

Children with Health Concerns

Children with special health care needs will be identified by the registration form, verbal health history from parent, health concerns brought by the classroom teacher, and screening that identify problem areas and refer to appropriate professionals.

When a special health concern is identified the Health/Nutrition Manager . Parents will be asked to sign release of information forms so that medical history can be provided from the child's health care provider.

When appropriate, a Care Plan will be written and signatures will be obtained from the parent, health care provider, and school nurse to indicate an agreement of the plan.

Medications needed during school hours will be included on the Care Plan. Physician's authorization and orders, parent consent, and staff training for medication will be put in place before medication is given.

Special Diet/Food Allergy

Little Hawks Preschool and Daycare will meet nutritional needs and feeding requirements of all children including children with disabilities and children with special medical, dietary, or religious needs.

Children with disabilities and children with special medical (allergies to foods), dietary, or religious needs, will be identified by the health history form, verbal health history from parent, and health concerns brought by the classroom teacher.

When a food allergy is identified the School Health Staff or Classroom Teacher will provide the parent/guardian with an *Allergy Action Plan* to be completed by the child's health care provider and parent/guardian.

The School Health Staff will provide the classroom with the name of the child and the special diet requirement. This information is confidential and will not be shared with other parents or students.

Special diets will be posted using a letter code for children's names in the kitchen area of the classroom.

When a special dietary concern is identified the School Health Staff will ask parents/guardian to sign release of information form or have the child's health care provider to send appropriate information to the school. The School Health Staff will work with Classroom teachers and other school staff to implement dietary changes. When appropriate, a Care Plan will be written and signatures will be obtained from the parent, health care provider, and health nutrition manager to indicate an agreement of the plan.

Health Care Plans

Health Care Plans will be written by the school nurse and carried out by the staff for children with classroom health care needs.

Health Care Plans will provide health instruction for the non-health care professionals in the classroom who are expected to monitor and provide for students under the professional nurse's direction.

When a health concern that requires monitoring or action by the staff is identified:

- ✓ The nurse will review concern and any documentation provided by the parent.
- ✓ A Care Plan that addresses the child's individual needs, procedures, and needed health assistance will be written.
- ✓ Parents/guardians will be given a copy of the plan and signatures of parent/guardian, physician, and nurse will be obtained.
- ✓ The classroom teacher/assistant will be given a copy of the plan along with any training necessary.

ADMINISTRATION OF MEDICINE

Students may need to take prescription or non-prescription medication during school hours.

Any medication distributed in school longer than 2 weeks requires a doctor's authorization.

The school must know the medications a student is taking in the event the student has a reaction or illness.

Written instructions for administration of the medication must be provided as well as parental authorization to administer the medication. Medication is held in a locked cabinet and distributed by the school nurse.

Medication must be in the original container with the following information either on the container or in the instruction sheet: name of the student; name of the medication; directions for use including dosage, times and duration.

CHILD ABUSE REPORTING:

All certified employees who, in the course of their employment, come into contact with a student under the age of 18 who they believe or have reason to believe has been the victim of child abuse shall report such child abuse or suspected child abuse under the provisions of this policy. Employees are also mandatory reporters of harassment – name calling, bullying, inappropriate touch, sexual remarks, etc.

REQUIRED REPORTS

A. A report of suspected child abuse must be made when a certificated school employee believes or has reason to believe that a child has suffered abuse. "Abuse" shall be defined as follows:

1. Any non-accidental physical injury which is at variance with the history given of it, suffered by a child as the result of the acts of omissions of a person responsible for the care of the child.
2. The commission of any sexual abuse with or to a child, as defined by law, because of the acts or omissions of the person responsible for the care of the child.

3. The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child's health and welfare when financially able to do so.

B. School employees shall not contact the child's family to determine the cause of the suspected abuse.

C. Any personal interview or physical inspection of the child shall be conducted in a professional manner and, unless rapport may be destroyed, in the presence of another employee. The student should not be physically examined without the student's consent.

MANNER OF REPORTING

A. All instances of suspected child abuse shall be reported directly to the Department of Human Services orally by telephone or otherwise within twenty four (24) hours of observation of the suspected instance of child abuse.

B. Within forty eight (48) hours after the oral report, the reporting employee shall also make a written report directly to the Department of Human Services.

C. As much of the following information as is known by the reporting employee shall be included in the oral and the written report:

1. The names of the child and his or her parents and any other person believed to be responsible for the student's care and their home address.

2. The child's present address or whereabouts if different from the home address.

3. The child's age.

4. The nature and extent of the child's injuries and any evidence of previous injuries.

5. The names, ages, and conditions of their children in the household.

6. Any other information, which the employee believes, might be helpful in establishing the cause of the injury or the identity of the person responsible for the injury, or in providing assistance for the child.

D. The employee filing a written report with the Department of Human Services shall keep an identical copy of the report until it can be verified that the Department has documentation of the report. Upon such verification, the employee's copy may be destroyed.

E. Reporting employees shall not be required to notify their principal or person in charge of the attendance center of suspected instances of child abuse.

F. Reporting employees who wish to notify their principal or person in charge of the attendance center of suspected instances of child abuse must notify the Department of Human Services in writing within thirty (30) days of the date on which they notify their principal or person in charge of the attendance center of the suspected instance of child abuse. The written notice to the Department of Human services shall include the name of the recipient of the information, and the date and the purpose of the report made to the recipient. Iowa Code Section 235A.2 1 provides that the failure to comply with the requirement that written notice of re-dissemination be given to the Department of Human Services constitutes a simple misdemeanor.

G. Certified employees may take photographs of the areas of trauma visible on a child if photographic equipment is readily available. In the event that photographs are taken, the Department of Human Services shall be so notified.

H. If the reporting employee has reason to believe that immediate protection for the child is advisable, that reporting employee shall also make an oral report to an appropriate law enforcement agency.

DEPARTMENT OF HUMAN SERVICES CONTACTS IN REGARD TO CHILD ABUSE

A. In the event an investigator from the Department of Human Services wishes to talk to students, employees or an injured child who has been the subject of a child abuse report, the principal or person in charge of the attendance center shall exercise discretion as to such contacts within the guidelines found in paragraph B.

B. An investigator may be allowed by the principal or other person in charge of the attendance center to talk to a child who is the subject of a report when other access is not easily available to the investigator. The principal or person in charge of the attendance center may use his or her discretion to determine whether to notify the parents before an interview. The principal or person in charge of the attendance center shall notify the parents after the interview if they had not been previously notified. Interviews with students should take into account their age and maturity level. Consideration shall be given to contacting the other students' parents prior to the interview. Interviews with students should be conducted in the presence of a professional employee. Interviews with employees should be conducted so that unnecessary interference with the operation of the school does not occur.

CHILD ABUSE IDENTIFICATION AND REPORTING TRAINING

A. The Board shall provide child abuse identification and reporting training ("training") within guidelines established by the Superintendent.

B. All employees, whose employment with the District began on or after July 1, 1985 shall complete child abuse training to become certified by the State Department. Training is done on the Internet. The elementary principal has the instructions and password for completing the training.

C. Employees who have been certified while employed by another district and who are subsequently employed by the District either shall provide the Director of Employee Relations with verification of training or shall arrange for training at the beginning of employment.

D. After employees have completed their training, they shall be required to complete any additional training every five (5) years.

E. All employees, who have completed training from the District or AEA 12, shall receive a certificate setting forth the facts relevant to the training. The District or AEA 12 shall maintain a record of this training.

PENALTIES

A. Any willful failure by an employee to make a report as provided in these rules may result in disciplinary action against that employee.

B. Such disciplinary action may include termination from employment.

ASBESTOS

Each year the school is required by the Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) to advise all students, employees and school patrons of the presence of asbestos in our school

building. To our knowledge, only non-friable asbestos (floor tile) exists in our building. All the friable asbestos identified in our asbestos management plan has been removed.

In accordance with the AHERA, the school, in cooperation with NW AEA, conducts an inspection of our facility every three years. A copy of the results of this inspection and a copy of the management plan are available for public inspection in the Superintendent's office during normal office hours.

To the best of our knowledge, there are no levels of lead, radon, or hazardous materials that pose a health risk.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES
(Code No. 402.3)

Physical or sexual abuse of students by employees will not be tolerated. The definition of employees includes those who work for pay and those who are volunteers of the school district under the direction and control of the school district.

The school district will respond promptly to allegations of abuse of student by school district employees by investigation or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

All allegations should be made to the Level I investigator or alternate investigator, if the Level I investigator is unavailable.

Level I Investigator

Tina Zimney, School Nurse

Alternate Investigator Pete Stuerman, 4-8 Principal