

Eunice Public Schools Wellness Policy

GOAL: Eunice Public Schools recognizes that a healthy environment is one that promotes successful learning. The goal of the EPS Wellness Policy is to provide students with knowledge and resources to create and maintain a healthy lifestyle – physically, socially, and psychologically – while complying with state mandated regulations. The EPS Wellness Policy will focus on the following: health education, physical education, nutrition, and school health and safety.

EPS School Health Advisory Council

Eunice Public Schools Board of Education shall establish and maintain a district school health advisory council (SHAC). The SHAC will be responsible for making recommendations to the EPS Board of Education in the revision, implementation, and evaluation for this wellness policy. The SHAC shall meet a minimum of two times annually for this purpose. The SHAC will consist of parent(s), school food authority personnel, school board member(s), school administrator(s), school staff, student(s), and community member(s).

The current SHAC consists of the following members:

- Wellness Lead/School Nurse: Kysha McBee
- Administrator/EHS Principal: Gary Frazier
- Administrator/CMS Principal: Christy Boyd
- Administrator/MJE Principal: Tracy Davis
- School Board President: Don Jones
- Cafeteria Staff: Rosa Rios
- School Staff/Health Educator: Rodney Lord
- School Staff/Physical Education: Robbie Robinson
- School Staff/Counselor: Kerri Vinson
- Community Member: Kim Smith
- Parent: Amanda Adams
- Student: Dominique Gonzales

Health Education

Health Education is an instructional program that provides the opportunity to motivate

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and assist all students to maintain and improve their health, prevent disease and reduce health-related risk behaviors. Eunice Public Schools shall develop and maintain a K-12 health education curriculum that addresses the physical, mental, emotional, and social dimensions of health. Health education lessons will be taught in a manner that is culturally sensitive. Health education lessons will be taught using a variety of instructional strategies (i.e. role playing, projects, etc.) and will be integrated into the core curriculum. Teachers, staff, and administrators are encouraged to attend coordinated school health professional development opportunities (i.e. School Health Institute, Head to Toe, NM Association for Health, Physical Education, Recreation and Dance) and to share information with other staff members in the district. The school nurse will serve as a resource for the teachers to help plan health education lessons. At minimum, health education curriculum will include the following:

A. Elementary

- Students in 5th grade will be informed on puberty, using the Proctor & Gamble “Always Changing” program and will be educated on the importance of good hygiene. Girls in 5th grade also have the option of participating in the My Power for Girls program.
- Students will be informed on Good Touch/Bad Touch.
- Students will be educated on the dangers of tobacco, alcohol, and drugs (Red Ribbon Week).
- Students will be provided with nutrition education.
- Teachers will comply with state standards on health education through the use of supplemental materials.

B. Middle School

- Students will be introduced to abstinence based sex education.
- Students will be educated on the dangers of tobacco, alcohol, and drugs.
- Students will be provided with nutrition education.

C. High School

- Students will be required to have one semester of health education.
- Students will have a detailed unit in sex education.
- Students will be educated on the dangers of tobacco, alcohol, and drugs.
- Students will be provided with nutrition education.

Health education instructors will ensure that parents have the ability to request that their child be exempted from the parts of the health education curriculum that addresses sexuality. Alternative lessons may be established for the exempted parts of the curriculum and will be provided per parent permission.

All schools in the Eunice Public School district shall provide education about HIV and related issues during the health education lessons, as set forth in 6.12.2.10.C NMAC.

Physical Education

Physical education is an instructional program that provides learning experiences in a variety of activity areas. Eunice Public Schools shall develop and maintain a K-12 physical education curriculum that provides the opportunity for all students to learn and develop the skills, knowledge, and attitudes necessary to personally decide to participate in a lifetime of healthy physical activity.

Eunice Public Schools will continue to hire certified educators to teach physical education and plan additional opportunities for physical activity. The schools will limit PE class sizes so they are consistent with those of other subject areas, and classes of similar grade levels will be scheduled back-to-back to maximize teaching efficacy.

Physical educators will help classroom teachers incorporate physical education concepts in classroom activities, thereby promoting academic achievement. Physical educators will be provided with, and strongly encouraged to attend, professional development opportunities such as workshops, conventions, and collaboration for the purpose of receiving the latest information, innovations, and ideas in their field to implement in their physical education classes. Physical educators are also encouraged to attend training in issues that pertain directly to the teaching and daily activities of a physical education class (i.e. Head-to-Toe, CPR, asthma education).

Eunice Public Schools will provide physical activity opportunities before, during and after school as designated by the building principal and superintendent. **Physical activity** includes instructional physical education, recess, extracurricular and intramural activities. At a minimum, all students will have 20 minutes of physical activity on most days of the week. Physical activity will not be a substitute for physical education, and the withdrawal of physical activity shall not be used as punishment. The district will provide safe and age appropriate equipment and facilities for physical activity at each school.

A. Elementary

- Students will be given the opportunity for 15 minutes of supervised activity each day before beginning classes in the morning (i.e. students may play basketball in the gym before school)
- Students will participate in a structured PE program as follows:
 - Kindergarten: 30 minutes, two days per week

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- First - third grade: 30 minutes, two days per week, plus one additional day every other week
- Fourth – fifth grade: 30 minutes, daily
- Students in all grade levels will be given 15 minutes of morning recess, in addition to PE.
- Students will be given the opportunity for physical activity throughout the academic day with short “energizer” breaks.
- Students will be encouraged to participate in community intramural activities.
- Students will participate in an instructional physical education program.

B. Middle School

- Students will be given the opportunity for 15 minutes of supervised activity each day before beginning classes in the morning (i.e. gym walking).
- Students will be encouraged to participate in community intramural activities (i.e. the youth sports program) and school sponsored sports.
- Students will participate in an instructional physical education program, taught by a licensed physical educator.

C. High School

- The Activity Center may be available for before school activities, when a teacher is available to provide supervision.
- Students will be encouraged to participate in community intramural activities and school sponsored sports.
- Students will be required to walk to classes during the school day within the district rather than driving their vehicles (Note: students may drive vehicles to and from school, but are not permitted to drive from class to class).
- All students will have (1) credit of physical education as required by the state for graduation. Physical education classes will be encouraged and enrollment will be open to all students as an elective.

D. Community

- The community will be encouraged to use school facilities to promote physical activities for all ages (i.e. the Activity Center).

Eunice Public Schools will ensure that all physical education curricula meet the benchmarks and performance standards for physical education as outlined in 6.29.9 NMAC.

Nutrition

The nutrition program provides access to a variety of nutritious meals that accommodate the health and nutrition needs of all students. Eunice Public Schools currently participates in and will strive to continue its Federal Breakfast Program, along with the Lunch Program, to all schools. Students spend at least 50% of their waking day in the school setting, some eating at least 2 of their daily meals within the district. Eunice Public Schools finds it necessary to, at the very least, provide the environment and opportunity for development of healthy eating practices for its staff and students. Information used to screen students for free lunch eligibility will be kept confidential, as will the list of students receiving free or reduced lunches.

Students will be provided with an eating environment that is pleasant, comfortable, and welcoming. A cafeteria such as this is conducive to proper nutrition and nutrition education, just as it is to academic education in the classroom. Schools will not assign other activities during mealtimes, allowing mealtimes to be a pleasant experience for students, designated as a time to eat and socialize. Noise will be kept at a minimum by those adults supervising. Mealtime will not be used as a reward or punishment, and the withholding of food as punishment is prohibited.

Hand washing with soap and water prior to mealtimes will be strongly encouraged and the opportunity to wash hands will be provided to students. Tables, floors and utensils will be kept clean so that students can eat in an attractive environment and safety is not compromised.

Cafeteria staff will present themselves as welcoming, pleasant, and polite to students. Students will be instructed by teachers to reciprocate such behaviors to cafeteria staff. All cafeteria staff will participate in professional development to assist in the understanding of quality meal planning, serving, preparation, and food safety. Cafeteria staff will receive training and in-service regarding good eating habits and nutrition, in order to promote healthy food choices to staff and students. Training will also be provided to cafeteria staff regarding specialized diets such as those relating to food allergies, diabetes, weight reduction, restricted cholesterol or sodium. Students with restricted diets/disabilities will be provided specialized services as ordered by their physicians and will be encouraged to participate in school meals.

The following steps will be followed to ensure quality meals are provided for students and staff:

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- Food staff will use food preparation techniques that will allow foods to be served of excellent quality, proper temperature, and appropriate texture. Burnt, undercooked, overcooked, or dried out foods will not be served.
- Unprocessed foods, whole grains, fresh fruits and vegetables will be served if at all possible and according to availability. When possible, low-fat, unprocessed foods and whole grains will be chosen for food preparation over their less nutritious counterparts (i.e. whole grain breads, whole grain pastas, fresh vegetables).
- Water will be made readily available and of no charge through the serving line and will be provided to the student throughout the designated lunchtime. Students will also be allowed to keep a bottle of water at their desk during the school day.
- When possible, menus will be planned with input from staff and students. Cafeteria staff will conform to good menu planning to avoid serving the same thing for breakfast and lunch, taking into account culture and ethnicity.
- All schools will be offered 3 main meal selections: sack lunch, chef salad, or the meal designated on the menu. There will be no extra charge for these selections.

Eunice Public Schools shall ensure that any food that is sold on school property, such as “a la carte” (meaning food sold during the lunch period that is not part of the USDA School Meal Program), school sponsored fundraisers, and vended food/beverages will meet the requirements as outlined in 6.12.5.8 NMAC and at least 50% of these offerings shall be healthy choices. Food and beverage items available for purchase shall align with the “Smart Snack” nutrition standards (more information can be found at <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>). The schools will also explore non-food related activities to increase funds.

At times during the school year, classes may have celebrations or class parties. Parties provided by parents will be encouraged to follow the 50% rule as mentioned above. All celebrations with food/beverages of any kind will be held only after the designated lunch period is over. Healthy food and beverage offerings will be provided at all school-sponsored parties.

Staff will model good nutrition by encouraging healthy choices. Staff will refrain from handing out food/beverages as reward or punishment, and non-food rewards can be encouraged for academic performance and good behavior.

Nutrition Education

It is understood that through nutrition education, students and staff will be able to develop lifelong habits of healthy eating. Nutrition education aims to teach, encourage,

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and support these habits, allowing for proper physical growth, physical activity, brain development, ability to learn, emotional balance, a sense of well-being, obesity prevention and the ability to resist disease. Nutrition education will be taught as part of the comprehensive health curriculum. Nutrition education will be supplemented in the cafeteria as well, through the use of educational posters and nutritional information on foods served. Students will receive positive messages about healthy eating from cafeteria staff and teachers, which will help lead to the ultimate goal of encouraging students to develop a lifetime of healthy eating habits.

School Health and Safety

The goal of school health and safety is to provide students and staff with a healthy and safe school environment. Healthy and safe environment refers to the physical and aesthetic surroundings and the psychosocial climate and culture of the school. It supports a total learning experience that promotes growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse.

Safe Environment

Eunice Public Schools will create school safety plans to each school building focused on supporting a safe school environment for students and staff. The school safety program will include emergency drills and preventative education for drug and alcohol abuse.

- Drug and alcohol prevention will be integrated into the health education curriculum. All schools will abide by district policies, which create an environment free of tobacco, alcohol, and drugs.
- Schools will perform 12 emergency drills, consisting of 9 fire drills, 2 shelters in place drills and one evacuation drill. EPS also performs 2 additional emergency drills, including a tornado drill and a lockdown drill. Intruder in the building drills will be conducted twice per year and 1 bomb threat drill will be conducted annually in addition to the original 12 emergency drills.
- Eunice Public Schools will follow the color coded system for emergency actions and situations as detailed in the EPS school safety plan.
- Eunice Public Schools will consider providing safety procedure and appropriate training for students and staff that support personal safety and a violence/harassment-free environment.
- School buildings and grounds, structures, buses, and equipment will strive to meet current safety standards and will be kept inviting, clean, safe, and in good repair. Building maintenance will include inspection for water damage and the removal of water damaged ceiling tiles and insulation to remove possible mold/mildew.

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- Schools will remove all chains from outside access doors and replace with panic bars.

Healthy Environment

Eunice Public Schools will create an environment for students and staff that is supportive of health, both physically and mentally. Students will be provided with services that maintain and improve mental, emotional, behavioral, and social health.

A. Physical Well-being

- Students will comply with federal immunization guidelines for school entry. The current Eunice Public Schools Immunization policy can be found in the EPS School Health Manual and the list of required immunizations per grade level are available at the following link: <http://nmhealth.org/about/phd/idb/imp/sreq/> The list of required immunizations are updated yearly. **Immunization policy for Eunice Public Schools is outlined in the Eunice Public Schools Health Services Handbook (Appendix A).**
- Hand hygiene is one of the best ways to prevent the spread of infection. Students will have easy access to hand-washing or hand sanitizing. While there is controversy concerning hand-washing vs. hand sanitizing, both have a valuable place in maintaining good health in the classroom. For example, viruses that cause “stomach bugs”, particularly Norovirus, have been shown per clinical trials to be resistant to alcohol based hand sanitizers. Conversely, Rhinovirus, the virus that is most responsible for the “common cold”, has been shown in clinical trials to be better eradicated by alcohol based hand sanitizers than soap and water. Therefore, the following guidelines will be followed concerning hand hygiene:
 - a. Hand-washing with soap and running water will be encouraged before eating and any time hands are visibly soiled.
 - b. Hand sanitizers will be used as an adjunct to hand-washing, especially when access to soap and water is not readily available.
 - c. Students will be instructed on proper hand hygiene (both methods) and will be frequently evaluated to ensure proper technique.
- Eunice Public Schools will consider the air quality for students and staff. In addition to maintaining a tobacco/smoke-free campus, EPS will limit the use of air fresheners and other strong scented odors (including aerosol sprays and

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scented wax warmers), which have been shown to agitate and exacerbate allergies and asthma in sensitive individuals.

- Health services will be provided for students to appraise, protect, and promote health. Services include but are not limited to preventative services, behavioral health services, screenings and referrals; evaluations and assessments; first aid and emergency care; follow-up care; school safety; health education and ancillary services (e.g. speech therapy, physical therapy, and/or occupational therapy). Services are provided in partnership with students, parents, staff, and community.
 - a. Health service programs shall strive to meet all reporting, record-keeping and confidentiality requirements.
 - b. Health service professionals will be provided professional development opportunities such as workshops, conventions, and collaboration for the purpose of receiving the latest information, innovations, and ideas in their field and implementing them in their areas of expertise.
 - c. Health services will be provided by the district through the coordinated efforts of a licensed registered nurse whose primary goal is to support student learning and life-long achievement. Specific duties include, but are not limited to, the guidelines listed in the State School Health Manual. **Health Services, including (but not limited to) the Eunice Public Schools policy for Administration of Medication at School, are outlined in the Eunice Public Schools Health Services Handbook (Appendix A).**
- Eunice Public Schools will provide opportunities for school staff to improve their health status through activities such as voluntary health assessments, health education and health-related fitness activities. Staff is encouraged to pursue a healthy lifestyle that contributes to their improved health status, improved morale, and a greater personal commitment to the school's overall coordinated school health approach. Pursuing a healthy lifestyle not only will benefit the staff members, but will model healthy behavior to be followed by students.
 - a. Staff and faculty will be provided with the opportunity to participate in health promotion programs focusing on exercise, stress management, and nutrition (i.e. health fairs, fun runs, etc.).
 - b. Staff and faculty will be provided with accurate, evidence based information or activities related to exercise, stress management, and nutrition (i.e. newsletters, etc.)

- c. Eunice Public schools will **require** all applicants to participate in drug testing as part of the application process and a **voluntary** drug testing program will be encouraged by the district for those already employed.

B. Social and Emotional Well-being

- Eunice Public Schools will provide services to maintain and/or improve mental, emotional, behavioral, and social health of students. EPS will strive to create an environment in which students are able and encouraged to request assistance when needed.
 - a. EPS will educate students on life skills, such as communication, non-violent conflict resolution, decision-making, goal setting, stress management, and resisting negative social pressure.
 - b. The counselor and school nurse will provide opportunities and information regarding social and emotional well-being to students and their families through community resources. The counselor and school nurse will also assess and refer students at risk to the appropriate agencies.
 - c. Prevention strategies will be emphasized in health education in regards to depression, stress, stress management, and self-esteem and abuse.
 - d. Teachers will be given professional development opportunities to learn to identify at-risk students, in regards to behavioral and emotional well-being (i.e. child abuse, depression, stress management, ADD/ADHD, etc.)
 - e. SAT teams will meet to discuss strategies for enlisting help for the students whose behavior interferes with learning. Findings will be shared with parents and teachers, along with recommendations.

Wellness Policy Evaluation Plan

As per the school district wellness policy rule 6.12.6.6 NMAC, Eunice Public Schools will develop and submit a plan for measuring implementation and evaluation of the wellness policy. The monitoring of this wellness policy will be provided by the SHAC members and will report compliance of the district-wide wellness policy to each building principal. The building will ensure compliance of those policies. The principal will receive an evaluation of compliance from the SHAC and will report the results of the evaluation to the superintendent. This evaluation will be completed and reported to the superintendent and school board yearly, along with a plan to bring non-compliant policy to compliance.

All levels of school food service staff will ensure compliance with nutrition policies

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within school food service areas and will report on the matter to SHAC and superintendent. In addition, the school district will report to the SHAC on the most recent USDA Administrative Review findings and any resulting changes. If the district has not received an Administrative Review from the state within the past five years, the district will request from the state agency that an Administrative Review be scheduled as soon as possible.

The superintendent or designee will develop a summary report every year in the district wide compliance of all components of the districts wellness policy. The report will be provided to the school board and also distributed to SHAC, school principals and school health personnel in the district. The report will also be available to staff, students, and members of the community per the Eunice Public Schools webpage.

Each school in the district will provide school-by-school assessments to evaluate compliance with the district wellness policy, and the results of these assessments will be compiled at district level to identify non-compliant areas and prioritize needs.

Assessment of the wellness policy will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. All components of the wellness policy will be part of that review. The district and individual schools within the district will as necessary work with the SHAC to revise the wellness policies and develop plans to facilitate their implementation.

APPENDIX

Wellness Policy Assessment Tool

Component/Activity	In Planning	In Process	In Place
School board established a School Health Advisory Council (SHAC), consisting of all required members: parent(s), school food authority personnel, school board member(s), school administrator(s), school staff, student(s) and community members.			X
The SHAC reports to the local school board recommendations for development/revision, implementation, and evaluation of the wellness policy at least annually.			X
The SHAC has met at least twice this year for the purpose of development or revision, implementation, and evaluation of the wellness policy.		X	
EPS has initiated a K-12 education curriculum that addresses the physical, mental, emotional, and social dimensions of health, as well as focuses on nutrition education.		X	
EPS has initiated a K-12 physical education curriculum that provides the optimal opportunity for all students to learn and develop skills, knowledge, and attitudes necessary to personally decide to participate in a lifetime of healthful physical activity.		X	
EPS has adopted physical activity guidelines for before, during, and/or after school.			X
Nutrition guidelines for a la carte and school sponsored fundraisers meet the guidelines set forth in 6.12.5.8 NMAC.			X
EPS has initiated a school safety plan at each school building focused on supporting a healthy and safe environment and includes, but is not limited to, prevention, policies and procedures, and emergency response.		X	
EPS has initiated health services to address the needs of students and the wellness needs of staff.			X

EUNICE PUBLIC SCHOOLS



HEALTH SERVICES HANDBOOK

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Student Health Services Policy

Eunice Public Schools aims to provide a comprehensive school health program that promotes the health, safety, wellness, and academic success of every student. The purpose of this policy is to provide guidelines to help maintain the health and safety of our students.

Immunizations

New Mexico law requires that all students be immunized against certain communicable diseases. These requirements are determined by the NM Department of Health (NM DOH). For assessment of vaccination status, current official immunization schedules are released annually by NM DOH. A copy of the current immunization schedule can be found online at www.immunizenm.org, or you can obtain a copy through the school nurse.

In the school setting, the school nurse is usually the person best qualified to determine which children require vaccination, and will subsequently notify the parent/guardian. Eunice Public Schools will follow the current years New Mexico Childcare/Pre-school/School Entry Immunization requirements. The NM Immunization Program requires an annual immunization report from each school in the state for which forms are released to schools in the fall so that appropriate intervention in problematic school districts can take place.

Immunization Assessment

For a child who has begun the process of immunization and the process is being accomplished in accordance with the current NM immunization schedule, she/he may enroll in and attend school.

For a child who has no documentation and was formerly enrolled in a school in the US, a phone call requesting records to verify immunization status is sufficient to be considered in process. If the child was formerly enrolled in a school in another country and has no records, she/he must begin the recommended immunizations to be considered in process. For a child whose immunizations are not up-to-date but who has received all immunizations permissible at the current date she/he is considered in process.

For a child who is attempting to reach compliance but is behind on a series, s/he is no longer considered in process. A scheduled appointment to receive immunizations is considered in process, and the child may register and attend school. If proof of immunization is not presented the first school day after this appointment, disenrollment procedure can begin. For any student kept out of school longer than five consecutive days

for noncompliance, the local RHO should be notified (NMAC 7.5.2)

For children who are less than five years of age and who attend day care or early childhood programs on school grounds must have their immunization status verified. They are required to be up-to-date with the NM recommended immunization schedule.

Exemptions from Immunizations

A student in New Mexico may be exempt from NM Public Education Department (PED) immunization requirements to register and attend school upon providing to the school a CERTIFICATE OF EXEMPTION FROM SCHOOL/DAYCARE IMMUNIZATION REQUIREMENTS. A student must file with the Department of Health one of the following [New Mexico Immunization Exemption Law (24-5-3)]:

- (1) A certificate of a duly licensed physician stating that the physical condition of the child is such that immunization would seriously endanger the life or health of the child;
or
- (2) Affidavits or written affirmation from an officer of a recognized religious denomination that such child's parents or guardians are bona fide members of a denomination whose religious teaching requires reliance upon prayer or spiritual means alone for healing;
- (3) Affidavits or written affirmation from his parent or legal guardian that his religious beliefs, held either individually or jointly with others, do not permit the administration of vaccine or other immunizing agent.

Any exemption from obtaining the required immunizations is valid for a period not to exceed nine (9) months and will not extend beyond the end of the school year in which it is submitted and approved. Exemptions must be renewed yearly.

Exemption forms may be downloaded from the New Mexico School Health Manual at the

following:
<http://www.nmschoolhealthmanual.org/forms/sectionIX/CertificateofExemption7-8-13.pdf>

- The form must be completed, then signed and notarized (must include notary commission expiration date and original notary seal). The original form must be filed with the NM Immunization Program. A copy of the approved form is then made available to the parent by the Immunization Program.
- Parent/Guardians are responsible for providing an approved copy of this Exemption Certificate to their child's school.
- Requests are subject to the approval of the New Mexico Department of Health
- IN ANY CASE OF COMMUNICABLE DISEASE OCCURS OR IS LIKELY TO OCCUR IN EUNICE PUBLIC SCHOOLS, THE DEPARTMENT OF

**HEALTH MAY REQUIRE THE EXCLUSION OF INFECTED PERSONS AND
NON-IMMUNIZED PERSONS.**

Disenrollment

The school administrative authority shall commence disenrollment proceedings if satisfactory evidence of commencement and completion of immunizations or valid exemption is not provided by the student's parent/guardian, or if an exemption from immunization is subsequently determined to be invalid for any reason.

Communicable/Infectious Disease

Eunice Public Schools recognizes the importance of adhering to Public Health laws, as well as the responsibility of keeping all students and staff in a safe and healthy learning environment. In the event of an outbreak or possible exposure to a communicable disease, EPS will refer to NMAC 7.4.3.13, Notifiable Diseases or Conditions in New Mexico for guidance.

If a student is a carrier of, or is infected with, a chronic or acute communicable disease, it is highly recommended that the parent/guardian discloses this information to school nurse or school administrator as soon as he/she becomes aware of the condition. This is important so that appropriate accommodations can be made for the student, while also protecting the health and safety of students and staff.

Parents/guardians shall not allow their child(ren) to attend school with an acute communicable disease, or symptoms of an acute communicable disease. The NM DOH will recommend appropriate district response to students who have symptoms of an acute communicable disease [see NM School Health Manual, Section X (http://www.nmschoolhealthmanual.org/shm_10.pdf)].

Student Communicable Disease information will be kept confidential, and disclosed only to staff on a need-to-know basis.

Guidelines for Keeping a Student Home from School

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It is not always easy deciding if a child is too sick to go to school. While it is important for students to attend school regularly, it is also important for a child who is truly sick to stay home in the care of an adult to get well and prevent spreading illness to others. These guidelines will assist you in deciding whether or not your child is well enough to come to school.

- **Fever of 100°F or more** – students should stay home until he/she has been fever-free for at least 24 hours without the aid of fever reducing medication, such as Tylenol or Ibuprofen. Please do not give your child medication to treat a fever and then send him/her to school.
- **Sore Throat** – a student with a mild sore throat, no fever and otherwise feeling well may be fine to attend school. A severe sore throat could be a symptom of a more serious illness. If your child is diagnosed with a throat infection and antibiotics are prescribed, your child may return to school 24 hours after antibiotic treatment has been started, as long as they are not running fever.
- **Rashes** – a rash may be the first sign of a contagious childhood illness. Do not send a child to school with a rash until a medical provider has evaluated it and said it is safe to do so, especially if other symptoms accompany the rash, such as itching, fever or other signs of illness. Please bring a note from the doctor, verifying that it is safe for the student to return to school. Students who are diagnosed with scabies, ringworm, or impetigo can usually return to school after 24 hours of appropriate treatment. The affected area should be covered, especially if there is drainage present.
- **Cough** – a student with a mild cough, no fever or other symptoms of illness can usually remain at school. Students with a deep, uncontrollable or productive cough should stay at home, especially if the cough is accompanied by fever or other symptoms of illness.
- **Vomiting and/or Diarrhea** – students may return to school 24 hours after the last episode of vomiting and/or diarrhea, as long as they have no other symptoms of illness and it is not being controlled with medication. If your child is sent home from school for vomiting/diarrhea, please keep him/her home the following school day (per the 24 hour guideline).
- **Eye Inflammation or Discharge** – students whose eye is red with cloudy or yellow/green drainage; matted eyelids after sleep; eye pain; and/or redness should be kept at home and evaluated by a healthcare provider. If the child has been diagnosed with “pink eye”, he/she may return to school 24 hours after treatment begins.
- **Head Lice** – If you suspect or know that your child has head lice, please keep him/her at home. Students who are identified with nits (lice eggs) may stay at school until the end of the day, but if your child is found to have live lice, you will

be asked to pick them up immediately. Students with lice will need to be kept at home until appropriate treatment has been provided and all nits have been removed from the child's hair. Absences for head lice are only excused for a maximum of three school days.

Please keep the office up to date with current phone numbers so you or an alternate contact can be reached if your child becomes ill or injured at school. This is most easily accomplished by completing and returning the Emergency Medical Authorization Form you will receive at the time of registration.

Chronic Health Conditions

Responding to the needs of students with chronic health conditions (i.e. asthma, allergies, diabetes, cardiac disorders, epilepsy/seizure disorders, etc.) in the school setting requires a comprehensive, coordinated, and systematic approach. If their health needs are planned for and met, students with chronic conditions can function to their maximum potential. Eunice Public Schools will work in cooperation with parents, students, school staff, and healthcare providers to provide a safe and supportive educational environment for students with chronic illnesses to ensure their safety and educational success.

The parent/guardian will:

- Notify school authorities (principal/nurse/teacher) of the student's health management needs and diagnosis as early as possible after diagnosis or enrollment in school, and whenever the student's health needs change.
- Provide a written description of the student's health needs at school (i.e. Action Plan or Individualized Health Plan), including authorizations for medication administration, daily care and monitoring, and/or emergency response and treatment, signed by the student's healthcare provider and the parent/guardian prior to school attendance.
 - IHP's (Individualized Health Plans) and Action Plans are available for pick-up in the nurse's office, as well as medication authorization forms.
- Communicate significant changes in the student's needs or health status promptly to appropriate school staff.
- Update the written plan with appropriate signatures prior to the first day of school each and every school year as long as the condition persists. Treatment and Emergency plans, medication forms, and any subsequent updates are only good for one school year, including summer activities.
- Provide an adequate supply of the student's medication – in pharmacy-labeled containers, clearly labeled with appropriate name, medication, strength and frequency of administration – as well as all other supplies necessary to manage the student's care due to their specific chronic health condition.

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- Replace all medications and supplies as needed, and
- Provide the school with back-up medication in the event the student has authorization to “self-carry” medications and supplies specific to asthma, diabetes and/or emergency anaphylaxis conditions.

The School will:

- Identify students with chronic conditions based on parent/guardian disclosure and/or by review of the Student Health History Form submitted every school year for every student.
- Establish and clarify roles and obligations of specific school staff who will care for a student with a chronic condition, and provide education and communication systems necessary to ensure that the student’s health and educational needs are met in a safe and coordinated manner.
- Communicate with families as needed, and as authorized, with the student’s health care providers.
- Ensure that student receives prescribed treatments and/or medications in a safe, reliable, and effective manner.
- Ensure that student has access to needed treatments and/or medications at all times during the school day.
- Be prepared to handle health needs and emergencies related to the student’s chronic health condition during the school day.
- Ensure that there is a staff member available who is properly trained to administer prescribed treatments, medications, and other immediate/emergent care during the school day.
- Ensure that all staff that interacts with the student on a regular basis receives appropriate guidance and training on routine needs, precautions, and emergency actions.
- Ensure proper record keeping, including measures to both protect confidentiality and to share information appropriately.
- Promote a supportive learning environment that views students with chronic health conditions/illnesses the same as other students, with the exception of health need response related to the specific condition.

Administration of Medication at School

Eunice Public Schools recognizes that many children are able to attend school because of the effectiveness of medications in the treatment of chronic disabilities and long-term illnesses. The schools have neither the responsibility nor the authority to dispense

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medication at school, and whenever possible, all medication should be given at home. To ensure that students who require medications during the school hours receive them with maximum protections to all involved, the following is required:

- A dated, complete Medication Authorization Form from the licensed medical provider is required for every medication, every school year (this form is available in the nurse's office or on the school website). The licensed medical provider's order shall be valid only for the current school year. It is the parent/guardian's responsibility for getting this form completed and delivered to the school along with the medication. **Medication sent to school with the student will not be acceptable.** Any change in the dosage or time of administration must be accompanied by written documentation from the health care provider.
- The parent/guardian authorization section of the Medication Authorization Form must be completed and signed for every medication, every school year. The medication CANNOT be administered if this section is left blank. In addition, parents/guardians should provide a telephone number through which a parent/guardian may be reached in the event of an adverse reaction to the medication.
- Medication order(s) must include the name of the student, name of the medication, dosage, route of administration, and time of administration.
- Prescription medication (including samples from the physician) shall be labeled by the physician or by a licensed pharmacist to include the student's name, name of prescribing physician, name of medication, dosage, and time of administration. Medication should be brought in the original container.
- Medication will be stored in a central location (i.e. the nurse's office) within a locked cabinet. Exceptions of this rule will be noted on the physician's order and medication authorization form, and will pertain to medication that must be stored in a refrigerator or those carried by the student. Keeping medications at the school is an accommodation to the student, and the district is not responsible for loss or damage resulting from theft.
- A parent/guardian must deliver the medication to the school, with the exception of students who have physician's authorization to self-carry asthma inhalers or diabetic medication and supplies.
- It shall be the student's responsibility to report to the school nurse's office or other designated area (to be determined by the school nurse and school principal) for his/her medication at the time it is to be administered. The child must be instructed by the parent or the physician on how to take his/her medication. Young children, handicapped, or intellectually disabled children should be taught according to their level of capability. It is the responsibility of

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the child to understand why he/she takes the medicine and to take it according to the prescribed schedule.

- When a student comes to take his/her medication, the following 6 Rights of Medication Administration shall be followed by the nurse or trained designee:
 - Right Student
 - Right Medication
 - Right Dosage
 - Right Time
 - Right Route
 - Right Documentation
- A medication record shall be available in the nurse's office for every medication administered to the student that shall include the name of the student, name of medication, frequency of administration and dosage. This medication administration record shall be filed as permanent record.
- In the event the school nurse is unavailable to administer medication, a trained designee shall act in his/her stead or the parent/guardian may come to the school to administer the medication.
- The nurse (or district trained designee) is unable to administer missed home doses of medication at school without a physician's order. It will be the responsibility of the parent/guardian to come to school to administer missed home medication doses.
- The school district, its employees or agents may confiscate a student's medication if the student's self-administration of the medication exceeds the student's prescribed dosage or if the student endangers others with his/her medication. Parents/guardians will be notified if confiscation occurs.

Students with Diabetes, Asthma, and Anaphylaxis

New Mexico law requires all schools, whether public or private, to grant to any student grades K-12 authorization to carry and self-administer provider prescribed asthma treatment medication, anaphylaxis emergency treatment medication, and diabetes treatment medication under specific conditions (NMAC 6.12.8.8). Those specific conditions include:

- Appropriate instruction has been given by the provider to the student in the correct and responsible use of the medication;
- The student has demonstrated adequate skill level to the school nurse to carry and self-administer identified medication;
- There is a written treatment plan on file with the school nurse;
- The school liability policy and the extent and duration of the authorization have been discussed with the parent/guardian.

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Therefore, Eunice Public Schools will permit students to self-assess and carry, and self-administer prescribed medications under these specified conditions, as long as in doing so, he/she does not endanger his or her own person, or other persons through misuse of the medication.

Over-the-Counter Medications

Eunice Public Schools will follow guidelines set forth in the New Mexico School Health Manual, as well as state administrative regulations, regarding the administration of over-the-counter medications at school. Over-the-counter medication guidelines as described in this section shall also include natural remedies, herbal remedies and nutritional supplements.

Over-the-counter (OTC) medications that were once kept on campus (i.e. acetaminophen, ibuprofen, antacids, hydrocortisone cream, antibiotic ointment, cough drops, etc.) will no longer be stocked by the school. OTC medications will only be administered if the following are met:

- Parents/guardians must provide written consent for administering OTC medication. Parental consent lasts until the end of the current school year.
- Parents/guardians who permit the school nurse to administer an OTC medication must supply an unopened bottle of the medication for which they are consenting to be given to their child. Please provide the smallest bottle possible, due to storage space considerations. The medication will be stored in a locked cabinet in the nurse's office.
- All medications should be labeled with the name and date of birth of the child for whom they are intended. If more than one child from a family is in the school, the names and dates of birth of all children may be placed on a single bottle of OTC medication.
- If OTC medication needs to be administered for more than 3 consecutive days, or more than 3 times a month, the student will be referred for medical evaluation and an order from the student's primary care provider will be required. *NOTE: An exception to the 3-day rule will be made for cough drops, providing that a parent/guardian brings the student's supply to the school and provides written permission for the cough drops to be given to their child on an as needed basis, following instructions on the product label.

When students present with symptoms of minor illness or injury, the use of non-pharmacologic comfort measures will be first implemented (i.e. rest, ice, elevation, warm/cold compress). The student will be assessed by the school's registered nurse prior to any OTC medication being administered. After an assessment is made, and it is determined that comfort measures are not providing relief, an OTC medication may then be given per the terms listed above. Medications will be administered according to the

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directions on the medication label, including age- or weight-based dosing. Use of OTC medication will be documented in the student's school health record.

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