

Nurse's Office Changes for 2020-21 School Year

Would like everyone to be aware of some changes in policies and procedures for the Nurse's Office for the upcoming school year as a response to issues related to COVID-19 and appropriate allocation of Nurse resources. These procedures can change throughout the year as all issues with COVID-19 are fluid.

1. **Prescreening**. We are asking all parents to prescreen their children every morning before sending them to school. Prescreening involves taking the student's temperature and evaluating for any of the following symptoms. If any of these symptoms exist, the child should stay home from school.
 - a. Temperature of 100 degrees or higher
 - b. Cough
 - c. Sore throat
 - d. Chills
 - e. Nausea or vomiting
 - f. Diarrhea
 - g. Recent loss of taste or sense of smell
 - h. Congestion or Runny Nose
 - i. Shortness of breath or difficulty breathing
 - j. Muscle Pain
2. **School Screening** When the children arrive at school for their first class of the day, they will be screened by staff again for the same signs and symptoms. Anyone not passing the screen will be sent to the Nurse for a full evaluation.
3. **Nurse Screening** The Nurse will assess and evaluate any student failing the school staff screen. If any of the following signs and symptoms exist, parents will be contacted to pick the child up from school. Any student with signs or symptoms of COVID-19 waiting for pickup will be kept in isolation until picked up.
 - a. Temperature of 100 degrees or higher
 - b. Cough
 - c. Sore throat
 - d. Chills
 - e. Nausea or vomiting
 - f. Diarrhea
 - g. Recent loss of taste or sense of smell
 - h. Congestion or Runny Nose
 - i. Shortness of breath or difficulty breathing
 - j. Muscle Pain
4. **Pick Up of Ill Students From Nurse's Office** Family members picking up ill students will pick students up at the Nurse's Office door - E3
 - a. Call the school office upon arrival at school to notify that you are here
 - b. Wait for student at E3
 - c. Student will meet parent or designated family member at E3

- d. All students exhibiting symptoms are encouraged to obtain a COVID-19 Test. Test locations can be accessed at the following link: [COVID-19 Testing Sites in Indiana](#)
 - e. Each site lists whether testing is free or requires insurance, and the requirements for testing at that site. Most sites require appointments. If you are unable to get in quickly at one site, you may try another county's sites to see if there is more availability.
5. **Return to School** Any student being sent home from school will be allowed back to school according to the criteria of the Indiana State Department of Health as outlined in the following document. [Student Return To School Guidance](#)
6. **No Sick Students at School** With so many of the symptoms of COVID-19 being similar to other illnesses, sick students will not be allowed to be at school. If a student presents with a symptom(s) consistent with COVID-19, that student will be sent home and presumed to have COVID-19 until such time as a healthcare provider determines the illness is caused by something else and provides a medical note. Without a healthcare provider's evaluation and note, the student would need to stay home for 10 days and be fever-free for 24 hours without use of fever-reducing medication and with improvement of respiratory symptoms..
7. **Students in Nurse's Office**
- a. All students coming to the Nurse's Office must appropriately wear a mask covering the mouth and nose and maintain 6 feet distance from any other students or staff in the Nurse's Office.
 - b. The student upon entering the Nurse's Office will take a seat and not approach the Nurse or staff manning the Nurse's Office.
 - c. If all seats in the Nurse's Office are full, then the student will need to wait in the hall and maintain a physical distance of 6 feet from any other student.
 - d. Only **3** students are allowed in the Nurse's Office Areas at any one time.
8. **Division of Areas in Nurse's Office** The Nurse's Office will be divided into a Noninfectious Area and a Potentially Infectious area.
- a. **Noninfectious/Well Area**
 - i. Elementary side of Nurse's Office - limit 3 students
 - ii. Students requiring medication,
 - 1. Daily Meds - must use bathroom and wash hands **before** coming to Nurse's Office for Daily Medications
 - 2. Tylenol for simple headaches, cramps, muscle strains
 - 3. Routine inhaler with spacer use
 - 4. The only sink to be used in the area will be the no touch sink.
 - iii. Playground injuries
 - iv. P.E. injuries
 - v. Students with a history of asthma with exacerbation related to such activities as running the mile, playing outside at recess or active in P.E.
 - vi. Diabetic students with diabetes checks or issues
 - b. **Potentially Infectious Area**
 - i. High School Side of Nurse's Office - limit 3 students
 - ii. Any student or staff failing a screen

- iii. Any student or staff with a temperature throughout the day of 100 degrees or more
- iv. Any student or staff exhibiting any symptom throughout the day of:
 - 1. Cough
 - 2. Sore throat
 - 3. Chills
 - 4. Nausea or vomiting
 - 5. Diarrhea
 - 6. Recent loss of taste or sense of smell
 - 7. Congestion or Runny Nose
 - 8. Shortness of breath or difficulty breathing not due to activity/asthma
 - 9. Muscle Pain
- v. The only staff allowed to enter the Potentially Infectious Area, other than one who is ill, will be the Registered Nurse.
- vi. Daily cleaning of the Potentially Infectious Area will occur after 2 ½ hours of the area being empty for the day.
- vii. Appropriate PPE will be worn by the Registered Nurse when entering the Potentially Infectious Area.

9. Inhalers and Nebulizers

- a. Nebulizers will not be routinely used at school due to the nature of spread of respiratory droplets with a nebulizer. Any student requiring nebulizer treatments is considered at risk and should stay home until well enough to return to school without needing to use a nebulizer.
- b. All students requiring an inhaler at school will be required to use it with a spacer whether using it in the nurse's office or other area of school if allowed to self carry and self administer.
- c. Extra spacers are available from the Nurse's Office in a limited supply
- d. All students using an inhaler at school will need to have an Asthma Action Plan on file at school from their physician. The following may be used, or one from the physician's office. [Asthma Action Plan](#)

10. Allergies

- a. Any student with a life threatening allergy should have an Allergy Action Plan on file with the Nurse's Office.
- b. Allergy Action Plans can be accessed here: [Allergy Action Plan](#). You may use this plan or one from your medical provider's office. The Allergy Action Plan needs to be signed by medical provider and parent
- c. Students who suffer from seasonal allergies should have this information noted on the Annual 2020-21 Health Information Form. No note is required from the physician for seasonal allergies.
- d. Seasonal allergy symptoms can mimic symptoms of COVID-19. Allergy symptoms should be treated and controlled as much as possible in adherence with a plan that you have established with your child's medical provider.
- e. If your student has an exacerbation of seasonal allergy symptoms that are mimicking symptoms of COVID-19, it may be necessary for your child to see

your medical provider during the time when symptoms are exacerbated to determine at that time that it is not COVID-19 and to obtain a differential diagnosis as a cause for the current symptoms.

11. Daily Medications at School

- a. Students will be assigned a specific time to come to the nurse's office to take their daily medication to avoid congregating in the Nurse's Office
- b. All students arriving for daily medications in the Nurse's Office should already use the bathroom and wash their hands before coming to the Nurse's Office
- c. All daily morning medications will need to be taken at home before coming to school due to responsibilities of screening of students upon arrival at school.

12. Controlled Substances

- a. Controlled Substances that are brought to school must be brought to school by a parent or guardian and an appointment must be made with the school nurse.
- b. The school nurse will then meet the parent at door E3 to receive the medication and sign the documentation. Please count the number of pills before coming to the Nurse's Office.

13. Limited Space and Cleaning

- a. Due to the limited space available while maintaining physical distance, students will not be able to rest in the Nurse's Office, change clothes in the Nurse's Office or come to the Nurse's Office for bathroom usage.
- b. A student that is too sick to stay in class will be sent home.
- c. Any cot or chair or bathroom (other than the no touch sink) used by a student will be sanitized prior to another student utilizing it.
- d. The Registered Nurse who is caring for ill students with symptoms of COVID-19 will limit as much as possible the time spent with students who are not exhibiting COVID-19 symptoms.