

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 400-68
Subject: HEALTH TREATMENTS	Issued: 8/1/95
Preparing Office: Office of the Superintendent	Amended: 6/13/12

I. Policy

II. Procedures

The Frederick County Public School (FCPS) system prefers, whenever possible, that health treatments be performed outside the school setting. However, when it is necessary for health treatments to be administered during the school day, the following procedures will apply. Examples of health treatments include, but are not limited to, gastrostomy care, tube feedings, tracheostomy care, catheterization, nebulizers and peak flow meters.

A. Parent/Guardian Responsibilities

1. Notify the school health services staff that a treatment will need to be administered to the student in the school setting. For the safety of the student, it is required that the first full day's (24 hours) treatment be given at home.
2. Provide the appropriate completed treatment authorization signed by the health care provider. Orders written on prescriptions pads, hospital or physician stationery may be accepted if the appropriate treatment authorization is unavailable. Upon receipt, these may be attached to the corresponding form. Health forms are available on the FCPS Web site at www.fcps.org/forms
3. Provide a new written request for the treatment at the beginning of each school year.
4. Demonstrate, if necessary, how to administer the treatment to the staff person who will monitor or administer the treatment and provide information regarding potential adverse effects.
5. Provide and maintain all supplies and equipment necessary to perform the treatment.
6. Inform the school health staff of any changes in the student's condition.

B. Registered Nurse (RN) Responsibilities

1. Assess the student to determine whether or not the treatment can be safely performed in the school setting and whether or not it can be delegated to the health room technician.
2. Assist the families with obtaining health care provider orders as necessary.
3. Complete a health care plan with specific guidelines regarding how and by whom the treatment will be performed.

4. Train, supervise and evaluate the health room technician's performance if the treatment is delegated. If the treatment cannot be delegated, the RN will be responsible for providing the treatment.
5. Ensure the maintenance of accurate records when the treatment is performed using the "Individual Student Medication/Treatment Administration" record (Exhibit 1).
6. Share information and a copy of the health care plan with school staff as necessary and appropriate.
7. Communicate with the parent/guardian, health care provider, principal and student regarding the treatment and outcomes, as appropriate.
8. Upon completion of the course of treatment, the authorization form and the "Individual Student Medication/Treatment Administration" record will be placed in the student's health record.

C. Principal/Principal's Designee Responsibilities

1. Notify the RN when a student with special health needs plans to enroll and/or return to school.
2. Ensure that all arrangements for the safe performance for the needed treatment are in place before the student is enrolled or returns to school from an illness-related absence.

Approved:

Original signed by

Theresa R. Alban
Superintendent

