

**Derby Public Schools**

**Derby, CT 06418**

**STANDING ORDERS AND HEALTH POLICIES**

**The health and safety of every student is very important to us. Our staff takes care to support and maintain the health and well-being of our students. Even in the safest school environment students may have accidents or become ill at school.**

**The Standing Orders and Health Policies for School Nurses contain procedures and policies for the purpose and management of a student's health in the event that their health may be compromised. These procedures have been compiled with the approval of the Derby Board of Ed., Dr. Matthew Conway, Superintendent of Schools, and Carlos Schweitzer, MD, Derby Public Schools' Medical Advisor.**

**Nursing Staff:**

**Francie Mengold, RN**

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**DPS Medical Advisor**

**MD Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Standing Orders are in effect for the 2017-18 school year.**

## **ABRASIONS/LACERATIONS**

### **Superficial:**

1. Wash with soap and water
2. Apply pressure as needed
3. May apply topical antibiotic cream as needed
4. Cover with a dressing

### **Deep:**

1. Apply direct pressure at site
2. Elevate affected area if possible
3. Cover with a dressing
4. Notify parent/guardian and refer for medical evaluation as needed

## **ALCOHOL/DRUG ABUSE**

If a student appears to be under the influence of drugs or alcohol, the following steps should be followed:

1. Notify Principal
2. Try to determine what substance(s) are involved and how the substance(s) was taken
3. In the event of an opioid overdose (unconscious & unable to arouse), administer Narcan
4. Call 911 if necessary, then notify Parent/Guardian

## **ALLERGIES**

Allergic reactions can be caused by many factors such as food, drugs, insects, and environment.

Mild reactions may include swelling and redness at the site, hives, and itching.

### **Mild:**

1. Observe
2. If student has a history of allergies, follow his/her Individual Emergency Care Plan
3. Apply ice
4. Apply topical Benadryl lotion/cream
5. Administer Oral Benadryl as needed with MD/parental consent

Severe reactions may include but are not limited to intense itching, full body rash, GI symptoms, and respiratory symptoms.

### **Severe:**

1. If a student has a history of severe reactions, follow the Emergency Care Plan

2. If the student does not have an identified allergy, administer stock EpiPen per MD order
3. Call 911 and transport to nearest hospital
4. Notify parent/guardian
5. Notify Principal

### **BEE STINGS (WASPS, YELLOW JACKETS, HORNETS)**

#### **History of Severe Reaction:**

1. Follow Individual Emergency Care Plan
2. Remove stinger, if visible

#### **No Known History:**

1. Remove stinger, if visible
2. Cleanse area
3. Apply ice or "Sting Kill" if available
4. Watch for systemic reaction
5. Administer Epi-pen (stock) per MD order

### **BITES (ANIMAL/HUMAN)**

#### **If skin is broken:**

1. Cleanse wound
2. Apply dressing
3. Notify Principal/Witness to fill out accident form
4. Notify Parent/Guardian and advise follow-up with PMD

#### **If skin is not broken:**

1. Cleanse area and apply ice as needed

### **BLEEDING**

1. Wash site
2. Apply pressure at the site
3. Elevate body part as needed
4. Apply topical antibiotic ointment as needed
5. Notify parent/guardian as needed

### **BLISTERS**

1. Clean with water
2. Apply a loose, dry dressing
3. If open, apply topical antibiotic ointment as needed
4. May apply ice PRN for comfort

## **BRUISES**

1. Apply ice pack to recent bruises
2. Notify parent/guardian PRN

## **BURNS**

### **Superficial Burn**

1. Dry and painful (skin reddened)
  - a. Hold affected area under cool water
  - b. Apply ice pack PRN
  - c. Apply topical antibiotic ointment/burn ointment PRN
2. Partial thickness (skin blistered). These blisters may be open/weeping.
  - a. Flush with cool water
  - b. Cover with a non-stick dressing
3. Full thickness (extensive)
  - a. Flush with cool water
  - b. Do not attempt to remove burned material from skin
  - c. Notify 911, Contact parent/guardian/Principal

### **Chemical Burns**

1. Flush with copious amounts of water for acid or alkali burn
2. Notify 911. Parent/guardian/Principal
3. Contact Poison Control 1-800-222-1222

## **CHEST PAIN**

### **Adult:**

1. Monitor Vital signs
2. Check Emergency Form for history of cardiac issues
3. If known history of cardiac disease, may administer one adult strength Aspirin 325mg
4. Call 911, Monitor Vital signs until EMS arrives

### **Child**

1. Monitor Vital signs
2. Advise medical care as needed for symptoms

## **CHOKING**

### **Conscious Victim/Coughing**

1. Allow to cough object out

#### Conscious Victim and CANNOT speak or breathe

1. CPR/Heimlich maneuver /Call 911 (continuous until resolved or EMS arrives)
2. Notify parent/guardian/Principal

#### Unconscious Choking Victim

1. CPR/Call 911
2. Notify Parent/guardian/Principal

### **DENTAL**

#### Toothache

1. Rinse mouth with warm water
2. Use dental floss to remove any food that might be trapped between teeth
3. Anbesol/Ora-Jel if available PRN for discomfort
4. Notify parent/guardian if pain persists

#### Lost Tooth

1. Primary (baby) tooth
  - a. Place tooth in secure container
  - b. Have student rinse mouth with water
2. Permanent Tooth
  - a. Locate missing tooth, do not clean or handle root
  - b. Place tooth in a preserving liquid or milk
  - c. Contact parent/guardian and refer to dentist immediately
3. Broken Tooth
  - a. Rinse with warm water
  - b. Notify parent/guardian/Refer to Dentist
4. Bitten Tongue/Lip
  - a. Apply pressure with clean gauze
  - b. If swelling is present, apply an ice pack
  - c. If bleeding persists or bite is severe –Contact parent/guardian –urge medical attention
5. Orthodontic Emergencies
  - a. A protruding wire can be manipulated/moved to reduce discomfort
  - b. If unable to move protruding wire to relieve discomfort, may use dental wax if available.
  - c. Do not remove or cut wires that poke into cheeks, lips, gums, or tongue
  - d. Contact parent/guardian – to notify Orthodontist

### **DIABETES**

1. Follow student's Individual Health Care Plan/Diabetes Management Plan

## EAR ISSUES

### Discomfort

1. Check temperature
2. Assess with otoscope
3. Notify parent/guardian PRN if pain persists

### Foreign Body in ear canal

1. Assess with otoscope
2. Remove foreign body only IF easily accessible
3. Notify parent/guardian and urge immediate medical care PRN

## EYE ISSUES

### Chemical in Eye

1. Wash/flush with copious amounts of water (may use EyeWash Solution)
2. Attempt to identify chemical/ Call 911 PRN
3. Call Poison Control @ 1-800-222-1222 PRN
4. Notify parent/guardian and urge medical care if symptoms persist

### Eye Infection Symptoms/Allergy Symptoms

1. If eye is actively draining, crusty, red, itchy –Call parent/guardian for dismissal and medical treatment. Request a note from health care provider
2. For allergy symptoms, use eye wash or cool water

### Foreign Object in Eye

1. Do Not attempt to remove if imbedded
2. Flush with water, eye wash, or use Eye Station to remove object
3. Call 911, if severe
4. Notify Parent/Guardian and advise medical care PRN

### Minor Injury

1. Assess extent of injury
2. Assess for visual changes
3. Apply ice pack PRN
4. Notify parent/guardian PRN

## **FAINTING**

1. Maintain an open airway
2. Assess for any injuries
3. Keep victim lying down with legs elevated
4. Monitor vital signs
5. Notify parent/guardian
6. Call 911 if recurrent or prolonged

## **FRACTURES/DISLOCATIONS (SUSPECTED)**

### **Suspected Back, Neck, or Spine Injury:**

1. DO NOT move student
2. Maintain head and neck in position
3. Keep victim comfortable
4. Call 911 – Notify Parent/Guardian/Principal

### **Other Possible Fractures/Dislocations:**

1. Do not attempt to move student until injured part is immobilized
2. For compound fractures ( cover broken skin with non- stick dressing)
3. Elevate injured part unless it's too painful to move
4. Ace wrap or splint PRN
5. Notify parent/guardian to follow up with health care provider PRN
6. Severe Injuries – Call 911 for ambulance transport

## **HEADACHES**

1. Assess for possible head injury
2. Check temperature
3. Temp 100 or greater –Dismiss
4. If afebrile, offer rest, water, IP to head
5. Administer Tylenol or Motrin as directed (Parent/Guardian permission)

## **HEAD INJURY**

1. Cleanse wounds if applicable, apply dressing and ice pack PRN
2. Allow student to rest/ Contact Parent/Guardian
3. Assess student for the following symptoms:
  - a. Double or blurred vision, unequal pupils, pupils not reacting to light
  - b. Nausea or vomiting
  - c. Headache

- d. Drowsiness
- e. Confusion, restlessness, agitation
- f. **FOR ANY LOSS OF CONSCIOUSNESS CALL 911 & NOTIFY PARENT/GUARDIAN**
- g. Head Injury note needs to be sent home/Complete Accident Report
- h. Any student diagnosed with a concussion requires a medical note w/specific instructions on restrictions before they can return to school

### **INSECT BITES**

- 1. Wash area with soap and water
- 2. Apply Calamine or "Sting Relief" if available
- 3. For known SEVERE REACTIONS TO STINGS -FOLLOW EMERGENCY CARE PLAN

### **NOSE BLEEDS (EPISTAXIS)**

- 1. Student's head should be positioned "looking straight ahead
- 2. Have student apply direct pressure to nose with tissue
- 3. May apply icepack
- 4. Student may need to *gently* blow their nose to release the clot.
- 5. Immediately have them reapply pressure for a few minutes/should resolve
- 6. Notify parent/guardian if nosebleeds lasts longer than 20 minutes or frequently

### **PEDICULOSIS**

- 1. Follow Pediculosis Policy for the District

### **RASHES**

- 1. Assess and evaluate for communicability
- 2. Treat with Calamine or 1% hydrocortisone cream
- 3. Check temp to r/o fever
- 4. Refer for medical evaluation if needed
- 5. Note required if rash is deemed communicable

### **RESPIRATORY ISSUES**

- 1. Observe/respiratory assessment
  - a. Auscultate Lungs sounds/cough
  - b. Check pulse oximetry (O2 saturation)
  - c. Check respiratory rate
  - d. Check temperature
- 2. Administer Inhaler PRN (if there is a current MD order)
- 3. Offer sips of water/Rest



4. Contact parent/guardian if symptoms worsen

### **SEIZURES**

1. If known history of seizures, follow the student's Seizure Action Plan
2. If no history of seizures:
  - a. Gently roll student to a side lying position – Call 911
  - b. DO NOT place anything in mouth
  - c. DO NOT attempt to stop the seizure
  - d. Note the time it started and the duration of the seizure
  - e. Clear any objects that may cause injury (ie: desks/chairs)
  - f. May place soft object (sweatshirt) under head to protect from injury
  - g. Contact parent/guardian/Principal

### **SORE THROAT**

1. Check temperature and examine throat
2. Palpate pharyngeal glands PRN
3. May use cough drops with parental permission or gargle with warm water
4. Notify parent/guardian and dismiss if fever 100 F or more and advise follow-up with PMD

### **SPLINTERS**

1. Remove splinter if possible
2. Cleanse area
3. Cover with topical antibiotic ointment PRN and bandaid

### **STOMACH ACHE**

1. Assess diet/elimination
2. Check temperature
3. If child experiences vomiting with or without temp, Dismiss!

### **TICKS**

1. Remove complete tick with forceps
2. Cleanse area thoroughly with soap and water
3. Notify Parent/guardian
4. If parent wants the tick tested, refer to NVHD
5. Place tick in gauze/tissue and place in a small baggie for parent/guardian
6. Advise parent/guardian to notify PMD

## Derby Public Schools

### MEDICATION ORDERS FOR ALL SCHOOLS

Epi-pen for severe allergic reaction (for unknown)

Dose as follows:

Person under 60 lbs. Epi-Pen Jr. 15 mg per injection

Person over 60 lbs. Epi-Pen 0.3mg per injection

**UPON ADMINISTRATION OF MEDICATION FOR SEVERE ALLERGIC REACTION – 911 WILL BE CALLED & PARENT/GUARDIAN WILL BE NOTIFIED**

The School Nurse, Principal, or trained Teachers may give the following over the counter medications provided the parent/guardian has given consent.

Dosages will be in compliance with manufacturer's labeling instructions:

- Acetaminophen (Tylenol) 325mg po for students less than 90 lbs.
- Acetaminophen (Tylenol) 650mg po for students over 90 lbs.
- Ibuprofen (Motrin) 200mg for students less than 90 lbs.
- Ibuprofen (Motrin) 400mg for students over 90 lbs.
- Diphenhydramine (Benadryl) per MD order
- Tums – 1 tab for elementary students, 2 for older students PRN
- Topical antibiotic ointment for minor cuts/abrasions PRN
- Eyewash for irrigation PRN
- Hydrocortisone 0.1% ointment PRN
- Burn gel (Lidocaine –free) PRN
- Sting relief wipes PRN
- Cough drops (for older students) PRN
- Calamine lotion PRN
- Orajel for minor toothaches
- Narcan 4 mg Spray Instill in one nostril for suspected Opioid overdose, may repeat dose in other nostril in 2-3 minutes if no response

Carlos Schweitzer, MD

Date: \_\_\_\_\_

Derby Public Schools, Medical Advisor