**MISSION**

The mission of Health Services is to facilitate a culturally sensitive and collaborative approach while providing a comprehensive school health program that promotes the health, safety, wellness, and academic success of every student.

**PURPOSE**

The primary purpose of the school health services program is to promote optimal health for the school community to ensure and/or increase opportunities for learning. The program contributes to the educational success of each student by promoting a safe and healthy environment for learning. This is accomplished by:

- Chronic health condition management
- Communicable disease control
- Coordinating school health services with families, community health care providers and education staff
- Connecting families with community resources
- Emergency/Crisis response planning and implementation
- Encouraging a medical home establishment and use
- First Aid and medication administration
- Health screening
- Immunization monitoring and administration
- Wellness promotion and health education
- Serving as the health expert in the development of 504 and Individualized Educational Plans
PARAMETERS

The parameters of the Clovis Municipal Schools Health Services are listed on the following pages. While the major categories listed largely cover most health categories and consequences encountered in the school setting, it should in no way be considered all-inclusive.
IMMUNIZATION OF STUDENTS

Board Policy J-5200

New Mexico law requires that all students be immunized against certain communicable diseases. The NM Department of Health (NMDOH), in collaboration with the NM Vaccine Advisory Committee, determines these requirements using recommendations from the national Advisory Committee on Immunization Practices (ACIP). The State’s official immunization requirements for schools and childcare facilities are released annually and can be accessed at http://www.health.state.nm.us/immunize/Pages/Public/sched/sched.html.

Basic Vaccines needed for public school entry at Kindergarten:

<table>
<thead>
<tr>
<th>Vaccine</th>
<th># of Doses</th>
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<tbody>
<tr>
<td>DTaP (Tdap)</td>
<td>5</td>
</tr>
<tr>
<td>Polio</td>
<td>4</td>
</tr>
<tr>
<td>Measles, Mumps &amp; Rubella (MMR)</td>
<td>2</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>3</td>
</tr>
<tr>
<td>Varicella (Chicken Pox)**</td>
<td>2</td>
</tr>
</tbody>
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** Required proof of Varicella immunity is receipt of vaccine, written proof of immunity by a physician/health care provider, or laboratory titer confirmation of diagnosis**

In the school setting, the school nurse is best qualified to determine if students are missing required vaccinations and will subsequently notify parents/guardians. Clovis Municipal Schools will follow the current years New Mexico Childcare/Pre-School/School Entry Immunization Requirements. Students without proof of satisfactory immunization status will not be allowed to attend school – unless he or she has a valid exemption or is experiencing homelessness.

Immunization Assessment

If a student has begun the process of immunization vaccination and the process is being accomplished in accordance with the current NM immunization requirement schedules, that student meets New Mexico immunization standards and may enroll in and attend school.

If a student has no immunization record but was formerly enrolled in a school in the United States, a formal request for immunization records must be made by the school nurse (or designee) to the previous school attended to be considered in process.

If a student was formerly enrolled in a school in another country and has no record or any contact information to acquire records, initiation of required immunizations must begin immediately or have an appointment to do so to be considered in process.

http://www.nmcpr.state.nm.us/nmac/parts/title06/06.012.0002.htm
The student whose immunizations are not up-to-date but who has received all immunizations currently permissible by medical practice is considered in process.

A student who is attempting to reach compliance but is behind on a vaccination series is no longer considered in process. A scheduled appointment to receive required immunizations can be considered in process, allowing the student to register and attend school. If proof of immunization is not presented the first school day after this appointment, disenrollment procedure can begin. When any student is kept out of school longer than five consecutive days for noncompliance, the local Regional Health Officer (RHO) for NMDOH should be notified. ([http://www.nmcpr.state.nm.us/nmac/parts/title07/07.005.0002.htm](http://www.nmcpr.state.nm.us/nmac/parts/title07/07.005.0002.htm))

Children who are younger than five years of age and who attend childcare or early childhood development programs on school grounds should be in compliance with the NM required immunization schedule for childcare centers.

**NEW MEXICO ADMINISTRATIVE CODES (NMAC)**

<table>
<thead>
<tr>
<th>TITLE 7</th>
<th>HEALTH</th>
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<tbody>
<tr>
<td>CHAPTER 5</td>
<td>VACCINATIONS AND IMMUNIZATIONS</td>
</tr>
<tr>
<td>PART 2</td>
<td>IMMUNIZATION REQUIREMENTS</td>
</tr>
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</table>

([http://www.nmcpr.state.nm.us/nmac/parts/title07/07.005.0002.htm](http://www.nmcpr.state.nm.us/nmac/parts/title07/07.005.0002.htm))

<table>
<thead>
<tr>
<th>TITLE 6</th>
<th>PRIMARY &amp; SECONDARY EDUCATION</th>
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</thead>
<tbody>
<tr>
<td>CHAPTER 12</td>
<td>PUBLIC SCHOOL ADMINISTRATION – HEALTH AND SAFETY</td>
</tr>
<tr>
<td>PART 2</td>
<td>HEALTH – IMMUNIZATIONS OF SCHOOL CHILDREN</td>
</tr>
</tbody>
</table>

([http://www.nmcpr.state.nm.us/nmac/parts/title06/06.012.0002.htm](http://www.nmcpr.state.nm.us/nmac/parts/title06/06.012.0002.htm))

**NEW MEXICO STATUTES ANNOTATED (NMSA)**

<table>
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<th>CHAPTER 24</th>
<th>HEALTH AND SAFETY</th>
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<tbody>
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<td>ARTICLE 5</td>
<td>IMMUNIZATION</td>
</tr>
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</table>

**Exemptions from Immunization**

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. Exemptions may me granted for Medical or Religious reasons only.

**Certificate of Exemption**

Exemption forms may be downloaded from the New Mexico Immunization Program’s website [http://www.immunizennm.org/documents/Exemption_new.pdf](http://www.immunizennm.org/documents/Exemption_new.pdf) or requested from the school nurse:

- The form must be completed then signed and notarized
- Parent/Guardian’s are responsible for providing an approved copy of this Exemption Certificate to their child’s school.
- Request is subject to the approval of the New Mexico Department of Health.
• Exemption for obtaining 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 the child is currently enrolled.
• Exemption form Religious and/or Medical) must be renewed yearly.
• IF ANY CASE OF COMMUNICABLE DISEASE OCCURS OR IS LIKELY TO OCCUR IN MY CHILD’S SCHOOL, THE DEPARTMENT OF HEALTH MAY REQUIRE THE EXCLUSION OF INFECTED PERSONS AND NON-IMMUNIZED PERSONS (7.4.3.9 NMAC – Rp, 7 NMAC 4.3.9, 8/15/2003).

LEGAL REF: 6.12.2.8 NMAC
6.12.2.9 NMAC
6.12.2.10 NMAC
7.4.3.8 NMAC
7.4.3.13 NMAC

Disenrollment

The school administrative authority shall commence disenrollment proceedings if satisfactory evidence of commencement and completion of immunizations or an exemption from immunization in accordance with 6.12.2.9 NMAC is subsequently determined to be invalid for any reason and the student is unable to provide either valid satisfactory evidence of commencement and completion of immunization or a valid exemption from immunization.

Vaccines for Children Program (VFC)

The Clovis Municipal Schools participates in the NM Vaccines for Children Program. Under this program, school aged children through their 19th birthday, are eligible to receive all vaccinations required for school attendance free of charge with appropriate parent/guardian consent. For more information, please contact the Director of Health Services at 575-769-4476, or the nurse at your child’s school.

COMMUNICABLE/INFECTIONOUS DISEASE

The Clovis Municipal Schools (CMS) Board of Education 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, CMS will refer to 7.4.3.13 NMAC, Notifiable Diseases or Conditions in New Mexico for guidance.
It is recommended that a parent/guardian of a child attending or enrolling in the district disclose to the school nurse or Director of Health Services, that the child is a carrier of, or is infected with, a chronic or acute communicable disease as soon as the parent/guardian becomes aware of the condition. Appropriate accommodations will be made for the child while also protecting the health and safety of students and staff. Student Communicable Disease information will be kept
confidential and disclosed only to staff identified by the Director of Health Services. Parents/guardians shall not allow their child(ren) to attend school with an acute communicable disease or symptoms of an acute communicable disease. The New Mexico Department of Health will recommend appropriate district response to students who have symptoms of an acute communicable disease. (New Mexico School Health Manual, Section X, Communicable Disease Control).

Guidelines to assist you to decide if your child should stay at home from school

Deciding when a child is too sick to go to school is not always easy. It’s important for children to attend school consistently, but when a child is truly sick, they need to stay at home in the care of an adult to get well and to prevent spreading illness to others. In order for your child to be available for learning, and to control communicable diseases in school, it is important to keep your child at home for the following reasons:

- **Fever of 100°F or more** – student should stay at 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 or her to school.

- **Sore Throat** – a child 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 if they are fever free.

- **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. 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 child with a mild cough, no fever, or other symptoms of illness can usually remain at school. A child 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** – student may return to school 24 hours after the last episode of vomiting and/or diarrhea if they have no other symptoms of illness and it is not being controlled with medication.

- **Eye Inflammation or Discharge** – Children 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 health care provider. If the child is diagnosed with “pink eye” he or she may return to school 24 hours after treatment has begun.

- **Head Lice** – If you suspect or know that your child has head lice please keep them 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. Any student 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 treatment are only excused for a maximum of three school days.

Please keep the school 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 that will be sent home with every student, every school year.

**CHRONIC HEALTH CONDITIONS**

Responding to the needs of students with chronic health conditions such as asthma, allergies, diabetes, cardiac disorders, and epilepsy (seizures disorders) in the school setting requires a comprehensive, coordinated, and systematic approach. Students with chronic conditions can function to their maximum potential if their health needs are planned for and met. The Clovis Municipal Schools and the Health Services Department will work in cooperation with parents, students, school staff, and health care 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 (Action or Individualized Health Plan), including authorizations for medication administration, daily care and monitoring, and/or emergency response and treatment, signed by the student’s health care provider and the parent/guardian prior to school attendance.
  □ All CMS approved plans are available on the CMS website under the Health Services tab or from the nurse at your child’s school.
• 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.
• 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 the 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 interact with the student on a regular basis receive 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.

MEDICATION ADMINISTRATION

Board Policy J-5350

While it is the policy of the Clovis Municipal Schools to discourage giving any medication at school, the CMS Board of Education recognizes that some children and adolescents are able to attend school outside of the home because of the effectiveness of medications in the treatment of certain disabilities and illnesses. When it is necessary for a student to take medication, whether prescription or over-the-counter, during school hours, the following is required:

- A dated written permission (GEN 588 or other applicable medication authorization form) from the licensed medical provider is required for every medication every school year. The licensed medical provider’s order shall be valid only for the current school year. School year will include any applicable school-related summer activities the student may be involved in.
- Parent/Guardian authorization section of any medication authorization form must be completed and signed for every medication every school year.
- 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 physicians) 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.
- Non-prescription and over-the-counter medications must be in their original containers and must be accompanied by written parental permission and a written order from a licensed health care provider.
- Any change in the dosage or time of administration must be accompanied by written documentation from the health care provider.
- A parent/guardian must deliver the medication to the school and pick up any medication that needs to be sent home with the exception of asthma inhalers or diabetic medication and supplies.
- Medication will be stored within a locked cabinet in the nurse’s office. 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 students.
- 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.
  - 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 administration 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 a 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.

**Students with Diabetes**
A student who has a medical diagnosis of diabetes and complies with the New Mexico Administrative Code (6.12.8.8) to self-assess, and carry and self-administer prescribed medication(s) under specified conditions, shall be permitted to do so if, in doing so, he/she does not endanger his/her own person or other persons through misuse of the medication.

**Students with Inhaled Bronchodilators, Inhaled Corticosteroids and Auto-Injectable**
Epinephrine
A student who has a medical diagnosis of asthma or anaphylaxis associated medical condition and complies with the New Mexico Administrative Code (NMAC 6.12.2.9 and NMAC 11.15.05) to self-assess and carry and self-administer prescribed medication(s) under specified conditions, shall be permitted to do so if, in doing so, he or she does not endanger his or her own person or other persons through misuse of the medication.

Over-the-Counter Medication – Elementary
Occasionally a school-aged (K-12) student may sustain a minor injury at school that requires basic first aid – soap, water, ice, and/or a bandage, but also the application of a non-prescription over-the-counter (OTC) topical antibiotic ointment for wound care and infection prevention.

Should such an occasion arise, the Clovis Municipal Schools must have written permission from the parent/guardian prior to application of the ointment and the following procedures will be followed:

- Parents/Guardians of Kindergarten students, or any other elementary grade student who is entering the Clovis Municipal school system for the first time, will be asked to complete a written consent form giving the school nurse consent to apply non-prescription topical antibiotic ointment for treatment of minor wounds involving cuts and scrapes after necessary first-aid procedures have been performed.
  - A completed consent form will include the student’s name, date of birth, grade, list of any medication allergies, and a phone number for parent/guardian contact.
- The initial consent shall remain in effect for the child’s elementary tenure unless revoked, in writing by the parent/guardian.
- Since the nursing function of assessment cannot be delegated to an unlicensed trained designee, the licensed Registered Nurse will perform the determination of the need for the OTC application as well as the actual application to include:
  - The licensed school nurse will verify that a signed consent form exists for the student to be treated.
  - Each licensed school nurse will maintain a supply of unit dose packages of the OTC topical antibiotic ointment that have been purchased by the district’s Chief Procurement Officer.
  - OTC topical antibiotic medication will be stored within a locked cabinet in the nurse’s office.
  - Contact with the parent/guardian will be attempted prior to application of the OTC topical antibiotic ointment.
  - Use of the OTC topical antibiotic ointment will be documented in the student’s permanent health record.

Over-the-Counter Medication Secondary
Occasionally a student in grades 6 – 12 may unexpectedly need non-prescription over-the-counter (OTC) analgesic pain medication during the school day in order that he/she may remain at school.

Should such an occasion arise, the Clovis Municipal Schools must have written permission from the parent/guardian prior to the administration of the non-prescription over-the-counter analgesic pain medication and the following procedures will be followed:
• Parents/Guardians of 6th grade, or any other secondary (6-12) grade student who is entering the Clovis Municipal school system for the first time will be asked to complete a written consent form giving the school nurse consent to administer OTC non-prescription analgesic pain medication for minor complaints including, but not limited to headache, minor muscle aches, menstrual cramps, dental pain from orthodontics, sore throat or ear pain in the absence of fever or other obvious sign of infection, etc.
  o A completed consent form will include the student’s name, date of birth, grade, list of any medication allergies, and a phone number for parent/guardian contact.
• The initial consent shall remain in effect for the child’s secondary tenure unless revoked, in writing by the parent/guardian.
• Since the nursing function of assessment cannot be delegated to an unlicensed trained designee, the licensed Registered Nurse will perform the determination of the need for the OTC non-prescription analgesic as well as its administration using the following process:
  o When a student presents with symptoms of minor pain or illness, the use of non-pharmacologic comfort measures such as rest, ice, elevation and/or warm/cold compress will be utilized before considering the use of OTC non-prescription analgesics.
  o After an assessment by the licensed school nurse is made and it is determined that comfort measures are not providing relief from symptoms, use of an OTC will be considered.
  o The licensed school nurse will verify that a signed consent form exists for the student to be treated.
  o Each secondary licensed school nurse will maintain a supply of unit dose packages of OTC non-prescription regular strength Acetaminophen and regular strength Ibuprofen that have been purchased by the district’s Chief Procurement Officer.
  o OTC non-prescription regular strength (325mg each) Acetaminophen and regular strength (200mg each) Ibuprofen will be stored within a locked cabinet in the nurse’s office.
    ▪ OTC medication will NOT be administered to student’s weighing less than 50 pounds.
  o Contact with the parent/guardian will be attempted prior to administration of the OTC non-prescription analgesic.
  o A student requiring OTC non-prescription analgesic medication more than 3 (three) times in one month, or more than 3 (three) days in a row will be referred for a medical evaluation.
  o Use of the OTC non-prescription analgesic medication will be documented in the student’s permanent health record.

VISION AND HEARING SCREENING

One of the important functions of a school health program is to promote student health through
early identification and detection of health problems that may result in disability and/or interfere with learning.

A **general** vision and hearing screening program is a process that allows designated trained persons to screen large numbers of students in a short period of time for the purpose of identifying vision and/or hearing problems. **Screening is not diagnostic.**

Clovis Municipal School students will be screened annually for vision and hearing in grades Pre-K, Kindergarten, 1st and 3rd. If your student has difficulty passing the screening, you will be notified by the School Nurse. If you do not wish for your child to participate in these yearly screenings, please notify the nurse at your child’s school.