



THE SUZUKI SCHOOL

a preparatory preschool

HEALTH AND MEDICATION POLICIES

(Updated January 1, 2016)

In order to provide a happy and healthy experience at school for each child, we have established the health policies outlined below for parents and teachers to observe. These policies are designed to minimize illness at the school. Parental compliance with these policies will help to assure that other children are not exposed to communicable illnesses. **Please note** that for this reason the school will always err on the side of caution when making determinations about possible illnesses.

1) TEMPERATURES:

No child will be allowed in school with a fever of **99.4 degrees or higher under the arm/100.4 degrees or higher orally (in the mouth)** or if he/she has had a fever **anytime during a preceding 24-hour period**. Temperatures are taken with an oral thermometer which is placed under the armpit. The school does not administer fever reducing medications for a low grade fever unless it has been diagnosed as not contagious (e.g. ear infection). When the school contacts the parent because of an elevated fever, he /she may request in writing that Tylenol or Motrin be administered to reduce the fever if the parent acknowledges that he/she will pick up their child within the hour.

**Your child CANNOT be in school if he/she has had a fever the night before.
Parents should not administer Tylenol or Motrin to their child in the morning before he/she arrives at school or while at school since it will not eliminate the cause of the fever and will mask symptoms**

2) DIARRHEA AND VOMITING:

A child may not attend school if the child has been **vomiting**. If the child is at school, the child will be excluded upon the 2nd incident during the previous 24 hours.

Diarrhea is distinguished from loose stools by frequency, amount, smell, and watery content of stool. Any child who is not teething and has watery stools is considered to have diarrhea and must be excluded from the school upon either the 2nd incident in a 24 hour period or any time there is a bloody stool.

Please note: In the event that a child has diarrhea or vomiting that is consistent with other sick children in the classroom or has other symptoms that indicates that the child is not well, we will require that the child is excluded sooner than the policy stated above.

3) OTHER CONTAGIOUS SYMPTOMS OR ILLNESSES:

A child may not attend school if the following symptoms are present:

Skin or Rash:

- a) **Open or oozing sores:** Unless properly covered and 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary.
- b) **Undiagnosed rash:** Unless a physician has specified in writing that he/she is not contagious
- c) **Hand Foot & Mouth:** The child may return after 24 hours without a fever and child is behaving normally
- d) **Scabies:** The child may return after receiving an appropriate antibiotic for a 24-hour period.
- e) **Head Lice:** The child may return after complete treatment and removal of ALL nits.
- f) **Fifth Disease:** The child may return once the rash has appeared because they are contagious before that time.
- g) **Impetigo:** The child may return following 24 hours of treatment of this bacterial skin infection. Draining lesions must be covered with a bandage.
- h) **Ringworm:** The child may return after one treatment as long as the lesions are covered by clothing or bandage and treatment has begun.
- i) **Chicken Pox:** The child may return after all lesions have dried and crusted (*usually 6-8 days*).

Ear, Eye, Nose, Throat, and Chest:

- j) **Mouth Sores:** The child must be excluded unless a physician has specified in writing that a contagion is not present.
- k) **Cold Sores:** A child must be excluded until the lesion is dried and no longer active, and drooling can be controlled.
- l) **Thrush:** The child must be excluded until a doctor's note is received or until after one treatment of a medication (such as Nystatin). The child must be able to eat, drink, and participate in classroom activities.

- m) **Strep Throat:** The child may return after receiving an appropriate antibiotic for a 24-hour period and no fever is present.
- n) **Conjunctivitis:** Defined as pink or red conjunctivitis ("pink eye") when either eye is draining cloudy or has colored discharge. The child may return to school after having received an appropriate antibiotic over a 24-hour period or is accompanied by a doctor's note stating that the drainage is caused by a non-contagious condition (such as a blocked tear duct or allergy).
- o) **Pertussis/Whooping Cough:** The child may return after 5 days of appropriate antibiotic treatment.
- p) **Pneumonia/RSV:** the child may return after 24 hours of no fever and symptoms are improving.

*The Suzuki School follows the guidelines published by the Children's Healthcare of Atlanta as specified on the Childhood Infectious Illnesses (*Communicable Disease Recommendations*).*

4) COUGHS AND COLDS:

Colds and coughs are difficult to control in a group setting. Allergy or teething symptoms may be mistaken for a common cold. In order to differentiate between contagious and non-contagious conditions, the following symptoms may indicate a contagious illness:

- a) Fever (99.4 or higher under the arm and 100.4 orally)
- b) Red inflamed eyes; runny eyes
- c) Thick colored mucus from the nose accompanied by fever or coughing
- q) Coughing is frequent enough to prevent eating, sleeping, playing
- d) Discomfort that leads to excessive crying, tiredness, or inability to enjoy time spent in a school setting.

5) REQUIRED PICK UP TIME WHEN A CHILD HAS SIGNS OF CONTAGION:

In order to provide for your child's comfort and well-being, as well as for the prevention of contagion, we require that your child be taken home no longer than one hour after the first notification **without exception**. We contact parents via phone and email and then via text. It is important that a parent or authorized pick up is available at all times to pick up a child within an hour of the first notification. Please note that we charge \$1 per minute after the child has been at the school for 60 minutes after the first parent is contacted via phone, text or email, whether or not the parent picks up the message at that time. Parents who repeatedly pick up after one hour may be asked to withdraw their child as this poses a health risk to the entire community.

We strongly encourage every family to have a "Plan B" in reserve for those times when timely pickup may be difficult for you. There are several services as well as babysitters who you may want to develop relationships with before the time is needed.

6) EXCLUSION POLICY AND RETURNING TO SCHOOL:

Any child who is sent home with contagious symptoms cannot return to the classroom the next school day and can only return the following school day (the day after the "next" day) if he/she has been symptom-free of the contagious illness over the preceding 24 hours. For example, if a child is sent home on Monday with an elevated temperature as defined above, he/she may return to school no earlier than Wednesday morning- and then, only if that child did not have an elevated temperature over the preceding 24 hours without the use of fever reducing medication.

All children are required to go outside at their designated playground time. **If your child is too sick to go outside for playground time, then he/she should remain at home.**

7) REPORTING AND DOCUMENTATION REQUIREMENTS FOR INFECTIOUS DISEASES AND TREATMENT PLANS

Please notify the Front Office immediately when your child or any family members are exposed to communicable or infectious diseases. This will allow us to watch for symptoms in our community and enable us to notify parents of any in-school contagious illness as required by regulation. On the parent access section of the website, we have posted the Childhood Infectious Illnesses Communicable Disease Recommendations Chart which is published by **Bright from the Start** (this information was prepared by Children's Healthcare of Atlanta). The school closely follows the guidance provided in these documents.

We require that parents provide physician notes for certain medical conditions before the student may remain at school so that we can properly support the child in our environment and also appropriately inform other concerned parents and teachers. Your **confidentiality is maintained at all times**. We require a physician's note before returning to school for the following: undiagnosed rashes, fifth disease, scabies, impetigo, staph infection, persistent undiagnosed coughs, conjunctivitis (or other mucus from eyes which appears to be similar to it), and other undiagnosed illnesses or medical

conditions for which the school leadership deems more information is needed in order to minimize contagion. Please be advised that we cannot accept notes written by the child's parent if the parent is a physician and that even with a doctor's note, returning to school is at the sole discretion of the school.

8) MEDICATIONS:

The methods we use to dispense medications are highly regulated by **Bright from the Start** (BFTS). The key regulations include:

1. **Written approval is required:** Parents must provide detailed instructions in writing.
2. **Complete Information:** We can only dispense medications when pertinent information is communicated in a detailed fashion by the parent – the name of the medication, the dosage, the time of day, the dates to be given, etc.
3. **Original container and prescription label attached.** We must have medication in its original container, and if it is a prescription, we need the pharmacy label!
4. **No more than 10 days:** unless it is a chronic condition such as asthma, medication forms can be for no more than 10 days.
5. **Chronic Conditions (such as asthma, severe allergies):** These must have a detailed medical plan which is signed by the doctor. Please ask the Assistant Director of Health and Safety for the form (mmoore@suzukischool.com)
6. **Medications must be picked up after the course of treatment is done or disposed of** by the school.
7. **OTC topical ointments such as sunscreen, soothing ointments, diaper cream can get a one time approval from parents.** Anything ingested must have a medication form each time – even saline and oragel!

In order to comply with these regulations, and to ensure that we can dispense them accurately and safely, we have the following protocols in place:

1. If medication can be dispensed at home by changing around when the medication is given or by the parent doing so at drop off or pick up time, we will require that you do so. Therefore, only medications which need to be dispensed throughout the day (3 or more times a day) – or mid day, are dispensed at the school.
2. In order to manage the medications in a systematic way, we ask that parents conform whenever possible to our policy of 11 AM or 3PM.
3. "As Needed Medications": From time to time, a medication may need to be administered when certain symptoms emerge, in which case the parent must note "as needed" and clearly describe the symptoms.
4. Parents must submit a medication request electronically using an app found on the parent portal, on the weekly email blast, or **here**. Most of these requests are automatically approved if the request follows our standard guidelines and you will get an immediate email notification as such. These approvals should be printed and brought to the Front Desk and the medication.
5. As a general rule, the school does not dispense over the counter medications, unless prescribed by the physician. This includes fever reducing medications (because they can mask a fever), homeopathic medications (due to frequency), and OTC cough medication (unless there is a doctors note).
6. If we have to change the time we are dispensing the medication (e.g. child was sleeping, etc), we must get updated written authorization from the parent (an email is fine).
7. We must discard medications that do not get picked up. Of course, we will try to reach out to you first!

Expired Medications:

Parents must provide and track all medication provided to the school for their child including medications that are stored at the school for emergencies (e.g. *epipens*). The school staff is not allowed to dispense medications which have expired, and therefore, expired medications are discarded and the parent must immediately provide replacement medication if they want it available for their child.

Topical Ointments/External Preparations:

Each family is required to complete the External Preparations Form which indicates the parent's preference for the school dispensing or applying non prescription external preparations or treatments (*Neosporin, Bactine, anti itch creams, Aquaphor, diaper ointment, baby wipes, etc.*) If the appropriate authorizations are reflected on the form, we can dispense the topical treatments as needed and do not need weekly written authorizations from you. If parents wish for the teachers to apply an ointment (e.g. *Anti-itch cream*), we ask that you note it on the daily evaluation for the teachers (for *Levels I and II*), or to inform the teachers when dropping off your child (*PrePrimary, Primary, or Kindergarten*).

Limitations on dispensing topical ointments which are not provided by the school:

From time to time parents wish to provide homemade ointments or OTC diaper ointments unique to their child. We do provide diaper ointment for the classroom and we ask that you limit special requests so that we can accommodate requests based on medical reasons rather than preferences.

TO AUTHORIZE VIA EMAIL OR TEXT: To authorize medications when remote, please email or text from an email account or cell phone number that we have on record. Please make sure and send the following information:

- Today's date
- Child's full name
- Child's classroom
- Parent's name
- Medication name
- Time to be given
- Dosage
- Reason for medication

The authorization **MUST** contain all of this information, or we will not be able to dispense the medication.

9) IMMUNIZATIONS:

All children must meet state standards for immunization. A medical exemption is applicable when the child has a long-term condition that does not allow immunizations to be done (a doctor's note is required). The school does not accept religious exemptions since it puts other children who cannot be immunized at risk. Please see the parent handbook for more information.