



SELA Health and Safety Policies for Elementary Families

School Year 2023-2024

*Please know that all of SELA' Health Policies and Procedures, strictly and consistently adhere to laws, mandates, regulations, standards, resolutions, and guidelines set forth by the Massachusetts Department of Public Health (MDPH) and the Massachusetts Department of Elementary and Secondary Education. These departments serve as the foundation for all of our school's policies, practices, and procedures. **Due to the ever-evolving guidance given by the health and educational organizations as they relate to COVID-19, SELA reserves the right to revise these policies as needed for the overall health and safety of our SELA community.***

Health Department Contact Information – For Elementary Families

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TABLE OF CONTENTS

1. STUDENT HEALTH RECORDS AND HEALTH SCREENINGS
2. HAND WASHING & HAND SANITIZER POLICY
3. STUDENT MEDICATION POLICIES
4. COMMUNICABLE DISEASE POLICY AND EXCLUSION FROM SCHOOL
5. INJURIES WHILE AT SCHOOL
6. ASTHMA AND ALLERGY POLICY AND ACTION PLAN REQUIREMENTS
7. PEANUT AND TREE NUT FREE SCHOOL POLICY
8. WEATHER POLICY
9. HEALTH AND WELLNESS EDUCATION TOPICS
10. EMERGENCY RESPONSE POLICIES
11. INFECTION CONTROL AND CLEANING
12. COVID-19 POLICY

1. STUDENT HEALTH RECORDS

Mandatory Student Health Records must be submitted *prior* to a student's first day of school and are required to be updated annually.

- **Student Physical Exam:** Dated within a year's time of the present date.
- **Student Immunization Records:** Current and up to date immunizations
- **Student Asthma/Allergy Action Plan** (if needed): Any student who is identified as having a Life-Threatening Medical Condition that requires them to have emergency medications at the school are required to have an Action Plan and Medication Consent Form to be on file **See Action Plans for more details.*

Health Screenings

SELA does not offer routine health screenings for vision, hearing, or other physical defects. Parents and Guardians wanting their child to have a routine screening for vision, hearing or posture should contact their child's health care provider to arrange an appointment. Additionally, under Massachusetts law, pupils attending private schools may receive screenings for vision, hearing, and other physical defects through the local school committee or board of health at the request of the parent or guardian. *Mass. Gen. Laws c. 71, §57*

2. HAND WASHING & HAND SANITIZER POLICY

Handwashing remains the number one way to prevent the spread of germs and illness within the school. Teachers will model and encourage frequent handwashing throughout the day. Students will have access to soap and running water in multiple locations throughout the school.

Hand Sanitizer

Hand Sanitizer containing at least 60% alcohol will be provided by SELA when hand washing is not feasible. Multiple hand sanitizer receptacles are placed throughout SELA.

Students are required to perform hand hygiene (use sanitizer and/or wash hands) upon arrival at school each day.

3. STUDENT MEDICATION POLICIES

Over-the-Counter Medications – Communal Source Supplied by SELA

SELA keeps the following medications and treatment items on hand to be used as needed by students throughout the school year. Parental permission is obtained during enrollment each year. Medication will not be administered to any child who does not have parental consent on file.

Children's Acetaminophen (headache, tooth ache, pain, fever over 100.4 degrees) liquid or tabs. Dose will be weight appropriate.

Children's Ibuprofen (headache, tooth ache, pain, fever over 100.4 degrees) liquid or tabs. Dose will be weight appropriate.

Children's Zyrtec (mild allergic reactions) liquid. Dose will be weight appropriate.

Throat Lozenge/Cough Drop (minor cough or throat irritation)

Sterile Lubricating Eye Drops (irritated or itchy eyes)

Sterile Isotonic Eye Wash Solution (eye irritation or foreign bodies)

Petroleum Jelly/Vaseline/Aquaphor (dry lips or dry skin)

Caladryl Lotion (itching, rash, insect bites, poison ivy)

Hibiclens (cleaning wounds and abrasions)

Antibiotic Ointment (wounds and abrasions)

Please Note: Students are not allowed to self-administer any medication, prescription or over the counter without a signed doctor's order on file allowing the child to self-administer. Parents are asked to not send their child to school with medication. Parents wanting to provide medication for the student while at school are asked to contact the school nurse to arrange for the delivery of the medication to the school.

Prescription Medication

Whenever possible, students should receive prescription medication outside of school hours. When this is not possible or feasible and the student requires prescription medication during school hours, the following will be required:

1. Signed doctors order or medication consent form. This form must be signed by the doctor as well as the student's parent or guardian. *Note for prescription medications lasting 10 days or less,

the prescription label on the medication can serve as the doctor's order. A medication consent form signed by the parent or guardian will still be required.

2. Medication must be delivered to the school in the original prescription box/bottle with the child's name and prescription information clearly written on the box/bottle.
3. Any controlled substances being sent into the school for a student must be hand delivered to the nurse. The nurse will verify the count of the medication with the parent or guardian and will require signature of receipt of medication, verifying count is correct.
4. Parents or Guardians will be contacted and asked to pick up expired or unused student medication. Medication cannot be sent home in a student's bag. Medication not picked up after 14 days will be discarded.

Non-Prescription (Over the Counter) Medication *when not supplied by a communal source

Any medication to be administered while at school that does not come from a communal source (see previous list "Over-the-Counter Medications – Communal Source Supplied by SELA) is required to have a valid, signed doctors order on file. This order form must be signed by the doctor and the parent. SELA cannot administer any over-the-counter medications to a child without this signed order form on file.

4. COMMUNICABLE DISEASE POLICY AND EXCLUSION FROM SCHOOL

Listed below are some common childhood illnesses and SELA policy for exclusion and return to school. For questions regarding an illness that is not listed below, please contact the school nurse for further guidance.

Upper Respiratory Illness (cold, croup, RSV, Flu)

Student must remain at home until symptoms have improved, the child has been fever-free for 24-hours without the use of fever reducing medication, the child is eating, drinking, and is able to participate in the school day activities.

Fever (100.4 degrees F and above)

Student must remain at home until they have been 24-hours fever free without the use of fever reducing medication.

Any student presenting with a fever of 100.4 degrees or higher while at the program will have parent/guardian contacted and the child will be sent home.

Vomiting

Student must remain at home until 24 hours have passed since the last vomiting episode. Student should be able to hold down food and liquids.

Any student who vomits 1 time while at school will have parent/guardian contacted and the child will be sent home. **Please note this does not include vomiting from a known cause, such as acid reflux. Documentation must be on file with SELA to inform of underlying conditions which may predispose a child to vomiting.*

Diarrhea

Student must remain at home until 24-hours have passed since the last episode of diarrhea.

Any student who has 3 or more loose, watery stools while at school will have parent/guardian contacted and the child will be sent home.

Any student who has 1 or more episodes of loose, watery stool that contains blood or mucous, is accompanied by abdominal pain, fever, nausea and/or vomiting, or causes the child to be incontinent will have parent/guardian contacted and the child will be sent home.

Conjunctivitis (Pinkeye)

Student must remain at home until they have been on antibiotics for 24 hours.

If the child's pediatrician determines that the child does not have bacterial conjunctivitis and antibiotics are not prescribed, a doctor's note stating as such will be required for a child to return to school.

Any student who presents during the school day with symptoms of conjunctivitis such as yellow or green drainage from the eye, crusting of the eyelids, redness to the sclera (whites) of the eyes, swelling and/or pain to the eye will have parent or guardian contacted and the child will be sent home. The child will need to be seen by his or her doctor and if the doctor determines the child does not have bacterial conjunctivitis, the child may return with a physician's note. If the physician prescribes antibiotics, the child must stay home until 24-hours have passed while on the antibiotics.

Skin Infection, Staph Infection, Impetigo

Student must remain home until they have been on antibiotics for 24 hours.

Any open areas and/or lesions must be dried or scabbed over. Band aids may not be used to cover weeping and/or open lesions.

Strep-Throat

Student must remain at home until they have been on antibiotics for 24 hours.

Any student presenting at school with symptoms of strep throat will have parent/guardian contacted and the child will be sent home.

Coxsackievirus (Hand, Foot, and Mouth)

Student must remain at home until they have been fever free for 24 hours without the use of fever reducing medications. **In addition to being fever free, the child must not have any blisters or open areas on the face or hands. All areas on the face or hands must be dried up and scabbed over.** Band-aids may not be used to cover areas on the hands and face. If the child still has areas/blisters on the arms, torso, buttocks, legs, or feet the

child may attend school **if** they are able to remain dressed in clothing covering the affected areas mentioned above.

Notification to SELA Families of the Presence of a Communicable Disease or Illness

In the event a communicable disease or illness is identified in your child's classroom by the presence of two or more cases of a specific illness within 14 days, an email will be sent to the affected classroom(s) to notify families of the presence of an illness within the classroom, along with information regarding the specific illness and any signs or symptoms to watch for. In the case of certain communicable diseases requiring such, the Hingham Board of Health and the Mass. Dept of Health will be notified. For 2023-2024 SELA will include COVID-19 in the protocol and will begin notifying families only when there have been two or more confirmed cases inside your child's classroom within any 14-day period.

5. INJURIES WHILE AT SCHOOL

SELA staff members are all trained in CPR and First Aid. Only those who hold a current, valid CPR and First Aid certification will provide first aid to a child.

Classroom teachers carry with them a first aid bag at all times both inside and outside of the classroom. Classroom teachers certified in First Aid and CPR will respond to minor student injuries and provide first aid. Injuries occurring to the head or face that cause swelling, large cuts, lacerations, bleeding, or bruising will be assessed by the nurse and the child's parent or guardian will be notified via email or phone depending upon the severity of the injury. Injuries that cause the child significant pain, swelling, bleeding, appear deep, large or occur on more than one area of the body will be assessed by the nurse and the child's parent or guardian will be notified via email or phone depending upon the severity of the injury. Depending upon the severity of the injury, an injury report will be completed by the supervising teacher and/or nurse and sent home for the parent to review or sign. Injury reports will not be completed for minor injuries occurring while at school.

Any student experiencing any concerning signs following an injury to the head will have parent or guardian contacted to pick up the child from school and have the child seen by the child's doctor.

In an emergency situation, 911 will be contacted and the school nurse or other designated staff member familiar with the student will ride with the student in the ambulance to the hospital and will remain with the student until the child's parent or guardian arrives.

6. ASTHMA AND ALLERGY POLICY AND ACTION PLAN REQUIREMENTS

Allergy and Asthma Action Plan Packets will be provided during the admission process if a parent/guardian states that their child has a life-threatening allergy that requires emergency medications or asthma. This packet will provide detailed instructions as to what forms are required to be completed and signed. It also details how to send in your child's medication to the school safely.

- Allergy/Asthma Actions Plan will dictate what medications a student will need in the event of a medical emergency. The indications for, signs and symptoms along with physician and parental/guardian consent are obtained via this form.
- Physician may use own Allergy/Asthma Action Form
- If there are any discrepancies parent will be notified as soon as possible to enable them to contact their doctor to clarify.
- During this time, the student cannot attend school until the discrepancy is made clear.
- Medications listed on the Action Plan must *each* be written on their own separate Medication Consent Form. They may not all be written on one form.
- Emergency Medication (Epi-Pens, Inhalers) must be delivered to SELA in their original prescription box with the child's name on the prescription. Additionally:
 - Medications must not be expired
 - Epi-Pens **MUST** be in the two-pack they came in in the original prescription box.
- Benadryl and other over-the-counter medication must be in a new, sealed package and the child's name must be written on the box.
- Students will be unable to attend school until all of the above documents are received by the school.

7. PEANUT TREE NUT FREE

Peanut and Tree-Nuts are not permitted inside the building for any reason due to life-threatening nut allergies within the school. If a food item is suspected and/or confirmed to be peanut or tree nut based or made in a facility that manufactures peanut/tree nut products, it will be immediately removed and placed in a safe place away from students.

NO:

- **Food items listed as containing peanuts or tree nuts**
- **Food items listed as “may contain traces of peanuts or tree nuts”**
- **Food items listed as “made or manufactured in a facility that processes peanuts or tree nuts”.**

In the event a student is found to have a prohibited food item containing or possibly containing traces of peanuts and tree nuts the food item will be removed from the classroom and returned to the child at the end of the day to be enjoyed at home. Parent or guardian will be notified via email. In the event the student does not have enough food, the student’s parent or guardian will be contacted and asked to deliver and alternate food item or snack to the school for the student.

8. WEATHER POLICY

It is recommended by the American Academy of Pediatrics that children aged 6 and over receive at least 60 minutes of physical activity each day. Whenever possible, that activity will occur outdoors while at school.

Each day, the local temperature will be checked and shared with teachers. The apparent temperatures, or the “feels like” temperature which considers the heat index or wind chill shall be the determining temperature.

Hot Weather

Temperatures up to 89 degrees children will be allowed to play or eat outside without time constraints if properly dressed and with access to fresh drinking water.

Temperatures between 90-99 degrees children will be allowed to play or eat outside for 20 minutes at a time if properly dressed and with access to fresh drinking water and shade.

Temperatures 100 degrees and above children will remain indoors.

Cold Weather

Temperatures 32 degrees and above children will be allowed to play outside without time constraints if properly dressed. Temperatures above 50 degrees, children will be able to eat outside.

Temperatures between 13-32 degrees children will be allowed to play outside for no more than 20 minutes at a time if properly dressed and actively moving.

Temperatures below 13 degrees children will remain indoors.

Students must have the appropriate outerwear to go outside in cold weather. This includes coats/jackets that fully button or zip, hat, gloves, and insulated boots. Students without the appropriate outerwear will remain indoors.

Sunscreen

SELA does not supply or apply sunscreen for elementary students. Parents are asked to apply sunscreen before their child arrives at school and/or to send sunscreen in to school with their child so that they can apply it themselves. If you would like your child to be reminded to apply sunscreen, please let your child's teacher know to please remind them to put sunscreen on. In hot weather teachers will remind students to apply sunscreen if they have it, but teachers will not apply sunscreen for students.

9. HEALTH AND WELLNESS EDUCATION TOPICS

Periodically throughout the school year, the students will receive short lessons or discussions on a variety of age-appropriate health and wellness topics. Topics may include handwashing, nutrition, preventing the spread of germs and illness, dental hygiene, physical exercise, bullying and more. Parents will always be notified one month prior of the educational topic that will be discussed and what, if any, learning materials will be utilized in the lesson(s) in the monthly newsletter and/or the SELA Parent Facebook Forum. Parents wanting their child to opt-out of any lesson or lesson component are asked to contact the school nurse at selanurse@suescuela.com.

10. EMERGENCY RESPONSE POLICIES

All SELA staff undergo annual training in responding to emergencies within the school. In the event a situation arises in which a child requires immediate medical attention, 911 will be called to request an ambulance. The staff member contacting 911 will provide the dispatcher with the address of the school, the nature of the emergency, and the location within the school of the emergency. The staff member will remain on the phone with the 911 operator until emergency help arrives. A second staff member will stand guard at the front door of the building to guide the emergency responders to the site of the emergency. While emergency services are being notified, all available staff trained in CPR and First Aid will respond to the site of the emergency. Whenever possible, the school nurse and/or director will take the lead in providing first aid and emergency care as well as delegating additional roles to nearby staff. The other nearby students will be taken by a teacher or qualified staff member to a separate area of the building and will be supervised. An administrator, familiar with the child, will accompany the child to the hospital. The child's file will accompany the child in the ambulance. An administrator will contact the child's parent(s) or legal guardian(s) and inform them of the nature of the emergency and asked to meet the ambulance at South Shore Hospital. The administrator accompanying the child to the hospital will remain with the child until the child's parent or guardian has arrived.

Field Trip and Emergency Procedures:

Parents/Guardians will be notified in advance of a field trip and a first aid and emergency medical care, and consent form will be provided with the permission form. This form, along with a first aid kit, a list of students with allergies or asthma and any emergency medication will be brought on the field trip. An administrator with a cell phone will be on-site. Whenever possible, the school nurse will accompany the students on a field trip.

School Visitors

All exterior doors leading directly into the school are kept locked at all times outside of student arrival and dismissal. Visitors arriving at the school are required to show identification before entering the building. Visitors are required to wear a visitor pass at all times while inside the building. SELA families are asked to never hold the door for a visitor entering after you and/or open a door for a visitor.

Fire Safety

Fire extinguishers are placed strategically throughout the school and all SELA staff are trained in their use. Fire extinguishers are serviced and inspected annually.

Routine Fire Drills are practiced monthly throughout the school year.

Evacuation maps are posted in every classroom, office, and common area within the school.

Smoke alarms and carbon monoxide detectors are placed throughout the school and are checked routinely.

Lockdown Procedure

In the event SELA is notified or becomes aware of violence in or around the school and/or an intruder a school-wide lockdown procedure will be initiated. Inside the classroom:

Classroom doors will be closed and secured, shades/blinds will be drawn closed, lights will be turned off and students will be brought to an area of the classroom out of sight of windows and doors and will wait quietly with the classroom teacher. SELA classrooms are equipped with enhanced security procedures for securing the classroom.

Teachers will wait with students and maintain lockdown procedure until further directions are given from administration and/or law enforcement.

During an active school-wide lockdown, no visitors will be allowed into the school.

Alternate Shelter

In the event of an evacuation to an alternate shelter, teachers will walk students to the Bridges of Epoch nursing facility located next door to SELA. Parents or Guardians will be contacted and instructed to pick up their student at this location.

Practice Drills

During the year, SELA will practice various emergency drills with the students in an age-appropriate manner. This includes practicing exiting the building during a fire and locking down inside the classroom. These drills are always conducted in a way to foster learning through repetition. Students will be

supported at all times by teachers during drills and at no time will tactics be used to instill any sense of fear.

11. INFECTION CONTROL AND CLEANING POLICIES

SELA employs a full-time housekeeper for the Elementary program. The housekeeper works throughout the day to keep the school clean and sanitary. This is accomplished through routine cleaning and disinfecting of classrooms, cafeteria, bathrooms, doorknobs and other high touch surfaces and common areas throughout the day.

Classrooms are equipped with the appropriate cleaning supplies, including soap and water, paper towels, and a disinfecting agent. Student desks and chairs will be cleaned with soap and water after each use and before use by another child. Surfaces used for eating will be cleaned with soap and water followed by a disinfectant.

All classrooms undergo a deep cleaning and disinfection at the end of each school day once the students have gone home.

SELA students and staff are required to perform frequent hand hygiene throughout the day. This includes upon arrival at school each day and before going home, before and after eating, after using the bathroom, after contact with any bodily fluids, after returning from park or gym, and whenever visibly soiled. Sinks with soap and water are readily available throughout the school. Hand sanitizer is available when hand washing is not immediately available or feasible.

12. COVID-19 POLICY

Due to the ever-evolving nature of the COVID-19 virus and changes to public health requirements, SELA reserves the right to amend our COVID-19 policy at any time. Families will be notified of any changes to our COVID-19 Policy.

COVID-19 Symptoms

Due to the ever-evolving nature of COVID-19 variants and respective symptoms, SELA asks that you monitor your child's health and test your child for COVID if he/she is experiencing symptoms of respiratory illness. If you are unsure if your child's symptoms warrant a COVID-19 test, please visit the CDC website for the latest list of symptoms and/or contact your child's pediatrician for advice.

COVID-19 Positive

If your child tests positive for COVID-19, they must stay home and isolate for 5 days, with the day of the positive test and/or start of symptoms as day 0. Your child may return to school on or after day 6 if they have been fever free for 24 hours without the use of fever reducing medication and symptoms are improved. Your child must wear a mask for 5 additional days while in school (through day 10, removing on day 11). If you would like to have your child remove his or her mask before the 5 days are up, they will need to have two (2) negative antigen tests taken at least 48-hours apart. Masks may be removed when eating and when outside.

Exposure to COVID-19

- Monitor your child for symptoms
- Attend school as normal
- Isolate and test if symptoms develop. Repeat test in 48 hours if symptoms persist.
- Masking is recommended but not required.
- Parents wishing for their child to wear a mask must notify SELA and provide consent. SELA is only able to offer a mask to a child aged 2 and older with parental consent.

Submitting an at-home antigen test to SELA

- Write your child's first and last name and the date the test was administered on the test or a piece of paper if unable to write on the test.
- Take a picture – ensure adequate lighting and no background distractions or blurriness.
- Email the photo to your child's School Nurse

Health Policies Reviewed/Revised August 18, 2023