

Section 10 **AUXILIARY SERVICES**

AUXILIARY SERVICES:

HEALTH CARE SERVICES:

The Health Room is staffed 9:00 am – 2:00 pm on school days to provide first aid and emergency care for the students. Health room personnel contact the parent/guardian when a student is ill or injured. The Central Dauphin School District provides our school with one (1) nurse who checks height, weight and performs a vision test on all students annually.

The school health services program is planned to be educational in every phase and none of its services are performed to remove fundamental privileges or responsibilities from the parent in relation to the child.

The following health services are mandated by Central Dauphin School District and the Pennsylvania Department of Health:

1. Medical examinations are required for students in Kindergarten and Grade 6. medical form, supplied by Holy Name of Jesus School, must be completed by the family physician prior to entering either of these grades. The date of the exam may be up to one (1) year prior to the first day of school during the year of requirement.
2. Dental examinations are required for students in Kindergarten Grade 3 and Grade 7. A dental form, supplied by Holy Name of Jesus School, must be completed by the family dentist. The date of the exam may be up to one (1) year prior to the first day of school during the year of requirement.
3. Vision screening tests, height, and weight measurements are completed annually by the Central Dauphin School District Nurse.
4. Audiometer (hearing) tests are given annually to students in Kindergarten, Grades 1, 2, 3, and 7, as well as to students known to have a hearing problem. New students entering Holy Name of Jesus School will be given a hearing test by the Central Dauphin School District Nurse.
5. Scoliosis screening is performed by the Central Dauphin School District Nurse for students in Grade 7.
6. Basal Metabolic Rate screening is calculated for all students in Kindergarten through Grade 8.

With regard to the tests listed above, the school nurse will report any results showing a deviation from normal standards to parents by mail. A comprehensive medical and dental record is documented in each student's health files.

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There is prevention and control of contagious disease through the exclusion from school of children exhibiting symptoms of contagious disease or pest infection. The control of communicable disease begins at home when the parent consults the family physician or clinic prior to sending the child to school with a suspected illness.

INNOCULATIONS:

The Pennsylvania School Health Law requires written proof of immunizations as a condition of admission to school; therefore, a record of the following immunizations must be presented to the school office at the time of registration:

ALL children entering school for the first time:

- Diphtheria/Tetanus - 4 doses
- Polio - 3 oral/4 injectable doses
- Measles/Mumps/Rubella (MMRI)
- Measles (MMRII)
- Hepatitis B Vaccine (HBV)- 3 doses
- Varicella (Chicken Pox) – 2 doses

Students in Grade 7:

- Tetanus/Diphtheria/Acellular Pertussis (Tdap) – 1 dose if five (5) years have elapsed since last vaccination
- Meningococcal Conjugate Vaccine (MCV) – 1 dose

CARE & RELEASE OF SICK OR INJURED CHILDREN:

Except under dire emergency or life-threatening circumstances, parents will be contacted prior to any treatment. Under non-emergency conditions, the child will remain in school under supervision or may lie on a cot (under supervision) in the Health Room.

The Health Room is limited with regard to space and cannot provide extended care for students who are ill. A staff member will contact the parent/guardian by phone to notify him/her of the child's illness and recommendation to take the child home or receive medical treatment as indicated. Transportation for the student is the responsibility of the parent/guardian.

MEDICAL TREATMENT & MEDICATIONS:

When specific written instructions are provided from a child's physician for prescription or non-prescription drugs, the school nurse, principal, or her designee will administer or assist the child according to the following requirements:

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1. Parents must sign the ***Parental Request***, the ***Physician's Order for Medication*** **AND** the ***Authorization for Non-Prescription*** forms allowing school personnel to dispense medications as specified by these forms.

Prescription Medications:

In accordance with the current diocesan policy, if a student requires the administration of prescription medication during the school day, for a temporary, chronic or occasional condition, a ***PARENTAL REQUEST*** and a ***PHYSICIAN'S ORDER FOR MEDICATION*** must be on file, along with the medication. Medicine **must be** in a properly labeled and in an **original pharmacy container**. Most pharmacies will provide this container for school upon request.

Non-Prescription Medications -

Medications should be given by the parent/guardian at home. Over the counter medications (not requiring a physician's prescription) may be administered in school as necessary. The ***Authorization for Non-Prescription*** form is required.

Forms may be obtained from the Health Room or by logging onto the school website at www.holynameofjesus.com; go to 'Forms' under the Quick Links menu.

2. Central Dauphin School District policies with regard to **Cough Drops** and **Field Trips**:
 - **Cough drops** are dispensed from the Health Room. The Health Room requires a note from the parent/guardian. The parent/guardian should place the cough drops in a Ziploc bag properly marked with the name of the child and the homeroom.
 - **Field Trips** - Only emergency medications such as Epi-Pens and inhalers will be sent on field trips; a first-aid kit is also on board. All daily or over the counter medications will remain at school.

All medical treatment, including the administration of simple remedies (ie. Aspirin), is considered outside the scope and providence of school authority.

If medication is to be administered during the school day, parents/guardians must bring the medication and the ***PARENTAL REQUEST AND PHYSICIAN'S ORDER FOR MEDICATION*** or ***Authorization for Non-Prescription Medication*** forms to the Health Room. Non-prescription medication is to be administered on a limited basis only. Please refer to the ***Authorization for Non-Prescription Medication*** form. Students may **not** carry prescription or non-prescription medication on their person, in backpacks, or in handbags.

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When medical conditions necessitate a more extensive intervention, a written order from the attending physician must be provided to the school by a parent/guardian. A Health Room Action Plan for implementation will be developed by the Health Room Staff members in conjunction with the student, parent/guardian, and administration. This confidential plan will be shared with faculty/staff members who are responsible for the child's safety and well-being throughout the day.

For unusual medical conditions, a written order from the attending physician must be provided to school by the parent. Upon receipt a plan for administration of medication will be implemented. No medication will be administered without a written order.

Parents/Guardians are responsible for picking up all medications at the end of each school year. Any medications that are not picked up will be discarded.

Students With HIV/Aids Or Related Diseases

Students who are HIV-infected, have AIDS or a related disease, and wish to attend a diocesan elementary or secondary school, will not be denied admission or discriminated against solely because of their medical condition.

However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, co/extracurricular). This will be done on a case by case basis by the principal in consultation with the student's attending physician if it is determined that a student presents a substantial risk to himself/herself or others.

If, for reasons of health or safety, a student can no longer continue to attend classes, the principal and the parents/guardians will determine arrangements for alternative instruction.

Parents/guardians are expected to inform the principal if a child has HIV/AIDS or related diseases in order that the school principal may provide for the protection of the child and other individuals in the school.

Instruction on HIV/AIDS will be included as part of the school curriculum for students on an age-appropriate basis.

This school follows the Universal Precautions to Prevent the Spread of Infectious Diseases to reduce the risk for employees, volunteers and students.

CAPITAL AREA INTERMEDIATE UNIT (CAIU 15) SERVICES:

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Federally funded resources are allocated to Holy Name of Jesus School through the supplemental services provided by the Capital Area Intermediate Unit (CAIU 15). These services are based upon the school's perceived needs, as well as the population of the school. Services are supplemental and support our program. By law, they cannot replace any curriculum that we teach.

At Holy Name of Jesus School, supplemental services are accessible through the **Student Support Team (SST)** process. These services include remedial reading, remedial math, counseling, and speech and language.

Students determined to be in need of these services meet once or twice per week with the Pennsylvania Certified CAIU staff member to improve their skills.

AFTER SCHOOL PROGRAM:

The purpose of the After School Program is to provide quality childcare in a safe and nurturing environment. Our program includes innovative activities that expand upon and enrich the activities of the school day. Activities focus on recreation and physical exercise, homework help, social skills and Christian character development. Consistent with the mission of the school, this after-school service represents a community where staff and children grow together as a faith community in an atmosphere fostering love and respect for each person. The program assures working parents/guardians that their child(ren) will continue their after-school hours in a Christian atmosphere consistent with their school days.

Faculty and Staff of Holy Name of Jesus School provide supervision for the After School Program Monday through Friday from 3:30 pm to 6:00 pm.

Families pay a fee to enroll their child/children in the After School Program. Fees are based on full-time attendance, although it is not required for the child/children to attend full-time. Payment for the program must remain current; we reserve the right to terminate services should payment become delinquent.

After School Program information, including handbook and registration forms, is available in the school office or on the school website at www.holynameofjesus.com.

TRANSPORTATION/BUSING:

The public school district where you reside is responsible for the bus transportation for your child(ren). The HNJ school office works cooperatively with the transportation departments in each school district who provide bus transportation for students of Holy Name of Jesus School.

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Parents/guardians should contact the school office at 717-657-1704 regarding any requests for changes to bus stop, address, or day care provisions.