

Health Office Procedures 2020 Alden-Hebron Elementary School

It will not be possible to see children with non-health related issues-i.e. brushing teeth, chapstick, spilled items on clothes, changing clothing for gym, incontinence, lost teeth, 99% of ice packs, bandaids for hangnails or old scrapes that did not occur at school, loose/sore teeth, contact lens solution, repair of eyeglasses, orthodontia issues, torn clothing, nap because the student looks tired, movement breaks, seeking menstrual supplies, etc. This list is in no way comprehensive. To continue to see these students would cause a backup in the office, violating physical distancing and possible cross-contamination of infectious disease. Please call the nursing office for assistance prior to sending a student using **ext. 1522**.

Procedure for sending a student to the health office:

1. Call the nurse at **ext. 1522** and state concern. Nurse may then assist with next course of action. If nurse does not answer, then contact main office at ext. 1520. Student should not enter the nursing office or main office until permission has been granted.
2. Unless it is deemed necessary for a student to go home, the student will **NOT** be able to rest in the health office. If there is a 504 accommodation for rest breaks, an alternative place will be located.
3. Medication administration (including inhaler use) and glucose checks can also be scheduled with the health office, with the exception of "as needed" medication, inhaler use or glucose checks. The nurse will notify you of the expected "appointment times."
4. If a student meets the criteria from the Illinois Department of Public Health (IDPH) for an infectious illness, the child will be isolated. A surgical mask will replace the cloth mask that the student is wearing. An administrator or designee will notify you to gather the student's belongings and will bring them to the health office.
5. Only the nurse will decide if sending a student home due to illness is warranted. Not every cough is the coronavirus! Many common illnesses have similar symptoms, so the IDPH criteria will be followed. We ask that teachers and staff refrain from contacting a student's parent or guardian to coordinate the process of the student going home.
6. There may be instances in which the Health Office will be "closed" for a time due to multiple students who require isolation, or for cleaning. An announcement will be

made when and if the closure needs to occur and another announcement will be made when the Health Office can be reopened. If an urgent situation would arise during this closure we ask that you call the Health Office. Students with diabetes and/or medication needs (including inhalers) would still be allowed to come down at their scheduled times during a Health Office closure.

7. It is beyond the scope and practice of a school nurse to diagnose an illness. Please do not ask the nurse to discuss the symptoms or state that the child has COVID-19. If the student tests positive, under the guidance of the McHenry County Health Department, appropriate people will be notified.

Please contact your school nurse if you have any questions through email or phone. This document is “fluid” and this procedure may change.