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## CLINIC POLICY AND PROCEDURES

### **Notification of Nurse**

When a child becomes ill at school, the nurse will call the phone numbers listed on the Emergency Notification form the parent/guardian have completed. You will have 1 hour to pick up your child (unless other arrangements have been made with the nurse or the front office personnel due to an unforeseen circumstance). If you do not return the nurse's call or pick your child up within the stated time, the nurse has the right to call the proper authorities which may include 911. Students are ALWAYS sent home or should NOT come to school for the following illnesses:

**Diarrhea/Vomiting:** If your child vomits or has diarrhea before school, please do not send them to school.

**Fever:** 100 degrees or more. Please DO NOT give your child medication before school if they have a fever that will wear off in the afternoon. Keep them home. Student must have a normal temperature for a period of 24 hours before returning to school, and checked by the nurse on return to school.

**Lice/Nits:** FAUS has a no nit/lice school policy. All FAUS students that have lice/nits MUST be treated prior to returning to school. It is REQUIRED that your child be checked by the school nurse or have a doctor's note stating the child is nit/lice free before returning to class. Also, if your child is sent home due to nits/lice, he/she may NOT participate in any FAUS after school activities or events that day or evening.

**Pink Eye:** If your child has any signs/symptoms of pink eye, you must have a note from your child's healthcare provider stating they are not contagious before they return to school.

**Sore/Red Throat:** To be determined by the Nurse, unless the child has known chronic allergies and no fever they may not remain in school.

**Constant cough/wheezing:** Including chest pain.

**Constant Sneezing (with anything but clear secretion):** If the child has only clear secretions and no fever they may remain in school, as long as they use a tissue and wash their hands frequently.

**Head/Face Injury:** If serious, after 911 is called the parent will be called.

**Nosebleed (or any other bleeding):** Bleeding that does not stop within a reasonable amount of time (15-20 minutes).

**Skin Eruptions/rash:** To be determined by the nurse. Includes but not limited to ringworm, scabies, impetigo, molluscum contagiosum. If sent home, must have a note from your child's healthcare provider to return to school.

*If you have any questions, please email [dbaltzer@fau.edu](mailto:dbaltzer@fau.edu) or call Deborah Baltzer, RN at (561) 297-2076.*

### Medication Protocol and Procedure

When a student has to take medication during school hours the following procedures must be strictly followed:

1. **Healthcare provider's Authorization to administer medication in school form must be signed and on file in the office stating:**
  - a) name of medication
  - b) dosage and time interval
2. Signed authorization from parent
3. Medication must be stored in their original container with an appropriate pharmacy label.
4. Medication must be secured by school office personnel/nurse and administered by an adult designated by the principal/director. Medication is **NEVER** to be kept in the classroom except for an epinephrine auto-injector. Students are allowed to carry emergency medication if it has been ordered and documented by a physician.
5. A record of the following is to be maintained by the nurse:
  - a) name of drug and dosage
  - b) dates of all administrations
  - c) expiration dates of all medications
6. No medication or treatment may be given until the form is completed and properly labeled medication is received. This includes over the counter medications.
7. Orders are valid for one school year.
8. Medications must be sent on all field trips.

The nurse who serves the school will coordinate this program under the direction of the principal/director and will maintain a file for each student who is receiving medication during school hours under the supervision of the school. The nurse will review this file on a monthly basis so that each individual student is effectively monitored.