in fall 2009 is unpredictable, more communities may be affected, reflecting wider transmission. The overall impact of 2009 H1N1 should be greater than in the spring, and school dismissals may be warranted, depending on the disease burden and other conditions.

## Recommended school responses for the 2009-2010 school year Under conditions with similar severity as in spring 2009

- **Stay home when sick:**  
Those with flu-like illness should stay home for at least 24 hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. They should stay home even if they are using antiviral drugs.
- **Separate ill students and staff:**  
Students and staff who appear to have flu-like illness should be sent to a room separate from others until they can be sent home. CDC recommends that they wear a surgical mask, if possible, and that those who care for ill students and staff wear protective gear such as a mask.
- **Hand hygiene and respiratory etiquette:**  
The new recommendations emphasize the importance of the basic foundations of influenza 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 (or a shirt sleeve or elbow if no tissue is available).
- **Routine cleaning:**  
School staff should routinely clean areas that students and staff touch often with the cleaners they typically use. Special cleaning with bleach and other non-detergent-based cleaners is not necessary.
- **Early treatment of high-risk students and staff:**  
People at high risk for influenza complications who become ill with influenza-like illness should speak with their health care provider as soon as possible. Early treatment with antiviral medications is very important for people at high risk because it can prevent hospitalizations and deaths. People at high risk include those who are pregnant, have asthma or diabetes, have compromised immune systems, or have neuromuscular diseases.
- **Consideration of selective school dismissal:**  
Although there are not many schools where all or most students are at high risk (for example, schools for medically fragile children or for pregnant students) a community might decide to dismiss such a school to better protect these high-risk students.

# Under conditions of increased severity compared with Spring 2009

CDC may recommend additional measures to help protect students and staff if global and national assessments indicate that influenza is causing more severe disease. In addition, local health and education officials may elect to implement some of these additional measures. Except for school dismissals, these strategies have not been scientifically tested. But CDC wants communities to have tools to use that may be the right measures for their community and circumstances.

- **Active screening:**

Schools should check students and staff for fever and other symptoms of flu when they get to school in the morning, separate those who are ill, and send them home as soon as possible. Throughout the day, staff should be vigilant in identifying students and other staff who appear ill.

- **High-risk students and staff members stay home:**

People at high-risk of flu complications should talk to their doctor about staying home from school when a lot of flu is circulating in the community. Schools should plan now for ways to continue educating students who stay home through instructional phone calls, homework packets, internet lessons, and other approaches.

- **Students with ill household members stay home:**

Students who have an ill household member should stay home for five days from the day the first household member got sick. This is the time period they are most likely to get sick themselves.

- **Increase distance between people at schools:**

CDC encourages schools to try innovative ways of separating students. These can be as simple as moving desks farther apart or canceling classes that bring together children from different classrooms.

- **Extend the period for ill persons to stay home:**

If influenza severity increases, people with flu-like illness should stay home for at least 7 days, even if they have no more symptoms. If people are still sick, they should stay home until 24 hours after they have no symptoms.

- **School dismissals:**

School and health officials should work closely to balance the risks of flu in their community with the disruption dismissals will cause in both education and the wider community. The length of time schools should be dismissed will vary depending on the type of dismissal as well as the severity and extent of illness. Schools that dismiss students should do so for five to seven calendar days and should reassess whether or not to resume classes after that period. Schools that dismiss students should remain open to teachers and staff so they can continue to provide instruction through other means.



# HIGHLAND SCHOOL

Henry D. Berg, Head of

School

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## PANDEMIC ACADEMIC POLICY

### LOWER SCHOOL STUDENTS

In the event of school closure due to a pandemic, Lower School students and parents will receive information and assignments via email. The correspondence will be in the same form and method of delivery as the current system for sending and receiving the weekly newsletter. Some assignments may be attached to the newsletter. Parents and students may email teachers with questions and, unless instructed otherwise, return completed assignments to the teacher's school email address.

### MIDDLE AND UPPER SCHOOL STUDENTS

In the event of school closure due to a pandemic, Middle and Upper school teachers and students will communicate via Edline and email. Teachers will post assignments daily, and some assignments may require using links to websites that will also be on the class webpage for easy access. Students will submit work through Edline so that it can be retrieved easily by teachers for review. (Core teachers will help students practice using this feature by assigning something requiring Edline submission early in the year.) Work assigned may include typical homework assignments, papers, projects, online labs, and other activities; assessments will be modified to ensure fairness.

### GENERAL

If students have questions about assignments and/or material being covered, they should email their teachers. Teachers will reply to all emails within 24 hours, except on weekends.

Students without access to the Internet at home should plan to make arrangements to get access, perhaps by going to a friend's house, an Internet café, or the public library.

Naturally, if students are sick during this time, the normal procedures for making up work will apply.



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## Over the Counter Medication

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

**Medication** \_\_\_\_\_ **Date of Order** \_\_\_\_\_

Diagnosis \_\_\_\_\_ Dosage \_\_\_\_\_

Route \_\_\_\_\_ Time \_\_\_\_\_ Specific Duration of Order \_\_\_\_\_

**Medication** \_\_\_\_\_ **Date of Order** \_\_\_\_\_

Diagnosis \_\_\_\_\_ Dosage \_\_\_\_\_

Route \_\_\_\_\_ Time \_\_\_\_\_ Specific Duration of Order \_\_\_\_\_

**Medication** \_\_\_\_\_ **Date of Order** \_\_\_\_\_

Diagnosis \_\_\_\_\_ Dosage \_\_\_\_\_

Route \_\_\_\_\_ Time \_\_\_\_\_ Specific Duration of Order \_\_\_\_\_

I request that the school administer the above over the counter medications.

Parent/Guardian's Signature \_\_\_\_\_

Parent/Guardian's Name (printed) \_\_\_\_\_



## Physician Medication Order

Written orders must be provided from a physician detailing the name of the drug, date of the order, diagnosis, dosage, route, time and specific duration for the order. Signature of the parent or guardian is required requesting that Highland School comply with the physician's order. Prescription medications must be brought to school by the Parent or Guardian in the original container, appropriately labeled by the PHARMACY OR PHYSICIAN.

**PLEASE COMPLETE AND SIGN. PLEASE FAX INFORMATION TO: NURSE'S OFFICE - 540-347-5860**

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

**MEDICATION** \_\_\_\_\_ Date of Order \_\_\_\_\_

Diagnosis \_\_\_\_\_ Dosage \_\_\_\_\_

Route \_\_\_\_\_ Time \_\_\_\_\_ Specific Duration of Order \_\_\_\_\_

**MEDICATION** \_\_\_\_\_ Date of Order \_\_\_\_\_

Diagnosis \_\_\_\_\_ Dosage \_\_\_\_\_

Route \_\_\_\_\_ Time \_\_\_\_\_ Specific Duration of Order \_\_\_\_\_

Student has shown me or my staff adequate knowledge of use of Inhaler/ Epipen/ Bloodsugar kit and I would recommend that this student keep this medication with him/her at all times.

YES \_\_\_\_\_ NO \_\_\_\_\_

Physician Name (printed) \_\_\_\_\_

Physician's Signature (required) \_\_\_\_\_

Date \_\_\_\_\_ Telephone \_\_\_\_\_

I request that the school administer the above medications as ordered by the physician. If my child is allowed to keep an inhaler/epipen/bloodsugar kit, on his/her person, I will not hold the school responsible for any mishap involved with the inhaler on his/her person.

Parent/Guardian Name (printed) \_\_\_\_\_

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**Parent/Guardian Signature (required)                      Date                      Phone**



## EpiPen and Inhaler Use

*Social Service requires all licensed day care settings to have this information provided by a parent. Therefore all students in PK – Grade 8 who use an epi pen or inhaler must have this completed form on file.*

Name of Child: \_\_\_\_\_ Grade: \_\_\_\_\_

Listed below are the signs and symptoms as to when the ordered EpiPen should be used on my child.

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Listed below are the signs and symptoms as to when the ordered inhaler should be used on my child.

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Parent's Printed Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_