All School and District Staff

Cache County School District

Confidentiality

Medication Policy, IHCP

Diabetes, Anaphylaxis,

Seizures, Asthma, Illness Protocol,

Universal Precautions, Lice,

Head Injury, First Aid, Lice,

Choking, AED/CPR

Confidentiality – a person's obligation to not disclose or transmit information to unauthorized parties

Privacy – a uniquely personal right that reflects an individual's freedom from intrusion

Legitimate educational interest - An employee has a legitimate educational interest if the employee needs the information in order to fulfill his or her professional responsibility

School official - A person employed by CCSD

NOTE: This does not include non-CCSD employees, PTA, volunteers, parents who are not the child's parent, and/or other students

Strictly Confidentiality

You **must** receive written consent to disclose the following information:

- Diagnosed learning disability
- Current or previous status as a "special education" student
- Any diagnosed medical/mental/physical condition
- Use of prescription medications
- History of drug/alcohol abuse or treatment
- HIV or AIDS status

How can I be sure I am doing the right thing?

- When in doubt, don't release medical information before consulting with your administrator or district nurse.
- Obtain written consent before giving out any identifiable student information, i.e. health plans and forms, medical release forms.
- Avoid conversations about students for whom you have not legitimate reason to discuss or with non-employees.
- Avoid comments that may be heard by others in places where others can hear, i.e., grocery store, sporting events, hallways.

Share Health Info only for:

Collaboration with colleagues who teach the child and others who have a legitimate educational need for the information.

Confidentiality Conclusion

- Safeguarding the privacy and confidentiality of student information is the responsibility of everyone in the district.
- Repercussions for violations can include employee disciplinary action and lawsuits.
- Violations of FERPA-HIPAA can be both costly for district, students, families and you.
- Most importantly, violations can adversely affect a student's life and ability to learn.

Medication at school

- DO NOT store or administer any medication for students. Refer these parents to the school office. Office staff will assist parents with the appropriate information and documentation following CCSD medication policy.
- Staff must be trained by the school nurse in order to administer any medication in the school setting. Any training and authorization to administer medication provided by the school nurse is only good for the current school year. This training is required to be renewed on a annual basis.

- Responsible students who can self-administer medication may carry one day's dose of medication of **approved** medications. This may include Epi-Pen's and Inhaler's.
- No medications that are classified as controlled substances may be carried by a student.

Medication Policy http://www.boarddocs.com/ut/ccsdut/Board.nsf/goto?open&id=AQKJP64E18A0

Healthcare Plan's

- Not every student with a health concern has a health care plan. The purpose of a health care plan is to give staff instructions on how to assist a student with daily and or emergency health interventions. Some students may have a health information sheet **OR** a 504 with accommodations due to health reasons if school staff is not providing any health interventions during the school day.
- Some students may have nothing at all due to parents/student desires regarding health information and their student's right to confidentiality.
- Medical alerts, health information sheets, health care plans and 504's with accommodations for health reasons may be found in PowerSchool.
- If you learn about a health issue for a student **without** a health plan, a health information sheet, or a 504 with accommodations due to health reasons, please let the office staff/school nurse know. Your school nurse will determine what documents to prepare and complete for that student.

Substitute Teachers

- For the safety of our students it is **imperative** that teachers share a student's health information including daily needs with any substitute teacher they may have.
- Substitutes must be directed to contact the office for additional health information and cares.

Diabetes Care at School

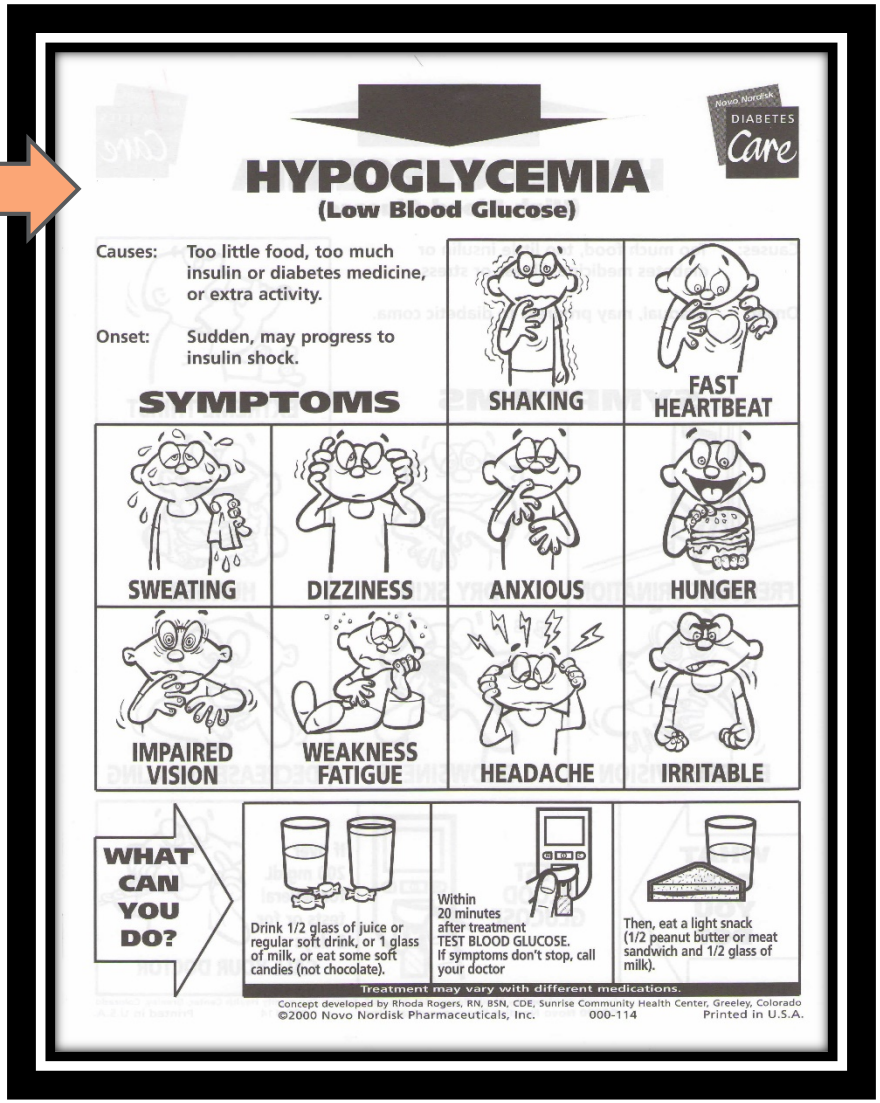
- Please learn which students at your school have diabetes.
- If you see them display unusual behavior, don't leave them alone.
- Refer them to a trained adult.
- Office Staff at each school is trained in Diabetes Management and Cares.

Stop

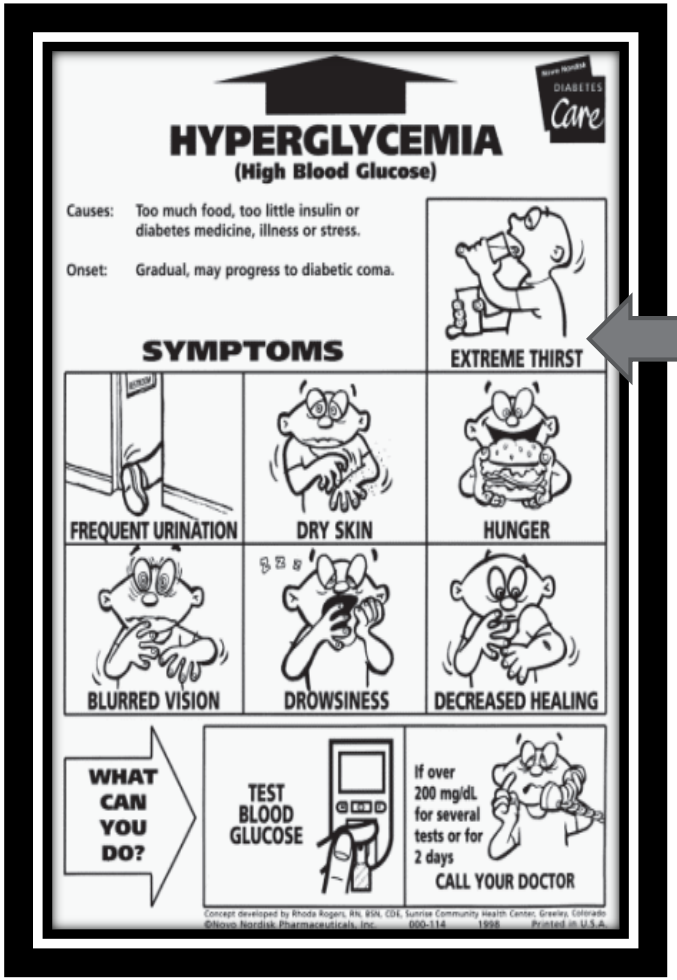
You are not allowed to administer ANY medication to students unless you have been authorized by your School District Nurse to do so.

Low Blood Sugar is a Medical Emergency

Students with diabetes exhibiting these signs require immediate attention. Student may need to eat or receive emergency medication (office staff trained)



High Blood Sugar-Teacher Consideration's



Students with diabetes must carry their diabetes supplies with them at all times.

They need to test and treat their blood sugar as needed.

Watch for these signs of high blood sugar. When blood sugar is high, students experience extreme thirst and frequent urination.

A trained staff member must accompany them on field trips.

Be prepared with portable snacks for emergency drills.

Allergy vs. Anaphylaxis?

- **Allergic reaction** is an over-reaction of the immune system. Results in red, watery eyes, itching, sneezing, runny nose, mild rash usually relieved with over the counter medication.
- **Anaphylaxis** is a severe allergic response that produces breathing difficulty, collapse and possible death. This can occur with first exposure. These reactions require immediate attention and treatment.
  - **Common allergens are peanuts, tree nuts, bee stings, seafood**

Anaphylactic Reaction

- **Mouth:** tingling, itching, swelling of the lips, tongue or mouth.
- **Throat:** itching, difficulty swallowing, drooling, hoarseness.
- **Skin:** hives, itchy rash, swelling.
- **Stomach**: nausea, vomiting.
- **Lungs:** short of breath, coughing, wheezing.
- **Give Epinephrine for Symptoms in 2 or more Body Systems or for Difficulty Breathing.**

STOP

If you are not currently authorized to administer medication please skip slides 15-17.

You are not allowed to administer ANY medications to students unless you have been authorized to do so by your School District Nurse.

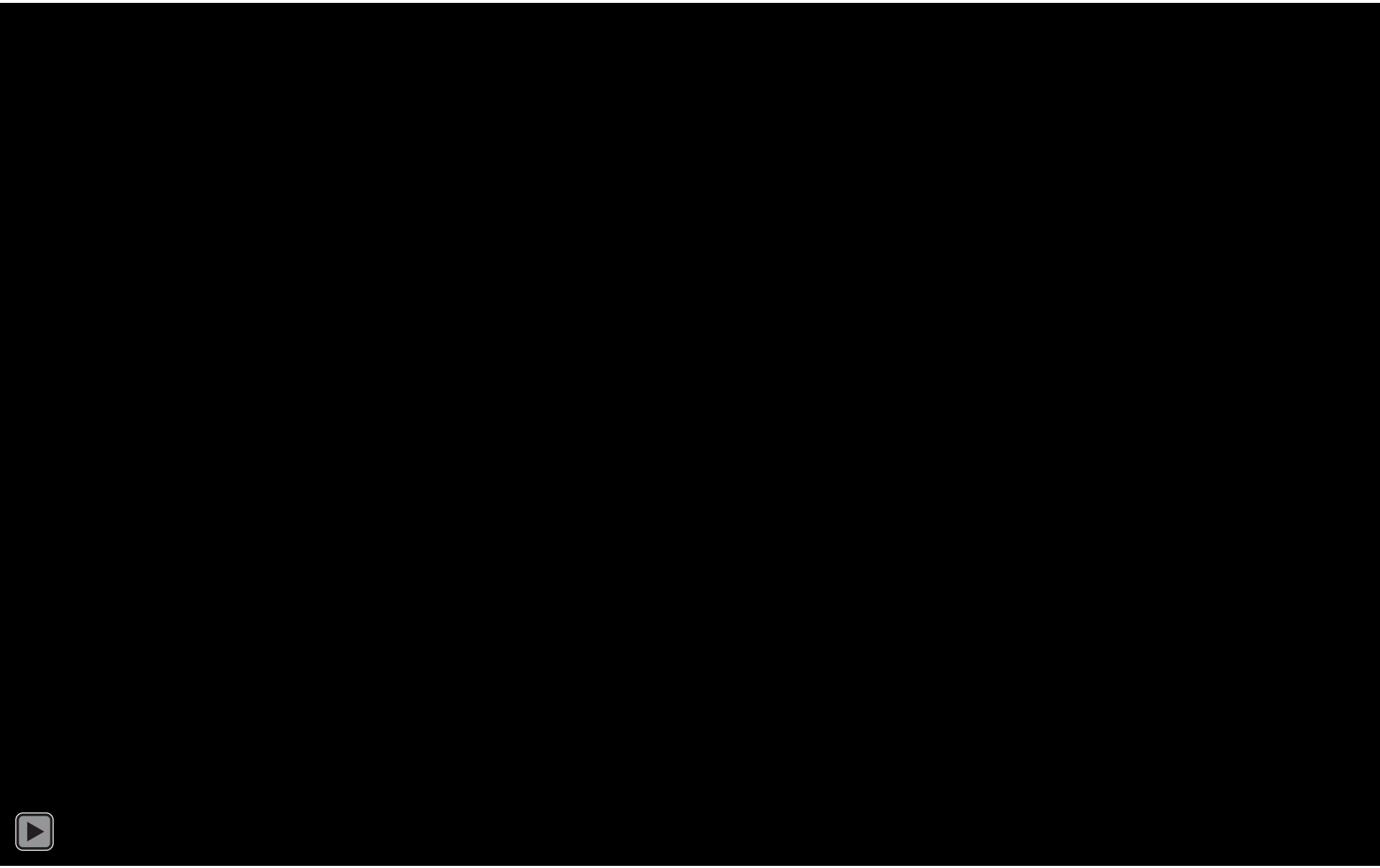
If you see symptoms....

- Ask if student has been exposed to an allergen. If in doubt, treat as an allergic reaction.
- For anaphylactic symptoms-give EPINEPHRINE. Stock Epinephrine is stored in the school office. Office staff trained to inject.
- Green for 2nd grade and younger. Yellow 3rd grade and older.

- ***Call 911 and notify parents immediately. Be Prepared to initiate rescue breathing and CPR. Document events.***

How to Use Auvi-Q

https://www.epipen.com/en/about-epipen/how-to-use-epipen



Seizures

- There are different types of seizures.
- Some seizures manifest as blank stares or daydreaming.
- Other seizures involve only a portion or one side of the body.
- Some involve repeated movements.
- Generalized (grand mal, tonic-clonic) seizures involve the entire body with stiffening, twitching, loss of consciousness.

Convulsive Seizure First Aid

Follow Health Plan
Stay calm/Lower to the floor/Prevent injury/Turn on side
Begin timing length of seizure/Call Parent/Don't hold down or put anything in the mouth.

Call 911 if:

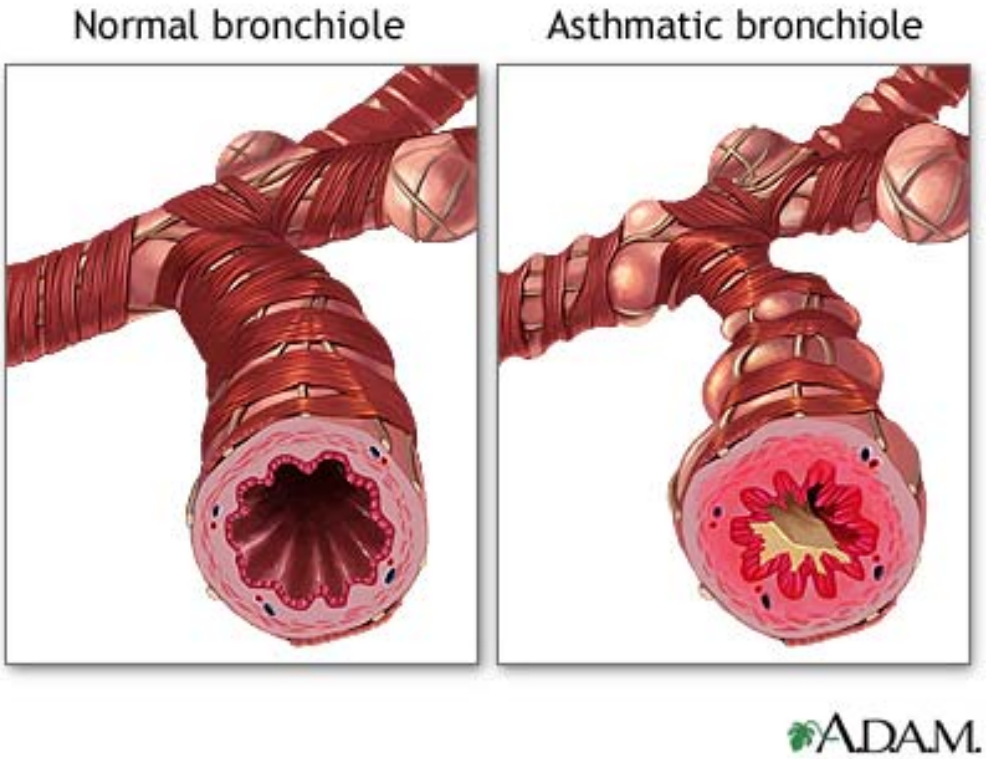
-If we do not have a current student health plan on file at the school.
-There is no history of student having seizures.
-The seizure lasts longer than 5 minutes
-Student is injured, pregnant or has diabetes.
-Student has breathing difficulties.
-Student has repeated seizures with or without regaining consciousness.

-Any rescue medications are given
-**If student has seizure rescue medications ordered, *authorized trained staff* are the only employees that are allowed to administer these medications. Please Contact them and call 911.**

Seizure First Aid and You

ASTHMA

What is Asthma?



Chronic lung disease that can make it hard to breathe

Three things happen to make breathing difficult:

- Airways fill with mucus
- Airway lining swells
- Muscles around the airways tighten

Asthma Signs and Symptoms

People with asthma often experience periods of:

- Shortness of breath
- Wheezing
- Coughing
- Chest tightness
- Appearing fearful or worried
- Lack of energy
- Irritable
- Stuffy, runny nose
- Retractions
- Nasal flaring

These periods are called attacks or episodes and should always be taken seriously!

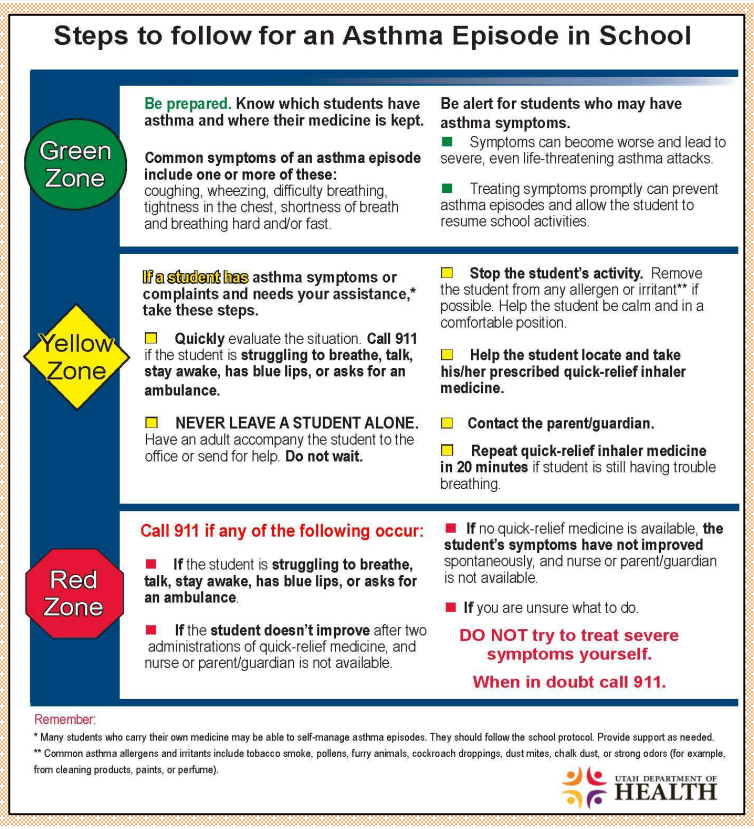
Is there a cure?

- There is no cure for asthma, but it can be controlled.
- Someone with controlled asthma should be able to live a normal life.

- Asthma can be controlled by:
  - Knowing and avoiding common triggers
  - Appropriate use of medications
  - Controller Medications: Long-term, taken on a daily basis to reduce swelling and mucus.
  - Quick-Relief "Rescue Medications: Inhalers are short term medication taken in emergencies or when exposed to triggers.

Emergency Protocol for Schools

This chart can be printed off of the district's Health Services website at:



Steps to follow for an Asthma Episode in School

Green Zone

Be prepared. Know which students have asthma and where their medicine is kept.

Common symptoms of an asthma episode include one or more of these:
coughing, wheezing, difficulty breathing, tightness in the chest, shortness of breath and breathing hard and/or fast.

Be alert for students who may have asthma symptoms.

- Symptoms can become worse and lead to severe, even life-threatening asthma attacks.
- Treating symptoms promptly can prevent asthma episodes and allow the student to resume school activities.

Yellow Zone

If a student has asthma symptoms or complaints and needs your assistance,* take these steps.

- **Quickly** evaluate the situation. **Call 911** if the student is **struggling to breathe, talk, stay awake, has blue lips, or asks for an ambulance.**
- **NEVER LEAVE A STUDENT ALONE.** Have an adult accompany the student to the office or send for help. **Do not wait.**
- **Stop the student's activity.** Remove the student from any allergen or irritant** if possible. Help the student be calm and in a comfortable position.
- **Help the student locate and take his/her prescribed quick-relief inhaler medicine.**
- **Contact the parent/guardian.**
- **Repeat quick-relief inhaler medicine in 20 minutes** if student is still having trouble breathing.

Red Zone

Call 911 if any of the following occur:

- **If** the student is **struggling to breathe, talk, stay awake, has blue lips, or asks for an ambulance.**
- **If** the **student doesn't improve** after two administrations of quick-relief medicine, and nurse or parent/guardian is not available.
- **If** no quick-relief medicine is available, **the student's symptoms have not improved** spontaneously, and nurse or parent/guardian is not available.
- **If** you are unsure what to do.

DO NOT try to treat severe symptoms yourself.

When in doubt call 911.

Remember:

* Many students who carry their own medicine may be able to self-manage asthma episodes. They should follow the school protocol. Provide support as needed.

** Common asthma allergens and irritants include tobacco smoke, pollens, furry animals, cockroach droppings, dust mites, chalk dust, or strong odors (for example, from cleaning products, paints, or perfume).

UTAH DEPARTMENT OF HEALTH

Be Prepared

- Know which children have asthma
- Be aware of any triggers
  - *If possible, remove triggers from classroom*
- Be alert of symptoms
- Know where the medicine is kept

If a child has asthma symptoms or complaints and needs your assistance…

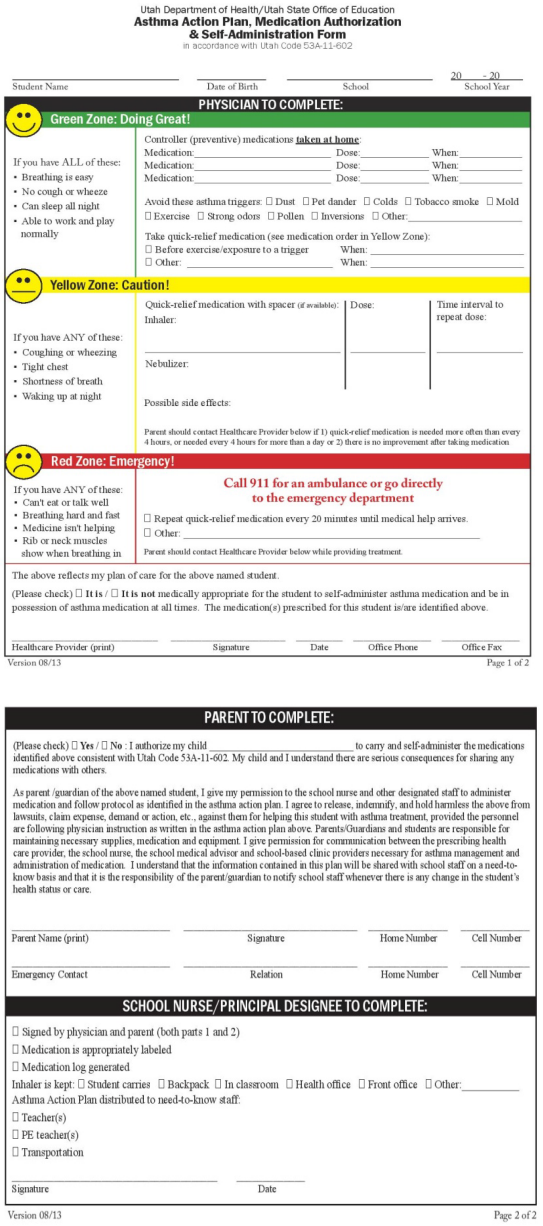
- NEVER leave child alone
- Stop the child's activity
  - Help the child remain calm
- Put the child in an upright, sitting position
  - Do not have the child lay down
- Help the child locate quick-relief medicine
  - Assist as the child self-administers medication
- Call parent or guardian
- Repeat quick-relief inhaler medicine in 20 minutes if child is still having trouble breathing

Call 911 if…

- Child-is struggling to talk, stay awake, or has blue lips
- Child is having retractions
- If quick-relief medicine is not available
  - If parent/guardian or nurse is not available
- Student doesn't improve after two uses of inhaler
- If you are unsure of what to do

Asthma Medication Policy in Schools

- Utah State law allows children to carry and use inhaled asthma medications at school.
- For both staff assisted and self-administered asthma medications an Asthma Action Plan is required.
- This form must be:
  - Signed by parents
  - Signed by health care provider
  - Kept on file at school



Utah Department of Health/Utah State Office of Education
Asthma Action Plan, Medication Authorization & Self-Administration Form
in accordance with Utah Code 53A-11-602

Student Name | Date of Birth | School | 20__ - 20__ School Year

PHYSICIAN TO COMPLETE:

Green Zone: Doing Great!

If you have ALL of these:
- Breathing is easy
- No cough or wheeze
- Can sleep all night
- Able to work and play normally

Controller (preventive) medications **taken at home**:
Medication:_____ Dose:_____ When:_____
Medication:_____ Dose:_____ When:_____
Medication:_____ Dose:_____ When:_____

Avoid these asthma triggers: ☐ Dust ☐ Pet dander ☐ Colds ☐ Tobacco smoke ☐ Mold ☐ Exercise ☐ Strong odors ☐ Pollen ☐ Inversions ☐ Other:_____

Take quick-relief medication (see medication order in Yellow Zone):
☐ Before exercise/exposure to a trigger When:_____
☐ Other:_____ When:_____

Yellow Zone: Caution!

If you have ANY of these:
- Coughing or wheezing
- Tight chest
- Shortness of breath
- Waking up at night

Quick-relief medication with spacer (if available): | Dose: | Time interval to repeat dose:
Inhaler:
Nebulizer:

Possible side effects:

Parent should contact Healthcare Provider below if 1) quick-relief medication is needed more often than every 4 hours, or needed every 4 hours for more than a day or 2) there is no improvement after taking medication

Red Zone: Emergency!

If you have ANY of these:
- Can't eat or talk well
- Breathing hard and fast
- Medicine isn't helping
- Rib or neck muscles show when breathing in

Call 911 for an ambulance or go directly to the emergency department

☐ Repeat quick-relief medication every 20 minutes until medical help arrives.
☐ Other:_____

Parent should contact Healthcare Provider below while providing treatment.

The above reflects my plan of care for the above named student.

(Please check) ☐ **It is** / ☐ **It is not** medically appropriate for the student to self-administer asthma medication and be in possession of asthma medication at all times. The medication(s) prescribed for this student is/are identified above.

Healthcare Provider (print) | Signature | Date | Office Phone | Office Fax

Version 08/13 Page 1 of 2

PARENT TO COMPLETE:

(Please check) ☐ **Yes** / ☐ **No** : I authorize my child _____ to carry and self-administer the medications identified above consistent with Utah Code 53A-11-602. My child and I understand there are serious consequences for sharing any medications with others.

As parent /guardian of the above named student, I give my permission to the school nurse and other designated staff to administer medication and follow protocol as identified in the asthma action plan. I agree to release, indemnify, and hold harmless the above from lawsuits, claim expense, demand or action, etc., against them for helping this student with asthma treatment, provided the personnel are following physician instruction as written in the asthma action plan above. Parents/Guardians and students are responsible for maintaining necessary supplies, medication and equipment. I give permission for communication between the prescribing health care provider, the school nurse, the school medical advisor and school-based clinic providers necessary for asthma management and administration of medication. I understand that the information contained in this plan will be shared with school staff on a need-to-know basis and that it is the responsibility of the parent/guardian to notify school staff whenever there is any change in the student's health status or care.

Parent Name (print) | Signature | Home Number | Cell Number

Emergency Contact | Relation | Home Number | Cell Number

SCHOOL NURSE/PRINCIPAL DESIGNEE TO COMPLETE:

☐ Signed by physician and parent (both parts 1 and 2)
☐ Medication is appropriately labeled
☐ Medication log generated
Inhaler is kept: ☐ Student carries ☐ Backpack ☐ In classroom ☐ Health office ☐ Front office ☐ Other:_____
Asthma Action Plan distributed to need-to-know staff:
☐ Teacher(s)
☐ PE teacher(s)
☐ Transportation

Signature | Date

Version 08/13 Page 2 of 2

Stop

You are not allowed to administer ANY medications to students unless you have been authorized to do so by your School District Nurse.

If you are not currently authorized to administer medication please skip slide 28.

How to use an inhaler

http://www.youtube.com/watch?v=Rdb3p9RZoR4

How to use an inhaler with a spacer

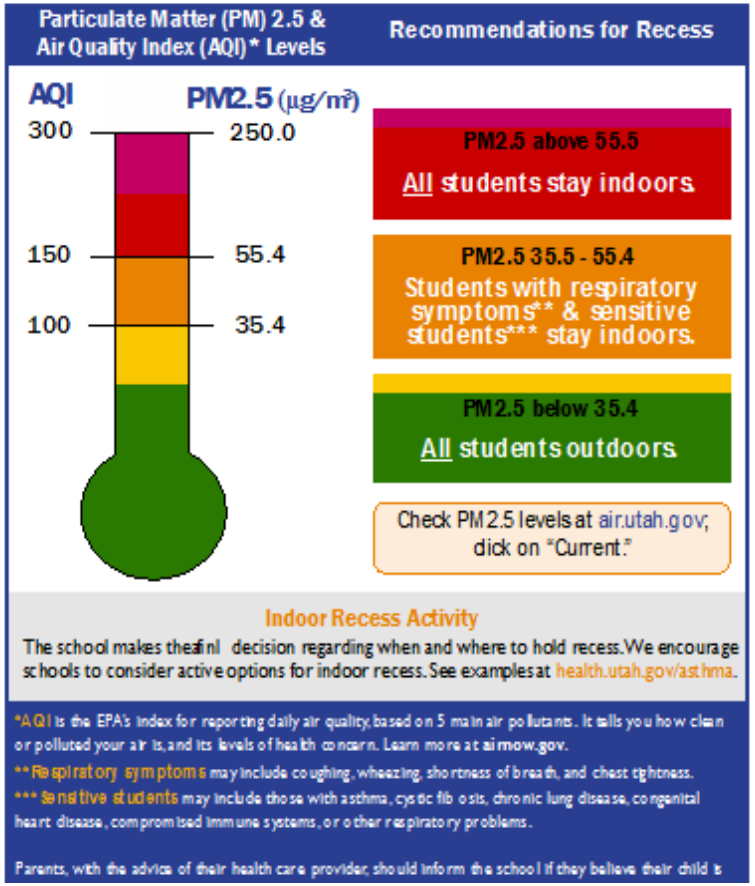
http://www.youtube.com/watch?v=uJy97bTdGzI

Learn how air quality effects asthma

Check air quality before recess

- http://air.utah.gov/
- Find current conditions for your county
- Have a school plan in place which helps manage when specific students should stay inside for recess

Follow Utah Recess Guidelines



Resources

- **Utah Asthma School Resource Manual**
- **Utah Department of Health Asthma Program**
  - http://www.health.utah.gov/asthma/schools/resources.html
  - 801-538-6894
- **Recess Guidance**
  - http://www.airquality.utah.gov/
- **American Lung Association of Utah**
  - http://www.lung.org/associations/states/utah/
  - 801-484-4456
- **EPA Asthma Program**
  - http://www.epa.gov/asthma/

Cache County School District Illness Protocol

- Entire protocol on CCSD website>
  - Departments>
  - Health Services>
- Secretary and Teacher Resouces>
  - Illness Protocol

- Exclude for fever, vomiting, diarrhea
- Rashes, open sores, should be covered
- Most eye redness with clear drainage can stay in school
- Students with lice can stay in school
- Exclude for any illness that prevents the student from participating comfortably in activities or results in greater need for care than staff can provide.

Universal Precautions

Any BLOOD or BODILY FLUIDS Should be considered CONTAGIOUS

- Use proper barriers such as non-latex gloves when contact may occur.

- Hands and other skin surfaces should be washed immediately if contaminated with blood or body fluids.
- Wash hands after removing gloves.

Instructions for suspected Lice

- If a staff member suspects a student of having lice, notify your principal. The principal and school nurse will determine what actions to take.
- Respect the students' right for privacy! DO NOT share this information with other staff members.

Head Lice Facts and Recommendations

- Head lice do not jump or fly. Lice are most likely contracted by direct head to head contact.
- Head lice do not carry diseases.
- Information received from the American Academy of Pediatrics, National School Nurse Association and State of Utah Standards of Care for Lice in a school setting are as follows:
- It is not recommended that students be excluded from school due to lice.
- It is not recommended that school wide or class wide lice checks be conducted.
- It is not recommended that notices be sent to parents informing them of cases of lice in the school.

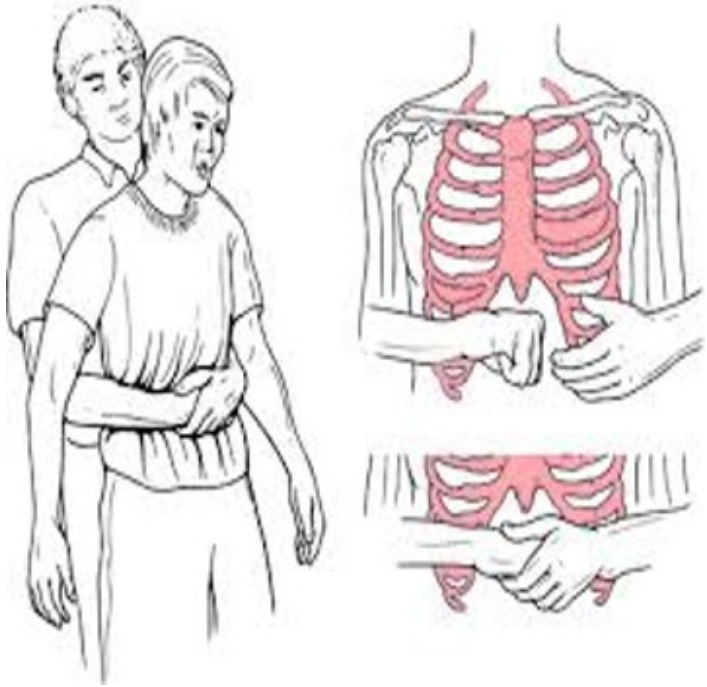
Concussion

- **Head Bump**: Notify office staff, teacher, & parent of any known or suspected head injury – no matter the severity. Watch closely.
- **Concussion Signs**: Headache, nausea, dazed, confused, fatigue, difficulty recalling events. Parents should be asked to **pick up child**. Send fact sheet with parent.
- **Serious signs require calling 911** Seizure, Unconscious, Repeated Vomiting, Drowsy, Difficulty Wakening, Worsening Headache, Confusion, or Coordination
- Some post-concussion treatment requires **REFRAINING FROM INTENSE SCHOOL WORK AND PHYSICAL ACTIVITY**

- **When student returns to school follow the health care providers "Return to Learn"**
- **Office Staff** has been trained to assist students with head injuries.
- Concussion **FACT SHEET** found on District Website>Departments>Health Services>Secretary and Teacher Resources>Head Injury Policy>Know your Concussion ABC's
- **In put district website info**

Choking

- Stand behind the choking person, put fist below breast bone with thumb facing toward person.
- Forcefully squeeze in and up until object is dislodged.
- Notify students guardian of the incident.



If the person becomes unconscious-Call 911 and begin CPR, Call for someone to bring the AED

Steps for Hands Only CPR

1. If you see a person who is UNCONSCIOUS AND NOT BREATHING OR ONLY GASPING.
2. Check that the scene is SAFE and tap the victim and ask " THE VICTIM ARE YOU OK?"
3. Ask for someone to **CALL 911, AND BRING AN AED**
4. Have the MOST QUALIFIED person perform CPR, preferably with BREATHING but if not....

- Lock hands in the center of the victims chest
- Push Hard and fast until AED or more qualified personnel arrive.

- **EACH SCHOOL SHOULD HAVE 3 CERTIFIED PERSONNEL TRAINED IN CPR. Certifications are valid for 2 years.**