

**Concussion Management issues are found in two policies (attached):**

**No. 5280, Interscholastic Athletics**

**No. 5420, Student Health Services**

**For more information about concussion management, see the State Education Department website link:**

**<http://www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices/ConcussionManageGuidelines.pdf>**

## INTERSCHOLASTIC ATHLETICS

Interscholastic athletics for boys and girls is an integral and desirable part of the district's secondary educational program. Individual and team sports shall be based upon comprehensive physical education instruction and intramural activities, seeking broad participation from all eligible secondary students. Lifetime or carry-over sports are to be particularly encouraged and supported. Parity in the number and kind of sports activities for girls and boys, as well as number of participants, is a clear objective of the district.

Student eligibility for participation on interscholastic teams shall include:

1. authorization by the school physician or private physician
2. written parent or guardian consent
3. endorsement by the building principal/athletic director based on established rules and various league and State Education Department regulations, and
4. sustained academic performance

In accordance with existing Regulations of the Commissioner of Education, the Board of Education will permit students in grades 10-12 to receive credit towards high school graduation equivalent to physical education for participation in interscholastic athletics. Such credit will, in addition to other requirements, be contingent upon proven cardiovascular and physical fitness competency in personal fitness for life and lifetime or carry-over sports. Standards for such fitness shall be developed by the administration.

In addition, all student participants in the district's interscholastic athletics program must adhere to the code of conduct as outlined in the Student/Parent handbook, or risk suspension from such program.

Cross-ref: 4316 Physical Education  
5200, Co-curricular and Extracurricular Programs

Ref: Education Law §§414; 1502; 1604(7-b); 17089(3)(8-a); 1718(2); 3001-b;  
4409 8 NYCRR 135.4

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Adoption Date: May 3, 2000; Reaffirmed: March 6, 2002; June 2, 2004; January 12, 2005

## INTERSCHOLASTIC ATHLETICS REGULATION

The following regulation shall apply with respect to interscholastic athletics:

1. Bona Fide Students:

- A. High School - a student must be a bona fide student of the high school which he/she represents and must be taking at least four subjects, including physical education.
- B. Middle School - a student must be a bona fide student of grades 7 or 8 of the school represented.

Note: If it becomes necessary to combine member schools to maintain a team or sport, a written request must be submitted and approval obtained from the league and section involved. Schools which have combined teams must submit a report to the Modified Committee and this will be submitted to the Executive Committee.

2. Registration:

A student must have enrolled during the first fifteen (15) school days of the semester and must have been in regular attendance 80% of the school time. Bona fide absences caused by personal illness are accepted.

3. Transfer:

The Farmingdale School District will adhere to all sectional and state guidelines in regard to residency eligibility. Copies of the sectional and state guidelines are available in the office of the Director of Athletics.

4. Age and Grade

A high school student shall be eligible for interschool competition in grades 9,10,11 and 12 until his/her nineteenth birthday. If the age of nineteen years is reached on or after July 1, the student may continue to participate during the school year in all sports. Appeals to the age limit for the extension of athletic eligibility, based on extreme circumstances, must be made to the Director of Athletics, who will follow the appeals process set forth by the Nassau Athletic Association (Section 8).

Note: Students from seventh grade on may be eligible regardless of age or grade if they have been approved through the State Education Department's Selection/Classification program according to the Farmingdale School District Guidelines.

A middle school student upon entry into the 7th grade is eligible for modified program competition. One is ineligible when the sixteenth birthday is attained; however, if a student attains the sixteenth birthday during a sports season, he/she may complete that sport season. In program B, (football and boys' lacrosse) when the fifteenth birthday is attained during a sports season, he/she may complete the sport season.

#### 5. State Eligibility

A student is eligible for senior high athletic competition in a sport during each of four consecutive seasons commencing with the youngster's entry into the ninth grade, unless he/she has satisfied selection/classification according to school guidelines.

All athletes must be bona fide students of their districts and comply with age, grade and registration guidelines.

#### 6. Selection/Classification

##### I. Introduction

The intent of the Selection/Classification program is to permit students in grades 7 through 12 to safely participate at the appropriate level of competition based upon readiness rather than age and grade. It is designed for mature and elite exceptionally skilled students to advance to an upper level and less developed students to participate at an appropriate lower level that is suited to their development and ability.

In order to assure that all students in the Farmingdale School District are afforded a fair and equitable chance to make a team and experience the ability to participate on either a team or individual sport, the Farmingdale Board of Education has established a number of selection/classification guidelines.

Students will not be permitted to apply for selection classification in the event that the district adopts a contingency budget or removes middle school Interscholastic Sports from the budget.

##### II. Guidelines

- A. Where an interscholastic team sport is offered at the Middle School level, a 7th/8th grade student athlete will not be permitted to apply for selection/classification status. A list of the team sports is available in the office of the Director of Athletics. (This does not apply to student/athletes selectively classifying down from high school to middle school sports).
- B. Where a sport is not offered at the Middle School level, a 7th or 8th grade student/athlete may apply for selection/classification status. A listing of

sports offered in Farmingdale High School is available in the office of the Director of Athletics. All rules and regulations established by the State Education Department in its current selection/classification program procedures must be followed. These include, but are not limited to, parental permission, developmental screening, individual athletic profile, athletic performance test, coach's sports skill evaluation and notification to appropriate schools and agencies. The Director of Athletics will review all data submitted including coach's recommendation and conduct an on-site evaluation.

### III. Calendar

In order for a student to be selectively classified, he/she must have all paperwork and/or any appeal process completed prior to the first day of practice. The student must be able to try out in the same fashion as the other athletes on the team during the initial try-out period. The student is responsible for making sure that he/she finds out all necessary information about practice and try-out schedules and for meeting all deadlines.

### IV. Appeals

An appeals process is in place to allow students their right of due process. In the event a 7th or 8th grade student wishes to participate on an interscholastic team at the high school level in a sport that is not offered at the middle school, the following must take place:

- A. The student/athlete must be able to demonstrate to the appeals committee that he/she is so exceptional that s/he will be able to compete at the high school level.
- B. The student/athlete must provide documentation of prior experience in the sport.
- C. The student/athlete must meet all academic and health requirements as stated in the school policy book.
- D. The student/athlete must complete the State Education Department's Selection/Classification procedures for his/her particular sport.

Any student has the right to an appeals hearing; however appeals will not be heard until after the student successfully completes a physical and selection/classification test.

### V. Appeals Committee

The Appeals Committee will be made up of an assistant superintendent for curriculum, a middle school principal, a high school principal, the director of physical education and athletics, the coach and the school physician/nurse. In order

for a student to be approved, he/she must receive a 4/5 vote of the appeals committee. An absentee vote may be accepted with a statement of assurance that all material pertaining to the student has been reviewed.

7. Health Examinations

A student who may engage in interscholastic competition shall receive an adequate health examination and health history update when required, and may not practice or participate without the approval of the school district physician.

Note: Medical examinations may be scheduled at any time during the school year and shall be valid for a period of twelve continuous months. Unless the medical examination is conducted within thirty days of the start of a season, a healthy history update is required. Any pupil whose safe participation is in question as a result of the health history interview, or injury, or prolonged absence, must be re-qualified by a physician prior to participation.

8. Head Injuries/Concussion Management

Physical injuries may occur as a result of participation in any sport. Concussions are among the types of injuries that may occur during interscholastic sports activities. A concussion is a type of traumatic brain injury caused by an impact or blow to the head or body. Concussions can happen in any sport, but are most often associated with contact sports such as football, rugby or ice hockey.

Symptoms of a concussion include, but are not necessarily limited to:

- Amnesia (e.g. decreased or absent memory of events prior to or immediately after the injury, or difficulty retaining new information)
- Confusion or appearing dazed
- Headache or head pressure
- Loss of consciousness
- Balance difficulty or dizziness, or clumsy movements
- Double or blurry vision
- Sensitivity to light and/or sound
- Nausea, vomiting, and/or loss of appetite
- Irritability, sadness or change in personality
- Feeling sluggish, foggy, groggy or lightheaded
- Concentration or focusing problems
- Slowed reaction times, drowsiness
- Fatigue and/or sleep issues (e.g. sleeping more or less than usual)
- Seizures and/or slurred speech
- Weakness or numbing in arms, legs, facial drooping
- Dilated or pinpoint pupils and/or change in size of one pupil
- Significant irritability.

All coaches, physical education teachers, and certified athletic trainers are required to be trained to recognize the symptoms of a concussion and to seek proper medical treatment for such injuries.

#### Athlete Return to Play Protocol

The District's practice provides for the immediate removal from athletic activities of any student who has sustained, or is believed to have sustained a concussion. If there is any doubt as to whether the student has sustained a concussion, it shall be presumed that he or she has sustained a concussion until proven otherwise. A student is prohibited from resuming athletic activities until he or she has been symptom-free for not less than 24 hours, and has been evaluated by, and received a written and signed authorization from a licensed physician. In order to resume participation in interscholastic sports activities, the student will be evaluated by the district athletic trainer using a stepwise 1 - 5 progression.

Day 1: Light aerobic activity

Day 2: Sport-specific activity

Day 3: Non-contact training drills

Day 4: Full contact practice

Day 5: Return to play

Each step should take 24 hours so that the athlete would take approximately one week to proceed through the full rehabilitation protocol once they are asymptomatic at rest and with provocative exercise. If any post concussion symptoms occur while in the stepwise program, then the student should drop back to the previous asymptomatic level and try to progress again after a further 24-hour period of rest has passed.

Once the athlete has gone through the full rehabilitation protocol with the athletic trainer and is asymptomatic they will be referred to the District Physician for final clearance.

#### 8. Amateur

- A. All contestants must be amateurs. An amateur is one who has never used, or is not now using, his/her knowledge of athletics or his/her skill for gain and who has always contested under his/her own name. A student who signs a contract with a professional team is no longer eligible for interschool sports. (This rule does not apply to officiating, recreational or playground work).
- B. A student who violates the above rule may apply to his/her league or to the member of the central Committee in his/her section for reinstatement one year from the date of the latest violation.

9. College

A student is no longer eligible to represent the school in that sport in that season if the student participates in practice or competition with or against any college athletic squad during that season.

10. Professional Try-Outs

No try-outs or practice with professional teams are approved except during the summer vacation. A student who participates in such a try-out is ineligible to represent his/her school in that sport.

11. All-Star Contests

Because school authorities have a responsibility for preventing the exploitation of high school students who have qualified for a letter in school sports; the NYSPHSAA, Inc. recommends that school authorities discharge this responsibility by protecting students from being exploited by individuals or groups interested in promoting, for any purpose, spectator or revenue producing contests such as all-star, charity, and similar exhibition games. Exceptional senior contests as stipulated in the Eligibility Standards are permitted.

Furthermore, it shall be the responsibility of the school authorities to inform their teaching personnel to do nothing which shall impair this responsibility of boards of education to protect athletes against such exploitation.

12. Local Eligibility

Students involved in difficulties in the areas of behavior, academics, drug or alcohol abuse, smoking and quitting teams will be referred to the school academic eligibility committee.

Standards established by the committee are meant to include all students. However, parents may, of course, impose more stringent standards for their children.

13. Behavior

In order to participate on any school co-curricular and extra-curricular programs and interscholastic athletic programs, a student must be a good school citizen. A good school citizen is one who is not referred to the office for behavior reasons. In case of such referrals, the school eligibility committee will meet with the student and discuss the situation. A decision will be made that will be in the best interests of all concerned.

14. Academics

The Board believes that a meaningful academic policy must be established concerning co-curricular and extra-curricular programs and interscholastic athletic

program participation. All high school students must follow the academic eligibility policy as outlined below. An academic eligibility committee will be selected by the high school principal each year with the specific purpose of reviewing those students who are either on probation or ineligible. It will be the responsibility of the building principal to notify all club advisors and the district athletic director to notify all coaches of those students who are either on probation or ineligible. The committee will consist of: a building principal, director of athletics, director of guidance, guidance counselor, two coaches, two club advisors and one teacher not associated with clubs or interscholastic athletics activities. The committee will notify all students, after report card distribution, of their eligibility status. Students who are on probation are permitted to participate in extracurricular and interscholastic activities. Students who are ineligible are not permitted to participate in extracurricular and interscholastic activities.

Any student failing two or more subjects shall automatically be placed on probation by the eligibility committee and will remain on probation for the entire marking period. A student on probation may participate in all extracurricular activities and interscholastic sports provided that he/she adheres to the following criteria immediately upon being notified of his/her status:

1. The student submits weekly eligibility progress reports from all teachers to his/her advisor or coach every week. Poor performance may cause a student to be declared ineligible.
2. The student must seek help in the problem areas and provide proof of such to the eligibility committee.
3. Failure to comply with the above criteria will move the student to ineligible status.

After the next report card, any probationary student no longer failing two subjects will be removed from probation at that time.

The high school principal will insure that any student who remains on probation for two or more marking periods or is declared ineligible will be referred to the appropriate staff members for the development of a plan for academic improvement. Any student failing three or more subjects will automatically be declared ineligible by the eligibility committee and will remain ineligible for the entire marking period unless a written request is made by the student (in writing) to the eligibility committee for an appeal. The written request must be counter-signed by the student's parent or guardian.

If the appeal is granted, the student must:

1. Submit weekly eligibility progress reports to a mentor appointed by the committee.
2. The student must seek help in the problem subjects (homework helpers, extra help, Honor Society tutors) and provide proof to the committee.

A student who is ineligible may not practice, compete or participate in any interscholastic sport or extracurricular activity unless an appeal is granted by the eligibility committee.

If a student does not meet the conditions of the criteria appeal process, he/she cannot come before the eligibility committee until after the next report card.

After the next report card, any student no longer failing three or more subjects will be removed from ineligibility and either placed on probation (if failing two subjects) or removed from ineligibility entirely.

If a student is declared ineligible or placed on probation at the end of the fourth marking period, he/she must attend summer school. Failure to attend summer school will cause the student to begin the next school year with the same status that was determined by the fourth marking period grades.

#### 16. Drop-outs

Any student quitting an athletic team for reasons unacceptable to the coach (i.e. not informing the coach of reasons, not attending practice sessions, etc.) must be brought before the eligibility committee to decide whether said student will be able to join another team. Any student who has the ability to participate in two sports during the same season will be eligible to compete only after both coaches give consent for dual participation and the student has established one of the teams as his/her priority team with the athletic director. In the event of a conflict that cannot be resolved, the student will participate with the priority team.

#### 17. Awards

All students who participate in athletics grades 7 through 12 will receive a Certificate of Participation.

Varsity Athletes may earn specific awards such as Most Valuable Player (MVP), Most Improved Player (MIP) and/or Coaches Award.

League, Conference, County and State Awards will be given out at the Nassau County Coaches Association Dinners.

Adoption Date: May 3, 2000

Reaffirmed: March 6, 2002; June 2, 2004; January 12, 2005; May 4, 2005; June 5, 2013

## STUDENT HEALTH SERVICES

The Board of Education recognizes that good student health is vital to successful learning and realizes its responsibility, along with that of parents, to protect and foster a safe and healthful environment.

The school shall work closely with students' families to provide detection and preventive health services. In accordance with law, the school will provide vision, hearing, and scoliosis screening. Problems shall be referred to the parents who shall be encouraged to have their family physician provide appropriate care.

The school nurse, Building Principal or designee, shall provide emergency care for students in accidental or unexpected medical situations.

A permanent student health record shall be part of a student's cumulative school record and should follow the student from grade to grade and school to school along with his/her academic record. This record folder shall be maintained by the school nurse.

### *Communicable Diseases*

It is the responsibility of the Board to provide all students with a safe and healthy school environment. To meet this responsibility, it is sometimes necessary to exclude students during periods of contagion as follows:

Chicken Pox: Students will be excluded until all lesions are scabbed.

Pediculosis: Students will be excluded until proof of treatment is presented to the nurse, and child will be reexamined in 7-10 days.

Conjunctivitis: Students will be excluded until physician's note indicates that the condition has been treated with proper medication.

Impetigo: Students will be excluded until proof with a physician's note of appropriate antibiotic therapy for 48 hours is submitted.

Scabies: Students will be excluded until a physician's note indicates that the condition has been treated satisfactorily.

Ringworm: Students will be excluded until a physician's note indicates that the condition has been treated with proper medications.

Hepatitis

Meningitis or

Tuberculosis: Students will be excluded until a physician's note indicates that the student is no longer contagious.

Other Infectious  
or Contagious

Diseases: In situations not covered above, the periods of exclusion will be determined by the school physician.

It is the responsibility of the Superintendent of Schools, working through district health personnel, to enforce this policy and to contact the New York State Department of Health and the County Board of Health immediately upon notification of an outbreak, even of one student, of a communicable disease.

#### *Physical Examination of Student*

At the end of each school year, the parent shall be notified that it is advisable for each entrant to have a physical for the coming year. For new entrants to the school district, and for children entering K, 2nd, 4th, 7th and 10th grades, it is required by New York State law to have a physical examination. The report of the examination has to be submitted to the school nurse within 30 days of entry to school. In the event that the parent/guardian fails to submit a physician's certificate of medical examination, the child will be scheduled for a physical with the school physician, as required by law.

Vision and hearing testing shall be done on students, as per the guidelines of New York State laws.

Scoliosis exams shall be done on students, as per guidelines of New York State laws.

#### *Immunization of Students*

Evidence of immunization against the above mentioned communicable diseases shall be an original physician's or other health care provider's statement.

In the case of a transfer student from another school district, the cumulative health record shall be acceptable as proof of immunization.

A student who has not received one or more of the required immunizations can be by law, refused admission to school. However, when a child/family has shown a good faith effort to obtain the necessary proof, Public Health Law §2164, provides for the provision of a limited period of attendance, at the discretion of the school physician. The basic "grace period" is 14 days. Further, when the child is transferring from another state or country, the grace period may be extended to not more than 30 days. A written notice of requirements and a deadline date for obtaining appropriate certificates should be given to the parent/guardian at the time of application for admission to school.

#### *Immunization Requirements*

The Board of Education, in compliance with sections 680 and 2164 of the Public Health Law, and section 914 of the Education Law, shall require all students prior to admission into the Farmingdale Union Free School District Public Schools, proof of immunization requirements for admission to school: New York State Public Health Law 2164: required documented proof of immunization against Poliomyelitis, Diphtheria,

Pertussis, Tetanus, Measles, Mumps, Rubella, Hepatitis B, and Varicella for kindergarten students and new entrants prior to enrollment in school. Students entering Grade 6 need one booster of Tdap.

1. The identification of immunization status of all children in the school should be done by the school nurse with the supervision of the school physician.
2. The enforcement of the laws is to protect the children against preventable diseases and not to deny the rights of children for education.

#### *Admission of Students With Incomplete Immunizations*

A child can be admitted to school if the parent can show acceptable proof that the child is "in the process of receiving" the required immunizations.

A child must have received at least one dose of each of the immunizations (Dtap, Polio, MMR, Hep B and Varicella) and the parent must provide the date of appointment with a health facility for completion of the required immunizations.

The school should then allow the child to enter and attend school, but should maintain supervision until the process has been completed, or exclude the child if the parent defaults.

In the event that the parent fails to submit a proof of immunizations, the nurse and school physician shall advise the Principal of the school that the child is not in compliance with the law. The Principal shall then advise the Superintendent of Schools, in writing, about the exclusion of the child from school and inform the parent again of the law.

#### *Exemptions*

A student shall be exempted from the above requirements upon:

1. presentation of a physician's statement indicating that immunization is inadvisable for reasons of health. The statement shall be evaluated by the school physician.
2. presentation of a written statement from the parent/guardian indicating that the parent/guardian is a bona fide member of a specified religious group whose teachings are contrary to the administration of the immunizing agent. Such written statement must be duly notarized.

#### *Administering Medication to Students*

The Board shall not be responsible for the diagnosis or treatment of student illness. The administration of prescribed medication to a student during school hours shall be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not

made available to him/her during school hours. "Medication" will include all medicines prescribed by a physician.

Before any medication may be administered to or by any student during school hours, the Board requires:

1. the written request of the parent, which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication; and
2. the written order of the prescribing physician, which will include the purpose of the medication, the dosage, the time at which or the special circumstances under which medication shall be administered, the period for which medication is prescribed, and the possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse.

Students are allowed to carry and apply parentally provided sunscreen without a prescription from a medical provider, and that the sunscreen is not treating a medical condition. Students will not be permitted to share sunscreen with other students. Parents need to provide the district with written permission for students to use sunscreen.

Permission slips and medical orders shall be kept on file in the office of the school nurse.

#### Use of Albuterol Metered Dose Inhalers

The school stocks albuterol in the form of Proair HFA metered dose inhaler for students who are in need of emergency dosing when their personal prescription is empty. The district will develop procedures in collaboration with school health personnel that is approved by the district physician and the Board of Education.

#### Head Injuries/Concussion Management

Any student, who is observed or is suspected of suffering a blow to the head, has fallen from any height or collides with another student or object may have sustained a concussion. Symptoms of a concussion may appear immediately or may become evident in a few hours or evolve and worsen over a few hours.

Therefore, staff who observe or learn of a student's head injury should accompany the student to the school nurse. The school nurse will evaluate the student and contact the parent/guardian/or ambulance based on assessment, signs and symptoms. Students who are suspected of suffering a blow to the head or are exhibiting symptoms will be removed from athletic activity and/or physical activity (PE class/recess) and observed until an evaluation can be completed by a medical provider.

If a student sustains a head injury or exhibits symptoms of a concussion outside of the school day, which are observed or learned of by staff, when a school nurse is not

available, the student's parent/guardian and/or an ambulance/911 should be called by staff, and Central Administration should be notified.

Symptoms of a concussion include, but are not necessarily limited to:

Amnesia (e.g. decreased or absent memory of events prior to or immediately after the injury, or difficulty retaining new information)  
 Confusion or appearing dazed  
 Headache or head pressure  
 Loss of consciousness  
 Balance difficulty or dizziness, or clumsy movements  
 Double or blurry vision  
 Sensitivity to light and/or sound  
 Nausea, vomiting, and/or loss of appetite  
 Irritability, sadness or change in personality  
 Feeling sluggish, foggy, groggy or lightheaded  
 Concentration or focusing problems  
 Slowed reaction times, drowsiness  
 Fatigue and/or sleep issues (e.g. sleeping more or less than usual)  
 Seizures and/or slurred speech  
 Weakness or numbing in arms, legs, facial drooping  
 Dilated or pinpoint pupils and/or change in size of one pupil  
 Significant irritability

If any of these above symptoms occur, the school nurse or the building administration will call the student's parent/guardian and/or an ambulance/911, and Central Administration will be notified.

A student is prohibited from resuming participation in sports, physical education and recess until he/she is symptom free for not less than 24 hours and has been evaluated by and received a written and signed authorization to return to physical activity from a licensed physician; in addition, the school district physician will review all documentation and provide clearance to resume participation in sports, physical education and recess at the appropriate time.

*Life-Threatening Allergies and Anaphylaxis Management*

The Board recognizes its role and responsibility in supporting a healthy learning environment for all students, including those who have, or develop, life-threatening allergies. The district will work cooperatively with the student, their parent/guardian and healthcare provider to allow the child to participate as fully and as safely as possible in school activities. When a student has a known life-threatening allergy reported on their health form or if the district has been informed by the parent of the presence of a life-threatening allergy, the district will assemble a team, which may include the parent, the school nurse, the child's teacher, the building principal and other appropriate personnel, which will be charged with developing an individual health care plan. The plan will be maintained by the school nurse. The plan will guide prevention and response. If the student is eligible for accommodations based upon the IDEA, Section 504 or the

Americans with Disabilities Act, the appropriate procedures will be followed regarding identification, evaluation and implementation of accommodations.

Training

Training to support the fulfillment of staff responsibilities in regard to student health services will be provided as part of the district's ongoing professional development plan and in conformity with Commissioner's regulations.

Cross-ref: 5191, Students with HIV-Related Illness

Ref: Education Law §§901 et seq.; §305(42)  
Public Health Law §§680; 2164  
8 NYCRR Parts §136; 8 NYCRR §136.5

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Adoption date: July 5, 1995; Reaffirmed: June 5, 2013; Reaffirmed: February 26, 2014

## STUDENT HEALTH SERVICES REGULATION

### A. Immunization

Children must receive immunizations for diphtheria, polio, measles, mumps, rubella, hepatitis B, Haemophilus Influenzae Type b (Hib), pertussis, tetanus, pneumococcal disease (for children born on or after January 2008) and varicella prior to entering or being admitted to school.

Parents must provide acceptable proof indicating required receipt of all vaccines in accordance with law and regulations. A child may be excluded from the immunization requirements based on a physician determined health reason or condition. This medical exemption must be signed by a physician licensed to practice in New York State. A child may also be excluded from the immunization requirements because the child's parent/guardian holds a genuine and sincere religious belief which is contrary to the practice of immunization.

A child will not be admitted to school or allowed to attend school for more than 14 days without an appropriate immunization certificate or acceptable evidence of immunization. This period may be extended to 30 days on a case-by-case basis by the Building Principal if the child is transferring from another state or country and can show a good faith effort to get the necessary certification or other evidence of immunization.

When a student transfers out of the district, the parent/guardian will be provided with an immunization transfer record showing the student's current immunization status which will be signed by the school nursing personnel or the school physician. A transcript or photocopy of the immunization portion of the cumulative health record will be provided to the new educational institution upon request.

### B. Administering Medication to Students in School

The administration of prescribed medication to a student during school hours is permitted only when the medication is necessary to allow the student to attend school or failure to administer the medication would seriously affect the student's health.

Parent(s) or guardian(s) must present the following information:

1. a written order from a NYS licensed health care provider (e.g. physician, nurse practitioner or physician assistant) containing the following information: student's name, the date and name of the medicine, dosage and time to be administered, and list of possible side effects; and,
2. A written note from the parent/guardian giving appropriate licensed school personnel permission to administer the medication to their child during

school or for trained unlicensed personnel to assist their child in taking their own medication

These documents will be kept on file in the nurse's office.

The school nurse shall develop procedures for the administration of medication, which require that:

1. all medications will be administered by a licensed person unless the child is self-directed (i.e., fully aware and capable of understanding the need and assuming responsibility for taking medicine);
2. medications shall be securely stored in the office and kept in their original labeled container, which specifies the type of medication, the amount to be given and the times of administration; the school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of each instance of administration; and
3. all medications shall be brought to school by the parent(s) or guardian(s) and shall be picked up by the parent(s) or guardian(s) at the end of the school year or the end of the period of medication, whichever is earlier. If not picked up within five days of the period of medication, the medication shall be discarded.

An adult must bring the medication to school in the original container. The administering staff member should clearly label the medication with the time to be given and dosage.

#### Sunscreen

Students are permitted to carry and apply sunscreen without a medical provider's order under the following conditions:

1. the sunscreen is used to avoid overexposure to the sun and not for medical treatment of an injury or illness, if sunscreen is required to treat a medical condition, the procedures for administering medication (above) apply;
2. the student's parents or guardians provide written permission annually for the student to carry and use the sunscreen;
3. students will not be permitted to share sunscreen with other students.

The school nurse will keep written permission for students on file and develop procedures pertaining to this policy.

#### Administering medication on field trips and at after-school activities

Taking medication on field trips and at after-school activities is permitted if a student is self-directed in administering their own medication. On field trips

or at other after-school activities, teachers or other school staff may carry the medication so that the self-directed student can take it at the proper time.

If a student is going on a field trip but is not self-directed (i.e., fully aware and capable of understanding the need and assuming responsibility for taking medicine), then the district may:

- permit the parent or guardian to attend the activity and administer the medication.
- permit the parent to personally request another adult who is not employed by the school to voluntarily administer the medication on the field trip or activity and inform the school district in writing of such request.
- allow the student's health care provider to be consulted and, if he/she permits, order the medication time to be adjusted or the dose eliminated.

If no other alternative can be found, a school nurse or trained person must administer the medication.

#### Administering epi-pen in emergency situations

The administration of epinephrine by epi-pen has become an accepted and extremely beneficial practice in protecting individuals subject to serious allergic reactions.

Pursuant to Commissioner's regulations, registered professional nurses may carry and administer agents used in non-patient specific emergency treatment of anaphylaxis.

In addition, pursuant to SED guidelines, school nurses may provide training to unlicensed school staff in administering epi-pens, prescribed by a licensed prescriber, to a child who has been diagnosed with the potential for a severe reaction, in the event of the onset of a serious allergic reaction when a nurse is not available.

#### Use of Albuterol Metered Dose Inhalers (MDI)

Students diagnosed with asthma whose personal albuterol prescription is empty may receive an emergency dose of school-stocked albuterol under the following conditions:

- The student has a prescription ordering albuterol MDI or nebulized albuterol from their licensed health care provider which must include an order allowing the student to use the school's stocked albuterol MDI if their personal prescription is empty;
- The student's parent/guardian must provide written permission for the student to be administered dosing from the school's stocked albuterol MDI if their personal prescription is empty;

- The school's stock supply of albuterol is not to be used in place of the parent/guardian providing the medication for their child to the school. The school's stock supply is for use only in the event that the student's personal supply is empty while awaiting the parent/guardian to provide the school with a new one; and
- The student must have their own labeled spacer, tubing and facemask, or mouthpiece provided by the parent/guardian that is used when administering their own or the school's stock albuterol MDI.

Specific procedures will be developed by school health personnel that will outline the following:

1. The process for obtaining and replacing the stock albuterol;
2. The maintenance and cleaning of the school's stock MDI and nebulizer; individual students' MDIs and spacers; and/or students nebulizer tubing, facemask or mouthpiece;
3. The protocol for informing parents that the school stock albuterol was used; and
4. The protocol for informing parents/guardians of the need for replacement of their child's albuterol medication along with any district imposed deadlines for doing so.

This procedure will be approved by the district medical director.

#### C. Student Medical Exams

In accordance with Sections 903 and 904 of the state Education Law, each student shall have a physical exam given by the school doctor or licensed health provider (including a physician, physician assistant or nurse practitioner) upon entrance to school and at grades pre-kindergarten or kindergarten, two, four, seven and ten. Findings are to be kept on record at the school on forms that can be obtained from the school nurse. In addition, the school will request a dental health certificate according to the same schedule.

A student may be excluded from the medical examination requirements because the child's parent/guardian holds a genuine and sincere religious belief which is contrary to medical examinations. The request for exemption must be in writing to the principal or his/her designee.

In the event that the student's medical history reveals that they have a known life-threatening medical condition, the school nurse, in conjunction with the family, student, child's teacher, and other appropriate staff, will develop and implement an individual health care plan which will guide prevention and response.

The district will work with students in the self-management of their life-threatening medical condition, by:

1. Adequately training staff involved in the care of the child.
2. Assuring the availability of the necessary equipment and/or medications.
3. Providing appropriately licensed and trained persons on school premises, as required by law.
4. Providing ongoing staff and student education.

D. Illness or Injury in School

If a student becomes ill or injured in school:

1. The nurse will determine if the student should receive further medical attention, remain in the health office or return to class.
2. The nurse will call the parent, guardian or designated emergency contact if he/she feels the student should go home. In general, a parent or guardian will pick up the student from school.
3. If no parent, guardian or designated emergency contact picks up the student at school, or if no parent/guardian or designated emergency contact will be home, the student will remain in the health office until such time as a parent, guardian or designated emergency contact becomes available to assume responsibility for the child or the parent/guardian provides written permission for the student to go home independently.

E. Medical Emergency Record

All students shall have on file a medical emergency record which shall state the name and telephone numbers of the following:

1. the student's parent(s) or guardian(s) at home and work;
2. the student's emergency contacts;
3. the student's licensed health care provider;
4. preferred hospital;
5. any allergies or serious health conditions.

F. Student Return to School after Illness/Injury

In general, students should be symptom-free before returning to school and resuming normal activities. In some instances, students may be asked to provide a note from their licensed health care provider before they return to school or participate in the full range of school activities. The final decision to permit participation rests with the school physician. The Superintendent, in consultation with the school physician, nurse and other appropriate staff, will develop protocols to address a student's return to activities when there has been a serious illness or injury.

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