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WELLNESS POLICY

Health and Wellness

St. Matthew Catholic School adheres to and implements The Wellness Policy for Catholic Schools of the Archdiocese of San Antonio. The schools of the Archdiocese of San Antonio strive to comply with the Texas Public School Nutrition Policy and/or the USDA dietary guidelines for Americans for all foods and beverages sold or served at school.

St. Matthew Catholic School has established a wellness committee to evaluate compliance with the Archdiocesan wellness policy and to create guidelines for our school community.

Please look at the following sections of this handbook for:

- Food and beverage items that are prohibited in the school cafeteria - Section 15.
- Sharing food is not permitted - Section 15.
- Healthy food and beverage option choices for classroom parties and celebrations - Section 16.
- Prohibited Items at School - Section 16.
- Field Trips and Sports Related Travel of this handbook - - Section 22.

COMPREHENSIVE GUIDANCE

The Counseling and Guidance Program at St. Matthew Catholic School follows the *Comprehensive School Counseling Model for Catholic Schools*. This is made up of four components: Guidance Curriculum, Responsive Services, Individual Planning, and System Support. See Section 24, Counseling and Guidance, for more information.

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SCHOOL NURSE

The nurse is responsible for insuring that the required health screenings are performed, followed-up and documented according to state regulations by certified screeners. Additionally, the nurse may monitor immunizations, maintain health records, complete state and Archdiocesan statistical reports and perform other health service related duties as designated. The school nurse may perform nursing functions only under the supervision and standing orders of a licensed physician and only with a current Texas license. The nurse will maintain a daily log of health related incidents, illnesses or complaints, as well as a daily medication log.

HEALTH SCREENINGS

Screenings are performed annually on Pre-K thru 1st, 3rd, 5th, and 7th grades to examine their height, weight, vision and hearing. Girls in 5th and 7th grades and boys in 8th grade will have a spinal screening. Referrals are sent to the parent/guardian whose child/children exhibit a potential problem in any of the screenings. It is the responsibility of the parent/guardian to decide whether to follow-up on the referral with a physician. The parent/guardian should notify the school of the action taken. Records are kept of all screenings on the student health cards and reports are made to the Texas Department of Health. Students in grades 1st, 3rd, 5th and 7th are screened for Acanthosis Nigricans, a skin condition that signals high insulin levels in the body.

MEDICAL ACCOMMODATIONS

Students needing accommodations for medical issues including, but not limited to chronic conditions like diabetes, use of the school elevator, special diet requests, and allergies, as examples, must communicate directly with the school nurse. Parents will be required to have a Doctor's note on file with the school indicating the student's medical needs. **These requests can only be honored once the doctor's note is on file with the school.** A new/updated doctor's note must be presented each school year.

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MEDICATION POLICY

In accordance with the Archdiocesan policy, the medication policy at St. Matthew is as follows: *8201 *MEDICATION POLICY Form: Medication Permission Request Form – 8201A*

Students are not allowed to carry medication, including non-prescription medication, on their person. At the direction of the student's physician, an exception may be made in the cases of diabetic medication and supplies or rescue medication, including a rescue inhaler or a single dose epinephrine auto injector. Only medication that is necessary for a student to remain in school and prescribed by a licensed physician, physician assistant, nurse practitioner or dentist will be administered during school hours.

*The Medication Permission Request Form (Form 8201A) must be completed by the parent/guardian and the health care provider in order for any medication, **including "over-the-counter" medication** (including, but not limited to, acetaminophen, ointments, cold tablets, cough drops, sunscreen and bug spray), to be given by school personnel. The signing health care provider and the parent/guardian cannot be the same person. Medication must be brought to the office by the parent/guardian. If the medication is liquid, it must be accompanied with a calibrated medication dispenser, which has legible numbers on it.*

Expired medication will not be given. Prescription medication must be in its original container and clearly labeled with the following information:

1. Student name 2. Physician/Dentist name 3. Date 4. Name of medication 5. Dosage 6. Directions/Route of administration 7. Duration of administration

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Over-the-counter medications must be accompanied by a signed Medication Permission Request Form, in their original, unopened container and display the student's name. Over-the-counter medications must be the smallest available size to meet the student's medical needs.

Medication will be dispensed by a designee of the principal. Medication will be returned only to the parent/responsible party or destroyed at the end of the school year.

8202 MEDICATION ADMINISTRATION OFF SCHOOL GROUNDS Daily and rescue medications (i.e., asthma, allergy, diabetic and seizure medications) shall be sent on field trips with the teacher. All medications must be labeled according.

It is the policy of St. Matthew Catholic School for the nurse or nurse designee to accompany all class field trips.

By physician direction a middle school student may be allowed to carry and self-administer inhaler medication. It is advisable to leave an extra inhaler with the school nurse.

Students are not permitted to carry any medication. Parents must bring in any medication to the nurse's office.

FIRST AID

The school is only responsible for immediate first aid. In the case of a severe accident or acute illness, first aid will be administered, EMS will be called and the parent/guardian will be notified promptly.

ILLNESS

If a student becomes ill during the school day, he/she must obtain a teacher referral slip and report to the nurse's office. The nurse determines if the student should return to class or be sent home. If the student cannot return to class, the contact information on the blue card will be used to call the parent/guardian or other authorized person/s listed. Due to limited space in the clinic, we ask that students be picked up within 30 minutes. The student will remain in the clinic until the

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parent/guardian arrives. Despite the cause, St. Matthew guidelines dictate that a student with a temperature of 100.4 degrees or higher must be kept home for 24 hours after the fever subsides. For example, a diagnosis of strep throat or scarlet fever requires that a child be kept home for 24 hours after antibiotic therapy has begun and fever subsides. If your child experiences vomiting or diarrhea, he/she must stay home for 24 hours after the symptoms subside.

COMMUNICABLE DISEASE/CONDITIONS

For the benefit of the entire student body, a parent/guardian should contact the school nurse if a student contracts a serious communicable disease. Parents shall be notified if there is a likelihood of a threat of the transmission of a communicable disease.

Pediculosis (Head lice): St. Matthew will not allow a student to return to school after being diagnosed with Pediculosis until all nits are gone.

PEDICULOSIS

8401 PEDICULOSIS (HEAD LICE) Students found to have head lice shall be excluded from school immediately. Students shall be free of live lice and nits before re-admittance to school. A parent/guardian shall accompany the student to school following exclusion. The student must be checked by school personnel before re-admittance to school and found to be lice and nit free.

HIV

Based on the current opinion of the scientific and medical community, AIDS is caused by a virus known as HIV that attacks and cripples the body's immune system, thereby leaving the body vulnerable to opportunistic infections. A person afflicted with AIDS suffers a variety of virus and/or fungus-caused illnesses that debilitate the body resulting in a substantially high mortality rate within three years of diagnosis. The spread of the virus occurs through the exchange of body fluids (blood, blood by-products or semen) between individuals. No evidence exists to indicate the spread of the virus through casual contact.

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Recognition of a student with AIDS/HIV is not reason alone for exclusion from St. Matthew School. Each person will be evaluated as an individual case and exclusion from the school environment will be based upon the person's physical limitations, psychosocial activity patterns and the opinion of a panel of responsible persons designated by the school administration. This panel may include, but is not limited to, a student's parent/guardian and physician, the school nurse, the principal and the Pastor.

If a student has been diagnosed as having AIDS or is HIV positive and has any of the following conditions or behaviors he/she shall be removed from St. Mathew Catholic School:

- Vomiting
- Lack of toilet training
- Tendency to bite
- Open sores
- Other medical conditions conducive to spreading the virus

BLOODBORNE PATHOGENS

All schools follow the Bloodborne Pathogens Exposure Control Plan approved by the Superintendents of the Texas Catholic Conference Education Department in 1993, with the following modifications:

All schools are to have a designated waste receptacle in the area of the health coordinator. The receptacle should be lined at all times with a plastic bag. Whenever handling waste material, the staff person should always wear latex gloves or something comparable in the case of latex allergies.

Schools are not viewed by the Texas Department of Health or the Texas Natural Resource Conservation Commission as generators of "regulated medical waste" and are therefore not required to use red bags or bio-hazard labels for trash disposal. The school nurse or health coordinator may dispose of waste in the regular dumpster.

If red sharps containers are used, the TNRCC does not recommend dumpster disposal. Options for disposal include; working with the current waste service provider, partnering with a local health department clinic, hospital, physician's office or other health care provider or utilizing an approved medical waste transport service.

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HEALTH RECORDS

A student's health record is confidential. A cumulative health card must be maintained for each student which will include their immunization record, vision, hearing, scoliosis and acanthosis nigricans screenings, pertinent medical information and doctor's name. The Student Cumulative Record Card is treated as Confidential.

EMERGENCY CARDS

A blue emergency contact card is kept on file for each student to provide information in assisting in locating parent/guardian or an authorized contact person. It is essential for parents to keep the information current. Contact the school office immediately with any changes. This emergency card is completed at the time of registration.

It is the parent/guardian's responsibility to update emergency information in writing if changes occur during the school year.

ALLERGIES

ALLERGIES Form: Food Allergy & Anaphylaxis Action Plan – 8301A is available from the school nurse.

The student's parent has the responsibility to inform the school principal, the student's teacher, teacher aide, school nurse, health coordinator and all other personnel who regularly supervise the student of their child's allergy.

It is the responsibility of the student's parent to complete and submit to the school nurse or health coordinator a Food Allergy & Anaphylaxis Action Plan (Form 8301A) that includes the signature of a licensed physician or health care provider. The signing health care provider and the parent/guardian cannot be the same person. The Food Allergy & Anaphylaxis Action Plan (Form 8301A) shall include an individual treatment protocol that is established by the child's allergist.

The school does not assume responsibility for treatment in the absence of such a protocol.

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DIABETES

Forms: Diabetic Care Plan – 8303A is available from the school nurse.

It is the responsibility of the diabetic student's parents to inform the school principal of their child's diagnosis. Immediately following a child's enrollment or diagnosis, and before the child begins or returns to school, there must be a meeting to agree to a Diabetic Care Plan (Form 8303A) and how the school shall respond to a diabetic crisis during the school day.

The Diabetic Care Plan should be reviewed and updated by the parents at least annually and signed by a licensed physician or health care provider. The student's physician or health care provider and the parent/guardian cannot be the same person.

CERTIFICATE OF IMMUNIZATION

A certificate from a duly qualified physician stating that the child has met state required immunizations for polio, diphtheria, pertussis, tetanus, measles, mumps, rubella and Hepatitis A and B must be presented at the time of registration. Immunization records must be reported to the school, so that the student's permanent health record can be maintained properly. The school reserves the right to remove a student from school until proof of the necessary immunization is provided.

An exclusion for medical reasons will be considered if a parent/guardian presents a written request to the school principal with the appropriate documentation. The principal, in consultation with the local school administration, will make the final decision. Archdiocesan policy number 4801B:Medical Exemption from Immunization 92008-2009. In accordance with state law, the parent/guardian must present a statement signed by the child's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the child, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician. If not a lifelong condition, it is expected that the child will be vaccinated as soon as the medical condition improves and the child's physician judges that it is safe to do so.

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INSURANCE

St. Matthew Catholic School carries the required Archdiocesan accident insurance for every student enrolled. This student accident insurance provides basic coverage and payment and is part of the regular fees charged each school year. Student accident insurance is secondary insurance and covers students at all school related activities and for travel to and from school-related activities. Parents/guardians are given the opportunity to purchase supplementary insurance at higher levels in addition to the required basic insurance coverage.

PROHIBITED ITEMS AT SCHOOL

TOBACCO

All tobacco products and e-cigarette tobacco substitutes are prohibited on the school premises. St. Matthew Catholic School is a smoke-free environment.

NARCOTICS, DRUGS AND ALCOHOL

No student may possess, use, distribute or be under the influence, of any of the following substances, on school premises during any school term or off school premises at a school-related activity, function or event:

1. Any controlled substance or dangerous drug, as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint or other volatile chemical substance for inhalation.
4. Any other intoxicant, mood changing or mind-altering substance.

The transmittal, sale or attempted sale of what is represented to any of the above listed substances is also prohibited under this policy. Students involved in such actions shall be expelled from school.

Definitions

“*Use*” means a student has smoked, ingested, injected, inhaled, drunk or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, action, breath or speech.

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“*Under the influence*” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

Violation of the policies will warrant automatic expulsion from St. Matthew Catholic School. St. Matthew has the obligation to report unlawful violations to the local police department for investigation.

The administration reserves the right to search lockers and personal property for all of the items listed above in the Narcotics, Drugs and Alcohol Policies, including the use of K-9 Narcotic Police Unit searches of the building and campus.

A student who used, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student’s use shall not be considered to have violated this policy. Authorized personnel may administer prescribed medication.

ANNUAL STUDENT HEALTH FORM

Schools must keep emergency information for each student enrolled in the school using the Student Health Form (Form 3202B). The Student Health Form contains pertinent information in case of accident or illness.

The school must request for parents to update information contained on the Student Health Form annually. It is the parent/guardian’s responsibility to update emergency information in writing if changes occur during the school year.

CHILD ABUSE

Reporting Child Abuse/Neglect

St. Matthew Catholic School will comply with the requirements of *The Texas Statutes Family Code Chapter 261—Investigation of Report of Child Abuse or Neglect*. Any case of suspected child abuse /neglect will be reported to the authorities. St. Matthew Catholic School will:

- cooperate with official child protective agencies in identification and reporting of suspected child abuse and neglect
- cooperate with official child protective agencies if officials seek to interview a child at school