

Santa Rosa County School Health Emergency Health Care Plan and Health Alert Procedure

Purpose: This procedure establishes guidelines for school nurses in collaboration with clinic staff and school personnel to develop or revise student emergency health care plans and/or health alerts.

Definitions: **Emergency Health Care Plan (EHCP)-** A written plan of action developed for students with emergency health conditions that require an action or a response of school personnel to protect and preserve the health and safety of that student during the school day.

Health Alert- a written summary of chronic health conditions or health issues to provide basic health information to school personnel related to the designated health issue. The health alert does not replace the Emergency Health Care Plan and can be initiated independent of an Emergency Health Care Plan for health issues or concerns that do not require an emergency health response or action.

Emergency Health Condition - Any physical or mental health issue that would require emergency responses to protect and preserve the health and safety of the student.

Classroom Considerations - Modification of actions to meet the needs of the student.

- Procedure:**
- I. Identification of students with health conditions or health issues
 - A. RN will review previous year health care plans to create a list of current students.
 - B. School Health Tech will review school health clinic medications and/or medication log.
 - C. RN and the School health tech will collaborate to review Student Health Cards.
 - D. RN will request teachers submit list of students with emergency health conditions.
 - E. RN will request from data entry a list of students with health conditions.
 - F. School Health tech will refer students with health issues after direct observation of student(s) or parent/teacher notification.
 - II. Contact parent/guardian
 - A. Obtain contact information on student from:
 1. Student health card
 2. Santa Rosa County District Registration Form
 3. Consult School District data entry for student demographics
 - B. Initiate parent contact
 1. RN will schedule parent conference:
 - a. Hold a face to face parent conference with or without teacher and school staff
 - b. Conduct a telephone interview

- c. Conduct a home visit
 - d. Utilize request letter(s) for emergency health care plan update.
- 2. RN will send home Emergency Health Care Plan or Health Alert information request letter to parent.
 - I. Health Issue Parent letter
 - II. EHCP Information sheet
 - III. EHCP Update letter
 - a. Initiate Emergency Health Care Plan procedure as indicated by parent response
 - b. Submit letter to school designee to be filed in student health cumulative file
 - c. Document on Health Care plan contact log any attempts to Contact parent

III. Emergency Health Care Plan or Health Alert completion-

Note: The Emergency Health Care Plan document is to be written by a registered nurse., where as the Health Alert can be written by a nurse (LPN or RN)

- A. Student demographics
 - 1. Obtain from student health card.
 - 2. Obtain demographic printout from data clerk.
 - 3. Obtain from student registration form.
 - 4. Parent interview
- B. Health condition/length of time
 - 1. List chronic health condition(s).
 - 2. Utilize emergency health care plan template for the following:
 - a. Allergy
 - b. Asthma
 - c. Diabetes
 - d. Nut allergy
 - e. Peanut allergy
 - f. Insect allergy
 - g. Seizures
 - h. Migraines
 - i. Blank Emergency Health Care plan
 - 3. Utilize the list of Health Alerts to identify the Health Alert template applicable to the student health issue/concern or the blank health alert template if no pre-populated health alert is available.
 - 4. Note time of onset or length of time existed on EHCP.
 - a. Obtain from parent interview.
 - b. Obtain from student health card.
- C. Allergies – check appropriate category and list allergy within that category on EHCP.
 - 1. None
 - 2. Food
 - 3. Medication(s)
 - 4. Other (environmental, animal, insects...)
- D. Medications
 - 1. Medications at home- list medications taken at home.

2. Medications at school- list any medications to be taken at school and the medication storage location.
 - a. Clinic
 - b. Classroom
 - c. Student backpack
 - d. Other
- E. Potential Emergency and Emergency Response on EHCP or Health Alert as applicable
 1. Use health care plan template (for allergy, asthma, diabetes, nut allergy, peanut allergy, insect allergy, seizures, migraines).
 2. List the potential emergency situation.
 3. Note the symptoms that would be seen.
 4. Record the actions to be taken for each emergency situation or symptom listed.
 5. Verify medication dose with Medication Authorization Form
 6. If this EHCP is for an Emergency Health Condition, on Section 4 of the Health Care Plan, beside Other –write **Emergency Health Condition Exists.**
- F. Special needs and limitations on EHCP
 1. Diet
 - a. Describe any foods or items restricted from diet.
 - b. List foods that may be allowed.
 - c. Note if student eats from school cafeteria or lunch from home- check yes or no.
 2. Activity level / physical restrictions
 - a. Note any restrictions in physical activity at recess or PE.
 - b. Note activities that may not be allowed.
 - c. Note any activities allowed to participate.
 - d. Note any actions to be taken during physical activity such as water breaks, rest periods, etc...
 3. Classroom considerations
 - a. Define teacher role in accessing health room care and if student needs escort to clinic
 - b. Define classroom considerations specific to health issue for class parties, or class activities if applicable
 - c. Define actions for field trip specific to child's health condition
- G. Other considerations on EHCP
 1. Define plan to address health issue for field trips.
 2. Note anything that was not addressed above.
 3. Utilize Medical Procedures Addendum from where applicable
- H. RN will provide original EHCP to 504 contact/Guidance for consideration of Eligibility.
- I. 504 contact/Guidance will submit EHCP to get copies to appropriate staff (see section-checked staff to receive copies of Emergency Health Care Plan or Health Alert).
- J. Signature section on EHCP
 1. RN will seek Parent signature if possible.
 2. Guidance or school health tech will obtain signatures of school personnel attending health care plan meeting on EHCP or as EHCP is received for review

- K. 2 additional EHCP updates allocated per EHCP:
- L. 1. Check appropriate box if done by
 - person-to-person interview
 - telephone interview.
 - update letter
- 2. Initial if no changes are made to current plan
- M. Emergency Health Care Plan or Health Alert disposition
 - 1. Nurse keeps a copy of EHCP. Nurse maintains a current EHCP contact log sheet and EHCP log sheet of any ECHP initiated or maintained at the school as appropriate.
 - 2. Nurse will give original EHCP to School 504 contact/Guidance
 - 3. School 504 contact/Guidance will consider the EHCP for 504 eligibility and then give ECHP to data entry staff
 - 4. Data entry staff will input EHCP and health issue into 3270 and refer for copying and distribution to school personnel before placing EHCP original form in student cumulative health file.
 - 5. Nurse will provide individual communication to school personnel who need to be informed of emergency health care plan.
 - 6. School Personnel can maintain copies of EHCP or Health Alerts in a secure manner as applicable
 - 7. Health tech will maintain copies of emergency health care plans or Health Alerts stored alphabetically in a binder in the school clinic.

If EHCP is no longer appropriate for student health issue/concern, nurse will notify parents with the EHCP Discontinue letter as appropriate or document on EHCP that it is discontinued and refer to Data entry for 3270 input.