

EASTPOINTE COMMUNITY SCHOOLS PROCEDURES FOR MANAGING STUDENT MEDICAL/HEALTH NEEDS IN THE SCHOOL SETTING 7/16

Medical/health needs may pose challenges for both students and the school personnel who work with them. In order to keep students safe and assure that appropriate precautions are in place, as well as that students have the opportunity to participate in and benefit from their educational program, the following procedures have been established.

School personnel may learn about a student with a medical/health need from information reported on the registration form or found in the student's file, or directly from the parent or student. **Once the school is made aware of the existence of any medical/health need, the parent will be asked to complete a medical/health need questionnaire** (see attached.)

NOTE: If the questionnaire is not returned by the parent, no further action will be taken by the school (i.e., medication will not be accepted by the school, nor will it be administered to the student.)

When the medical/health need questionnaire is returned to the school, the following steps will be taken:

1. If the parent is not requesting any accommodations or special procedures in the school setting, no further action will be taken (i.e., no medication will be administered and no accommodations will be provided.) This will be communicated to the parent in writing via a letter from the building administrator (see attached letter.)
2. If oral or topical medications are required, either prescription or nonprescription, the parent will be provided with the appropriate **"Authorization to Administer Medication"** form which must be completed and returned prior to medications being accepted/administered at school. Oral medications include pills, tablets, capsules, or liquids taken by mouth which do not require any other special equipment. Topical medications include creams, salves or similar products which are applied externally to the skin. Inhalers are not considered an oral medication. Upon completion of the appropriate Authorization form, medication will be administered in accordance with established Board policy.
3. If more specialized or individualized medications, procedures or accommodations are being requested, the parent will be asked to sign a release of information form which will allow district staff to communicate with the student's supervising physician. Such specialized medications/procedures include, but are not limited to, administration of Epipens, Diastat, or Vegas Nerve Stimulators; Diabetes monitoring, injection of insulin or other injectable medications; use of inhalers or nebulizers; and suctioning, tube feeding, catheterization or other such procedures.
NOTE: If the parent does not provide consent for the district to communicate with the physician regarding the student's special health/medical needs, no further action will be taken by the school district (i.e., medication will not be accepted by the school, nor will it be administered to the student.)
4. Upon receipt of a signed released form, the administrator/designee will fax the completed release form to the physician, along with one of the following:
 - a. The applicable ECS standard treatment protocol for the student's condition(s), OR...
 - b. If there is no standard treatment protocol, a copy of the generic "Protocol for Specialized Health Procedures" form.

5. Upon return of the signed protocol from the physician, within 10 school days the administrator will:
 - a. Develop an informal health management plan and/or emergency plan and share that plan with the parent, OR...
 - b. Make a written referral for development of a formal 504 Accommodation Plan.
NOTE: If the protocol is not received from the physician within 5 business days, a follow up phone call will be made. If there is still no response after 7 business days, the principal will contact the physician's office. If there is still no response after 10 business days, the principal will notify the parent of the inaction and document all attempts to obtain the physician's signature on the protocol. If the physician's signature is not received, no further action will be taken by the school district (i.e., medication will not be accepted by the school, nor will it be administered to the student.)

6. Upon completion of the informal health management plan, the administrator will assure that:
 - a. All staff who is involved with the student (including relevant food service, CARE, custodial and transportation staff) receives a copy of the plan.
 - b. All staff who is involved with the student (including relevant food service, CARE, custodial and transportation staff) receives the training required by the plan.
 - c. The provisions of the plan are carried out as required by staff.

It is the responsibility of the parent to notify the building administrator if a student's medical/health status changes at any time. Plans will remain the same from year to year unless/until the parent notifies the District in writing that the plan is no longer appropriate or necessary. Parents who wish to initiate a referral for evaluation under Section 504 should be referred to the building principal or counselor.