



HEALTH AND MEDICATION POLICIES

(Updated April 19, 2023)

An integral part of providing the best school environment possible is prioritizing the health and safety of all children. The policies outlined below are intended to give parents insight into the guidelines we follow to keep all children, families, and staff in the school community safe. When these policies are followed, we can stop the spread of contagion and reduce illness in the school. The Academy will always make decisions that put the health, safety, and well-being of the children entrusted in our care before all else. **Children may be excluded from the Academy if they exhibit signs of illness that are affecting their ability to participate in school activities or if they display signs that they are unwell.** Failure to follow the Holy Spirit Child Development Academy Health and Medication Policies outlined below are grounds for immediate termination or disenrollment from the Academy as it puts the entire community at risk.

If your child is required to stay home due to illness, quarantining from a potential or direct exposure of an illness (e.g. RSV; COVID-19), or any closures as a result of illness, families are still required to pay full tuition. Please see *a. Tuition Fees* in the *III. Fees* section of the Parent Handbook for more information.

1. COMMON COLD AND COUGH

Most children will experience the common cold and cough while attending the Academy since their immune system is developing. With exposure to new germs and being in a close contact environment with other children, it is hard to keep the spread of contagion to a minimum. However, with regular handwashing and knowing what symptoms to look for, we can prevent classroom or school-wide exposures. The following symptoms help us to determine when pickup for a common cold or cough is necessary:

- a. Runny nose/blocked nose
- b. Sneezing
- c. Sore throat
- d. Cough that causes discomfort or prevents a child from sleeping, eating, and daily activities
- e. Headache

- f. Lethargy or overall discomfort that causes a child to act or behave in a way that is different than normal
- g. Fever (can be low-grade)
- h. Vomiting

2. FEVERS

If a child has a fever, they will not be allowed to attend the Academy. A fever is an elevated temperature of **100.4 degrees or higher taken with an ear or a rectal thermometer, 100 degrees or higher taken with an oral or temporal thermometer, and 99 degrees or higher under the arm using an oral thermometer.** If in the previous twenty-four (24) hour period a child has a fever, they will not be allowed to attend the Academy. This includes children that have been given a fever-reducing medication such as Tylenol, Motrin, and their generic equivalents or a fever-reducing natural or homeopathic remedy.

A child should not be sent to school if they have received a dosage of a fever-reducing medication or a natural fever-reducing remedy in the morning before they attend. *Taking a fever-reducing medication or a natural fever-reducing remedy, only masks the symptoms of a fever and does not treat the cause.*

The Academy will only administer fever-reducing medication for a fever or elevated temperature if we have received a physician's note stating the cause of the fever is not contagious (e.g. ear infection). If a parent has completed the Supplemental Medication Form and given the Academy permission to administer Tylenol, Motrin, and/or their generic equivalents, the Academy can administer the Tylenol, Motrin, and/or their generic equivalent available at the school. Additionally, if a parent is contacted to pick up their child with a fever and has notified the Academy they are on their way, they can request that the Academy administer Tylenol, Motrin, or their generic equivalents.

3. VOMITING AND DIARRHEA

If a child has been vomiting or if they have diarrhea, they will not be allowed to attend the Academy unless a physician's note is provided stating they are not contagious. If a child exhibits symptoms that indicate a confirmed illness in the classroom or school-wide, the child may be sent home sooner than the policy below.

A child that throws up food or liquid with the presence of bile or throws up only bile is considered to be vomiting. If a child throws up at the Academy, we will contact parents for pickup if a child throws up only bile, if a child projectile vomits, or upon the second occurrence in a twenty-four (24) hour period.

A child that experiences frequent loose, runny and/or watery stools is considered to have diarrhea. If a child has diarrhea at the Academy, we will contact parents for pickup if the child experiences pain while passing stools, any instance of bloody stool, if a child has severe or explosive diarrhea, if there is a significant amount of diarrhea, or upon the second occurrence in a twenty-four (24) hour period. If a child that is teething has loose or watery stool, the teachers and the Director will use their discernment on whether pickup is necessary.

4. COVID-19

If a child becomes ill at the Academy and is exhibiting symptoms of COVID-19, they may be required to leave the Academy and visit the nearest health center or return home. The following symptoms may indicate a case of COVID-19:

- a. Cough
- b. Shortness of breath or difficulty breathing
- c. Chills
- d. Repeated shaking with chills
- e. Muscle pain
- f. Headache
- g. Sore throat
- h. Loss of taste and/or smell
- i. Diarrhea
- j. Feeling feverish or measured temperature greater than or equal to 100.4 degrees or higher using an ear or rectal thermometer/100 degrees or higher using an oral or temporal thermometer/99 degrees or higher under the arm using an oral thermometer
- k. Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential by the Academy.

In the event we have a positive COVID-19 case in a classroom, we will encourage parents to test their children. The Director will send out information about testing centers, the current guidelines and protocols set in place by the Pensacola-Tallahassee Dioceses, COVID-19-positive cases in the classroom or school-wide, and how the Academy is proceeding. Our goal will be to minimize the spread of contagion and remain open to our families. In the event we have a COVID-19 outbreak in multiple classrooms, we will close the Academy to protect the health, safety, and well-being of our families and staff.

5. OTHER CONTAGIOUS SYMPTOMS OR ILLNESSES

If any of the following contagious symptoms or illnesses are present when observing a child, the child will not be allowed to attend the Academy. For a majority of the contagious symptoms or illnesses below, a physician's note is required to be turned in to the Academy office or emailed to the Director before a child can return to the Academy. If there is a “PN” after a contagious symptom or illness it indicates that a **Physician's Note** is required. **If we do not receive a physician's note, the child can not return to school.**

The contagious illnesses below may require immediate medical attention if your child is exhibiting the following symptoms. Parents should be mindful of all contagious respiratory illnesses and high fevers. All symptoms that are listed below will be italicized and bolded with each contagious illness. Call 911 or visit the nearest emergency center if your child has:

- Noisy or difficulty breathing
- Making a grunting noise as a result of difficulty breathing
- Rapid breathing
- Nostrils that flare when taking a breath
- The skin between your child's ribs and neck are drawn in when taking a breath (intercostal recession)
- Brief pauses when a child stops breathing with a blue appearance (apnea)
- Blue coloration of skin, lips, or nails
- Dehydration (Drinking half of their normal amount of fluids; Not being able to keep fluids down without vomiting; Infrequent urination)
- Infants younger than three (3) months with a temperature of 100.4 degrees or higher using an ear or rectal thermometer/100 degrees or higher using an oral or temporal thermometer/99 degrees or higher under the arm using an oral thermometer
- Infants older than three (3) months and children under three (3) years old with a temperature of 102.2 degrees or higher using an ear or rectal thermometer/101.8 or higher using an oral or temporal thermometer/100.8 degrees or higher under the arm using an oral thermometer that are displaying signs that they are unwell (lethargy; no interest in normal activities; decrease in appetite)
- Children over three (3) years old with a temperature of 102 or higher using an ear or rectal thermometer/101.6 degrees or higher with oral or temporal thermometer/100.6 degrees or higher under the arm using an oral thermometer for at least two (2) days and are displaying signs that they are unwell (lethargy; no interest in normal activities; decrease in appetite)

- A fever over 105 degrees or higher with an ear or rectal thermometer/104.6 or higher with oral or temporal thermometer/103.6 degrees or higher under the arm
- The fever does not go away with fever-reducing medication
- Fever lasts more than four (4) to five (5) days
- The child has a febrile seizure that is caused by a fever
- Widespread, red or purple rash, abdominal pain, severe pain, stiff neck with fever
- Difficulty waking up

Our goal is to inform parents and give them important information about symptoms that need immediate medical attention, not to cause panic. We understand how frightening and overwhelming it is to have a sick child, but by being informed about symptoms and contagious illnesses we hope to ease some worry.

Contagious Skin or Rash Symptoms/Illnesses:

- a. Chicken Pox (PN):** Children are contagious one (1) to two (2) days before the lesions or blisters appear. Symptoms include but are not limited to, fever, fatigue, headache, stomach ache, and itchy, small fluid-filled lesions or blisters that develop all over the body. Once all open lesions or blisters have crusted or scabbed over, the child can return to school. If a child has sores that do not crust or scab, they can return if no new lesions or blisters have appeared in a twenty-four (24) period.
- b. Fifth Disease (PN):** Children are contagious during the incubation period which lasts four (4) to fourteen (14) days. During the incubation period, children will experience flu-like symptoms such as, but not limited to, a fever, sore throat, runny/stuffy nose, headache, and fatigue. Once the rash associated with this illness has appeared, around two (2) to three (3) weeks after the exposure, the child can return to school.
- c. Hand, Foot, and Mouth Disease (PN):** Children are contagious three (3) to seven (7) days after exposure. Symptoms include but are not limited to, a fever, sore throat, loss of appetite, and physical display of discomfort or pain caused by the lesions or blisters. Once all lesions or blisters are scabbed over and the child is not exhibiting any symptoms after a twenty-four (24) hour period, the child can return to school.
- d. Head Lice:** Head lice can be easily spread through person-to-person contact. A child may scratch or itch their head frequently from lice bites. Parents may see small red bumps around or on their child's neck, around their ears, along the hairline on their forehead, or on their face. Once the first lice treatment has been completed and all nits have been removed, the child can return to school.

- e. **Impetigo (PN):** Children are contagious after lesions or sores appear, usually one (1) to ten (10) days after exposure depending on which type of bacterial infection has been contracted. The lesions or sores are filled with fluid and will crust over the skin. In addition to the lesions, children may experience symptoms such as fever and swollen glands. Once the child has received an antibiotic treatment for a twenty-four (24) hour period, the child can return to school.
- f. **Tinea/Ringworm (PN):** Children will become contagious once the fungal spores are on their skin after coming into contact with the infection. Symptoms will appear four (4) to fourteen (14) days after exposure which include itchy skin, a scaly red ring-shaped rash, and hair loss (if ringworm is on the scalp). Once the child receives the first antifungal treatment and the infected area is covered, the child can return to school. *Please Note: children are still contagious until all fungal spores have been removed from the skin through the use of an antifungal treatment.*
- g. **Open or oozing sores (PN):** Children that have open or oozing sores are required to see a physician to confirm what is causing the sores or lesions to appear and if antibiotics or treatment are needed. If the sore is deemed contagious, the child will need to receive the required treatment for a twenty-four (24) hour period before returning to school with the sore/s covered. If the sore is deemed not contagious, the child can return to school with the sore/s covered.
- h. **Undiagnosed rash (PN):** Children that have an undiagnosed rash are required to see a physician to confirm what is causing the rash to appear and if antibiotics or treatment are needed. If the rash is deemed contagious, the child will need to receive the required treatment for a twenty-four (24) hour period before returning to school. If the rash is deemed not contagious, the child can return to school. If the rash has any lesions, contagious or not, they will need to be covered before attending school.

Contagious Ear, Eye, Nose, Mouth, Throat, and Chest Symptoms Illnesses:

- a. **Viral Bronchitis (PN):** Children are contagious when symptoms appear around two (2) to seven (7) days after exposure to a virus. Viral bronchitis is caused by viruses such as the influenza virus, respiratory syncytial virus (RSV), rhinovirus (common cold), and COVID-19. Children do not need antibiotics for viral bronchitis unless they also have a bacterial infection. Symptoms include, but are not limited to, a frequent cough, **wheezing, shortness of breath or difficulty breathing**, fever, headache, runny/stuffy nose with white or clear mucus, chest congestion, lethargy, and physical display of discomfort or pain. Once the child no longer has a fever for a twenty-four (24) hour period without the use of fever-reducing medication and does not display any discomfort or pain from breathing, the child can return to school.

- b. Bacterial Bronchitis (PN):** Children are contagious when symptoms appear around two (2) to seven (7) days after exposure to a bacterial infection. Bacterial bronchitis is caused by infectious bacteria such as Bordetella Pertussis (whooping cough) and Mycoplasma Pneumoniae. Children will be treated with antibiotics unless otherwise specified by a physician. Symptoms include, but are not limited to, a frequent cough, **wheezing, shortness of breath or difficulty breathing**, fever, headache, runny/stuffy nose with yellow or green mucus, chest congestion, lethargy, and physical display of discomfort or pain. Once the child is not exhibiting any symptoms, does not display any discomfort or pain from breathing, and has received the required antibiotic after a twenty-four (24) hour period without the use of fever-reducing medication, the child can return to school.
- c. Bronchiolitis (PN):** Children are contagious when symptoms appear around two (2) to seven (7) days after exposure to a virus. Bronchiolitis is primarily caused by the respiratory syncytial virus (RSV), the influenza virus, and rhinovirus (common cold) which can not be treated with antibiotics. Symptoms include but are not limited to, a cough, **wheezing, shortness of breath or difficulty breathing**, fever, runny/stuffy nose, difficulty eating or drinking, lethargy, and physical display of discomfort or pain. Once the child no longer has a fever for a twenty-four (24) hour period without the use of fever-reducing medication and does not display any discomfort or pain from breathing, the child can return to school.
- d. Herpes Simplex Virus/Cold Sores:** Children are contagious one (1) to two (2) days before the blister or lesion starts appearing. Symptoms include but are not limited to, sore throat, swelling in or around the mouth, physical display of pain or discomfort in or around the mouth, fever, and lethargy. Once all blisters or lesions are dry and mostly healed, the child can return to school.
- e. Conjunctivitis (PN):** Conjunctivitis or “Pink Eye” can be caused by a virus or bacteria. Viral Conjunctivitis is contagious until a child is no longer exhibiting symptoms which can take up to ten (10) days. Bacterial Conjunctivitis is contagious until a child is no longer exhibiting symptoms or has received an antibiotic for a twenty-four (24) hour period. Symptoms include but are not limited to, redness or swelling of the infected eye(s), excessive tears, light sensitivity, itchy or burning eye(s), and discharge with pus (if bacterial conjunctivitis). The child can return to school once we receive a physician's note stating they are no longer contagious or the child has been on an antibiotic for a twenty-four (24) hour period.
- f. Croup (PN):** Children are contagious when symptoms appear one (1) to ten (10) days after the exposure. Children will first experience cold or flu-like symptoms such as a fever, runny/stuffy nose, and cough. However, the symptoms will progress into a harsh, barking cough, **difficulty breathing**, hoarse voice, **high-pitched or noisy breathing (inspiratory stridor)**, and **the skin between the child's ribs and neck are drawn in when**

taking a breath (intercostal recession). Once the child no longer has a fever for a twenty-four (24) hour period without the use of fever-reducing medication and does not display any discomfort or pain from breathing, the child can return to school.

- g. Mouth Sores (PN):** Children with mouth sores are required to see a physician to confirm what is causing the sores or lesions to appear and if antibiotics or treatment are needed. Symptoms typically associated with most mouth sores are redness, physical display of discomfort or pain, tingling, burning, swelling, bleeding, blistering, difficulty eating, and difficulty swallowing. If the mouth sores are deemed contagious, the child will need to receive the required antibiotic or treatment for a twenty-four (24) hour period before returning to school. If the mouth sores are deemed not contagious, the child can return to school.
- h. Pertussis/Whooping Cough (PN):** Children are contagious when symptoms appear. Children will first experience cold-like symptoms such as a dry cough, sneezing, fever, and runny/stuffy nose. Then the symptoms will progress (after one (1) to two (2) weeks from exposure) to **frequent severe coughing episodes**, vomiting after coughing episodes, a “whoop” sound when breathing in, exhaustion, and **brief pauses when a child stops breathing with a blue appearance (apnea)**. *Apnea primarily affects infants.* Once the child has been on an antibiotic for five (5) days and does not display any discomfort or pain from breathing, the child can return to school.
- i. Viral Pneumonia (PN):** Children are contagious when symptoms appear around two (2) to fourteen (14) days after exposure to a virus. Viral pneumonia is caused by viruses such as the influenza virus, respiratory syncytial virus (RSV), rhinovirus (common cold), and COVID-19. Children do not need antibiotics for viral pneumonia unless they also have a bacterial infection. Symptoms include but are not limited to, dry cough, fever, chills, **shortness of breath, difficulty breathing or rapid breathing**, headache, fatigue, **chest and stomach pain**, loss of appetite, difficulty eating, pale skin, general discomfort that leads to fussiness or crying, restlessness, and vomiting. Once the child is not exhibiting any symptoms and does not display any discomfort or pain from breathing after a twenty-four (24) hour period without the use of fever-reducing medication, the child can return to school.
- j. Bacterial Pneumonia (PN):** Children are contagious when symptoms appear around two (2) to fourteen (14) days after bacteria exposure. Bacterial pneumonia is caused by bacteria, such as Streptococcus Pneumoniae, Legionella Pneumophila, and Mycoplasma Pneumoniae. Children will be treated with antibiotics unless otherwise specified by a physician. Symptoms include but are not limited to, cough with yellow, green, and/or bloody mucus, **rapid breathing, difficulty breathing**, fatigue, **chest pain and stomach pain**, fever, sweating and chills, **blue coloration of skin, lips, or nails**, loss of appetite, difficulty eating, pale skin, general discomfort that leads to fussiness or crying,

restlessness, and vomiting. Once the child is not exhibiting any symptoms, does not display any discomfort or pain from breathing, and has been on an antibiotic for a forty-eight (48) hour period without the use of fever-reducing medication, the child can return to school.

- k. RSV (PN):** Children can be contagious before symptoms appear around one (1) to two (2) days after exposure to the virus. However, most children are contagious three (3) to eight (8) after exposure to the virus. Infants and children that are immune compromised can be contagious for up to four (4) weeks without symptoms. Symptoms include but are not limited to, cough, **wheezing**, runny nose, fever, sneezing, and developing an ear infection. Infants may also experience general discomfort that leads to fussiness or irritability, a decrease in appetite, a **change in breathing pattern**, and no interest in activities. Additionally, toddlers may also experience difficulty eating or swallowing, **rapid breathing**, and no interest in playing or activities. In severe cases of RSV, children may experience **noisy or difficulty breathing, rapid breathing, nostrils that flare when taking a breath, the skin between the child's ribs and neck is drawn in when taking a breath (intercostal recession), brief pauses when a child stops breathing with a blue appearance (apnea), making a grunting noise, blue fingernails, dehydration**. Once the child is not exhibiting any symptoms after a twenty-four (24) hour period without the use of fever-reducing medication and does not display any discomfort or pain from breathing, the child can return to school.
- l. Strep Throat (PN):** Children are contagious once they develop a sore throat around two (2) to five (5) days after exposure to streptococcal bacteria. Children will be treated with antibiotics unless otherwise specified by a physician. Symptoms include but are not limited to, sore throat, painful swallowing, fever, chills, headache, fatigue, muscle aches and pain, and loss of appetite. Once the child is not exhibiting any symptoms and has been on an antibiotic for a twenty-four (24) hour period without the use of fever-reducing medication, the child can return to school. **Please note: if strep throat is left untreated, the child can be contagious for up to two (2) to three (3) weeks.**
- m. Thrush (PN):** Children become contagious during the incubation period around two (2) to five days after the exposure or surplus of a fungal yeast called Candida Albicans. **Oral Thrush:** The fungal infection can be transmitted through the use of shared bottles, toys, and pacifiers where saliva with the fungal infection is present. Oral thrush symptoms include but are not limited to, creamy, white lesions on the tongue, inner cheeks, the roof of the mouth, tonsils, and gums that resemble cottage cheese, redness or inflammation on the corners of the mouth, difficulty eating or drinking, loss of taste, dry mouth, fever, and pain or difficulty swallowing. **Yeast Diaper Thrush:** symptoms include, but are not limited to, red or purple patches of skin with raised edges or small bumps, cracked or dry skin, fluid-filled bumps or pimples, rash that appears shiny, itchiness, and

physical display of discomfort or pain. Once the child is not exhibiting any symptoms and has been on an antifungal treatment for a twenty-four (24) hour period and does not display any discomfort or pain from eating, drinking, or regular activities, the child can return to school.

6. REQUIRED PICK-UP TIME WHEN A CHILD HAS SIGNS OF CONTAGION

Children that display signs that they may be unwell or have symptoms of contagion are required to be picked up within one (1) hour after the first notification. Parents will be contacted via Brightwheel health check, Brightwheel alert or message, phone call, text message, and email. Parents and approved pickups should always be accessible in the event a child needs to be pickup up due to illness. Each family should have a “Plan B” in the event a parent cannot be reached or is unable to pick up their child within one (1) hour.

Parents that do not pick up their child one (1) hour after the first notification will be charged \$1 per minute after 60 minutes regardless of whether the parent or approved pick-up responded or answered. Parents that frequently pick up their child after one (1) hour may be terminated from the Academy as this poses a safety hazard to the entire school community.

7. EXCLUSION POLICY AND RETURNING TO THE ACADEMY

If a child is sent home with symptoms that indicate a contagious illness, they **cannot** return to school the next school day. **Children can only return once a full day has passed from the day they were sent home.** This means that if a child was sent home with contagious symptoms on Monday, the soonest they could return is Wednesday if they have been symptom-free and/or have not had a fever or fever-reducing medication in the previous twenty-four (24) hours. Children should not be sent to school if they are unable to participate in regular school activities and playground time.

8. REPORTING AND DOCUMENTATION REQUIREMENTS FOR INFECTIOUS DISEASES AND TREATMENT PLANS

If your child or any family members are exposed to an infectious disease or communicable illness, please contact the Academy Office or Director immediately. By notifying the Academy, we can closely monitor the children in the classroom with the confirmed infectious disease or communicable illness and notify the parents in the affected classroom. We have posted the Reportable Diseases/Conditions in Florida which is published by the Florida Department of Health.

We require a physician's note before returning to the Academy for the following infectious diseases or contagious illnesses:

- Fifth disease
- Scabies
- Impetigo
- Ringworm
- Staph Infection
- Hand, Foot, and Mouth Disease
- Infectious mononucleosis (Mono)
- Hepatitis A
- Molluscum Contagiosum
- Methicillin-Resistant Staphylococcus Aureus (MRSA)
- Pinworms
- West Nile Virus
- Giardiasis
- Conjunctivitis (or other mucus from eyes which appears to be similar to it)
- Contagious respiratory infections (e.g. Pneumonia; Croup; Bronchitis; Pertussis)
- Influenza (Flu)
- COVID-19
- Streptococcal Infections (Scarlet Fever and Strep Throat)
- Measles
- Viral Meningitis
- Cryptosporidiosis ("Crypto")
- Mumps
- Norovirus
- Respiratory Syncytial Virus ("RSV")
- Roseola Infantum ("Sixth Disease")
- Rotavirus
- Salmonellosis
- Varicella (Chickenpox)
- Shigellosis
- E. Coli
- Undiagnosed rashes
- Persistent undiagnosed coughs
- Frequent undiagnosed temperatures
- For other undiagnosed illnesses or diseases, the Academy deems more information is needed to protect the health and well-being of the child and the other children in the school community

Our goal is to prevent the spread of contagion. If the Academy deems that more information is needed or necessary, you are required to provide a physician's note before the child can return to the Academy. Physician's notes written by the child's parents will not be accepted.

You are required to notify the Director if you and your child are being tested for an infectious disease or communicable illness and what the results are to ensure the safety and well-being of others. In the event you or your child have an infectious disease or communicable illness, you are required to follow the most updated protocols the Director has put in place. Please see **12) QUARANTINE PROTOCOL** for more information about quarantining and returning to the Academy. We are required to notify the Escambia County Health Department of any infectious

disease or communicable illness in our school. We work closely with the Diocesan nurse to ensure that we are following the best possible procedures to keep our school community as safe as possible. Failure to notify the Director of your child's positive results for an infectious disease or communicable illness will result in a meeting with the Director and potential disenrollment from the Academy.

In the event we have an outbreak of an infectious disease or communicable illness, we will close the Academy to protect the health, safety, and well-being of our families and staff.

9. MEDICATIONS

All medication that enters the building must be given to the Front Office. This includes but is not limited to, topical ointments, prescribed medication, over-the-counter medication, and natural, holistic, or homeopathic remedies. Medication or topical ointments that are left on the counter, in your child's responsibility bag, in your child's lunchbox, in your diaper bag, or that are left in reach of a child pose a severe safety hazard. If the Academy Office or the teachers in your child's classroom are not notified that you have left a medication or topical ointment, the item will be brought to the Front Office until the proper documentation has been completed. Additionally, the Director may schedule a meeting with the parents to communicate the dangers of leaving medication or topical ointments in the reach of children. We follow the policies outlined in the Florida Department of Health when administering, handling, and storing medication. The key policies are as follows:

- a. *Written Authorization:*** Parents must give their written authorization that the Academy can administer prescription and non-prescription medication. Please note: parents and legal guardians are the only individuals allowed to give written consent.
- b. *Medication Details and Instructions:*** The Academy can only administer prescription and non-prescription medication once the correct documentation has been signed with the child's name, name of the medication, date and time to be given, and the amount of the correct dosage. If a prescription or non-prescription medication is to be administered on an "as needed" basis, parents should list the symptoms that would need to appear for the medication to be administered.
- c. *Original Container and Prescription Label:*** All prescription and non-prescription medication must be in the original packaging with the child's first and last name visible on the container. Prescription medication should have a label with the child's name, name and contact information of the physician that prescribed the medication, name of the medication, and medication directions.
- d. *Prescription and Non-Prescription Medication Form expiration:*** The Prescription and Non-Prescription Medication Form expires ten (10) days after it is signed and dated by

the parent. If a child with a chronic condition such as asthma requires prescription medication, parents will be required to fill out this form along with an action or care plan to ensure the continued administration of the prescribed medication.

- e. *Chronic Conditions (such as asthma, severe allergies)*:** If a child has a chronic condition, parents are required to list it on their child's emergency authorization form. Parents will need to complete a care plan for their child that is signed by their child's physician. The Academy has an Asthma Action Plan and a Food Allergy and Anaphylaxis Emergency Care Plan available to be used. The Academy will add to their care plans in the event a child enrolled is diagnosed with a chronic condition or a new child enrolls with a chronic condition that is not included above.
- f. *Medication Pick-Up*:** All medication that is no longer being administered or has expired will be returned to the parent or legal guardian. If the medication is not picked up by a parent or legal guardian within seven (7) days, it will be discarded.
- g. *External Preparations (sunscreen, diaper cream, and insect repellent)*:** Parents can give their written permission for external preparations such as sunscreen, diaper cream, and insect repellent on the *Authorization to Dispense External Preparations Form*.
- h. *Emergency Administration of Non-Prescription Medication*:** In the event of an emergency where a child needs a non-prescription medication, someone that is not the parent or legal guardian can bring in the non-prescription medication for the child with the written permission of the parent or legal guardian.

In addition to the policies above, the Academy has put in place the following policies for the health and safety of all children:

- a. Medication that can be administered by a parent at home or at drop off/pick up is encouraged. This ensures the Academy only administers medication throughout the day.
- b. If a child does not receive the medication at the specified time (e.g. child is asleep), parents will be contacted for authorization to administer the medication at a different time. This can be done via Brightwheel messaging and email.
- c. In the event a child with a diagnosed medical condition or severe allergies needs an emergency treatment (e.g. Epipen), a rescue medication, or a quick relief medication, parents must bring in the prescribed medication, complete the *Prescription and Non-Prescription Medication Form*, and complete a care plan that is signed by their child's physician. Children with a diagnosed medical condition or severe allergies may not attend the Academy until we have received all of the previously mentioned items for the safety and well-being of the child.

Topical Ointments/External Preparations:

Completion of the [Authorization to Dispense External Preparations Form](#) gives the Academy permission to administer specific external preparations. The external preparations included on this form are Neosporin or a similar ointment, Bactine or a similar spray, Baby Wipes, Non-Prescription Diaper Ointment, Band-Aids, Sunscreen, Baby Powder, and Insect Repellent. When a parent permits us to administer an external preparation, we will be able to apply the external preparation until otherwise specified. Topical ointments (e.g. anti itch cream; antibiotic ointment) that are not included on this form, can only be applied with the completion of the [Authorization for Prescription and Non-Prescription Medication Form](#).

The [Authorization to Dispense External Preparations Form](#) is included in the Enrollment Packet. If you would like to bring in homemade ointment for your child, please contact the Director. We will not accept nor administer homemade ointment unless the Director is notified, a medication form has been completed, and the proper instructions are given to the teachers.

Supplemental Medications:

Completion of the [Supplemental Medication Authorization Form](#) gives the Academy permission to administer specific supplemental medications. The supplemental medications included on this form are Tylenol, Motrin, Benadryl, Orajel, Teething Tablets, and their generic equivalents. When a parent permits us to administer a supplemental medication, we will be able to administer the supplemental medication until otherwise specified. We will not administer any supplemental medication without asking a parent first. Only when the Academy has received permission and the correct dosage for the child from the parent in writing will the Academy staff administer a supplemental medication.

The [Supplemental Medication Authorization Form](#) is included in the Enrollment Packet.

To Authorize Medication via Brightwheel or Email:

If a parent would like to authorize a medication remotely, parents should Brightwheel message or email (director@hscda.ptdiocese.org or office@hscda.ptdiocese.org) 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 message or email must include all of the criteria above. If the message or email does not include all of the information above, we will not administer the medication.

10. IMMUNIZATIONS

All children must have the “Florida Certification of Immunization Form” on file at the school. The Academy does not accept any exemptions including medical or religious as it puts the child at risk. If this form expires, it is the parent’s responsibility to bring in an updated form in a timely manner. If a parent has been contacted several times and the office has not received an updated form, the child cannot attend the Academy until the updated form has been received by the Academy Office.

New families have thirty (30) days to bring in, fax, or email their child’s immunization form. If we have not received the form after thirty (30) days, the child will not be able to attend until the form is provided.

We do not accept Alabama Immunization forms or any other state immunization forms. A parent will need to contact the Escambia County Health Department to get the proper immunization form. If needed, contact the Academy Office for more assistance.

11. FLORIDA SCHOOL ENTRY HEALTH EXAM FORM:

Parents must provide the “Florida School Entry Health Exam Form” for their child. If this form expires, it is the parent’s responsibility to bring in an updated form in a timely manner. If a parent has been contacted several times and the office has not received an updated form, the child cannot attend the Academy until the updated form has been received by the Academy Office.

New families have thirty (30) days to bring in, fax, or email their child’s health exam form. If we have not received the form after thirty (30) days, the child will not be able to attend until the form is provided.

If you currently do not have or know how to obtain a Florida School Entry Health Exam Form, please contact the Academy Office for assistance.

12. HEALTH CHECKS

When you bring your child into the Academy every morning, you are required to check your child in and complete a health check on the Brightwheel app. This is how we are tracking illness in our school and ensuring the safety and well-being of all of our families and staff. If your child has symptoms present that you marked they did not have, you will be required to meet with the Director. If a parent continues to mark symptoms that are present as “not present” after meeting with the Director, the family will be terminated from the Academy.

13. QUARANTINE PROTOCOL

In the event you or your child need to quarantine due to an infectious disease or communicable illness (e.g. COVID-19; RSV), the child will be unable to attend school until they have been quarantined the required amount of days from the initial exposure date and are no longer considered contagious. The Director will send out information regarding the protocols that we will be following with each illness/disease and/or outbreak. This may include but is not limited to, having your child tested again to ensure they are no longer in the contagion period. All physician's notes and test results are required to be emailed to director@hscda.ptdiocese.org or turned in to the Academy Office before a child can return to school. Failure to quarantine the required amount of days or not quarantining at all, will result in immediate disenrollment from the Academy.

14. ASSUMPTION OF RISK AND WAIVER OF LIABILITY

By enrolling your child at the Holy Spirit Child Development Academy, you waive any and all claims against and hold harmless, release, indemnify, and agree not to sue the Holy Spirit Child Development Academy and its employees in the event your child contracts any and all communicable illnesses and/or infectious diseases during their time at the Academy. You voluntarily assume the risk that you and your child may be exposed or infected with any and all communicable illnesses or infectious diseases during your child's participation at the Holy Spirit Child Development Academy. You voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any infection, illness, sickness, damage, loss, expense, and/or liability of any kind (including, but not limited to, personal injury, disability, and death), that you or your child may experience or incur in connection with your child's attendance at the Holy Spirit Child Development Academy.

15. WAIVER AND RELEASE OF CLAIMS FOR MEDICATIONS CONDITIONS

Parents must execute a “*Waiver and Release of Claims for Medical Conditions*” form. This form acknowledges that the parent releases the Academy and its staff of any liability if they exercise the normal degree of duty, skill, and care and understands that the Academy cannot provide specialized care for a child with a medical condition. This includes but is not limited to, allergies,

food or otherwise, asthma, disorders, and special needs. The Academy will make accommodations to ensure the child's safety and well-being while at school such as providing gluten-free Play-Doh, becoming a peanut-free facility, or having an epi-pen or inhaler on hand for a child.

In the event a child with a medical condition has a reaction or episode which requires emergency or professional attention, parents understand that the Academy staff cannot provide the same care as a medical professional or physician. By enrolling your child in the Academy, you will not hold the Academy and its staff liable for exercising the normal degree of duty, skill, and care in the event your child requires emergency or professional attention for a medical condition.

It is the parent's responsibility to ensure their child's teachers are aware of any medical conditions, allergies, medication requirements, courses of treatments, use of special equipment and instructions, and if their child needs an emergency treatment, quick relief medication, or rescue medication. If a child requires special equipment, parents are responsible for moving it to their child's classroom and speaking to their child's teachers about how to handle and use the equipment. Parents are required to provide written instructions signed by their child's physician for special equipment and instruct the teachers on how to use it.

We require that parents provide physician notes for certain medical conditions before the student may remain at the Academy 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.***