

# **St. Matthew Catholic School, San Antonio, Texas 2017-2018 Faculty/Staff Handbook**

## **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 Catholic Schools are “committed to providing school environments that promote the development of lifelong wellness practices.” 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.

For specifics regarding foods and beverages allowed to be brought into the lunchroom and sharing of food, please see p.99 (Cafeteria), p. 59 (Prohibited Items at School) and p. 94 (Field Trips and Sports Related Travel) and of the School policy book. And see p. 103 for requirements for Classroom parties and celebrations.

The complete St. Matthew Catholic School Wellness Policy for 2015-2016 can be found in the Appendix.

### **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 folder #25, Guidance and Counselling for more information about the Guidance and Counselling program.

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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. Students in 6<sup>th</sup> grade will be screened for scoliosis. 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 their 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 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> 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:

*Only medication prescribed by a physician or dentist, dispensed by a registered pharmacist, and accompanied by the Medication Permission Form signed by the parent/guardian will be given during school hours. Medication is to be brought to the office by the parent (responsible party). If the medication is liquid, it must be accompanied with a calibrated medication dispenser with legible numbers. In the event the school nurse is not available, the principal will designate an alternate to dispense medication.*

*Medications containing narcotics/sedation for pain relief will not be administered at school. Students should remain at home until they no longer require these medications.*

*“Over-the-counter” medication (including but not limited to acetaminophen, ointments, cold tablets and cough drops) will only be given during school hours if accompanied by a signed permission form of the parent (responsible party) and a specific prescription from a physician indicating the medical reason for use.*

*Each student’s medication must be in its original container, clearly labeled with the following information:*

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

*Expired medication will not be administered. All medication will be returned to the parent/guardian and never to the student.*

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*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 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.

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### **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.

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.

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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.

### **Health Records**

#### **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.

#### **Allergies**

If your child has a medication or food allergy, please indicate on the blue emergency card and inform the school nurse and cafeteria director. A note from the doctor stating the allergy must be on file.

#### **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.

Archdiocesan policy number 4801B: Medical Exemption from Immunization (92008-2009)

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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.

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.

### **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.

### **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.

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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.

“*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.