



HEALTH AND MEDICATION POLICIES

(Updated July 21, 2022)

In order to provide a happy and healthy experience at the Academy for each child, we have established the health policies outlined below for parents and staff to observe. These policies are designed to minimize illness at the Academy. 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 Academy will always be on the side of caution when making determinations about possible illnesses. We reserve the right to exclude any child that is exhibiting any signs of illness that raise concern for the child's well-being and the well-being of others. 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) TEMPERATURES:

No child will be allowed in the Academy with a fever of **99.4 degrees or higher under the arm/100.4 degrees or higher orally (in the mouth) or with an ear thermometer** and if he/she has had a fever **anytime during a preceding 24-hour period**. The Academy 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 Academy contacts a parent because of an elevated fever, he /she may request in writing that Tylenol, Motrin, or their generic equivalents may 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 the Academy if he/she has had a fever the night before. Parents should not administer fever reducing natural remedies or medication such as *Tylenol, Motrin, or their generic equivalents* to their child in the morning before he/she arrives at the Academy or while at the Academy since it will not eliminate the *cause* of the fever and will mask symptoms.

2) VOMITING AND DIARRHEA:

A child may not attend the Academy if the child has been **vomiting**. If the child is at the Academy when the vomiting occurs, the child will be excluded upon the second incident during the previous twenty-four (24) hours or if the child is throwing up bile.

Diarrhea is distinguished from loose stools by frequency, amount, smell, and watery content of the stool. Any child who is not teething and has watery stools is considered to have diarrhea and must be excluded from the Academy upon either the second incident in a 24-hour period, any time there is bloody stool, if there is a significant amount of diarrhea with the first incident, or if it could be considered “explosive” diarrhea.

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:

Please note that **PN** indicates illnesses that require a **Physician’s Note** before a child can return to the Academy. A child may **NOT** attend the Academy if the following symptoms are present:

Skin or Rash:

- a. ***Open or oozing sores: (PN)*** Unless properly covered and 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary.
- b. ***Undiagnosed rash: (PN)*** Unless a physician has specified in writing that he/she is not contagious.
- c. ***Hand Foot & Mouth Disease: (PN)*** The child may return after 24 hours without a fever and the child is behaving normally.
- d. ***Scabies: (PN)*** 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: (PN)*** The child may return once the rash has appeared because they are contagious before that time.
- g. ***Impetigo: (PN)*** The child may return following 24 hours of treatment of this bacterial skin infection. Draining lesions must be covered with a bandage.
- h. ***Ringworm: (PN)*** 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: (PN)*** The child may return after all lesions have dried and crusted (*usually 6-8 days*).

Ear, Eye, Nose, Throat, and Chest:

- j. **Mouth Sores: (PN)** 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: (PN)** The child must be excluded until a physician'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: (PN)** The child may return after providing a physician's note and receiving an appropriate antibiotic for a 24-hour period with no fever present.
- n. **Conjunctivitis: (PN)** Defined as pink or red conjunctivitis ("*pink eye*") when either eye is draining cloudy or has colored discharge. The child may return to the Academy after having received an appropriate antibiotic over a 24-hour period with a physician's note or is accompanied by a physician'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: (PN)** The child may return after providing a physician's note and have received 5 days of appropriate antibiotic treatment.
- p. **Bronchitis/Pneumonia/RSV: (PN)** the child may return after symptoms are improving, 24-hour fever free without medication, and a physician's note is provided.
- q. **Croup: (PN)** the child may return after 24 hours with a physician's note.

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/ forehead and 100.4 ear*)
- b. Red inflamed eyes; runny eyes
- c. Thick colored mucus from the nose accompanied by fever or coughing
- d. Coughing is frequent enough to prevent eating, sleeping, or playing
- e. Discomfort that leads to excessive crying, tiredness, or inability to enjoy time spent in a school setting

5) COVID-19:

If a child becomes ill at the Academy and is exhibiting symptoms of COVID -19 on campus, he or she 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 99.4 or higher under the arm/ forehead and 100.4 ear
- 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 still 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.

6) 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, Brightwheel messaging, text message, and email. 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 Academy 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.

7) EXCLUSION POLICY AND RETURNING TO THE ACADEMY:

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 the Academy 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.**

8) REPORTING AND DOCUMENTATION REQUIREMENTS FOR INFECTIOUS DISEASES AND TREATMENT PLANS:

Please notify the Academy 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 illnesses as required by regulation. 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 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 (such as Pneumonia, Croup, Bronchitis, Pertussis, etc.)
- 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
- Other undiagnosed illnesses or diseases for which the Academy leadership deems more information is needed in order to minimize contagion

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 in regard to 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, we will close the Academy to protect the health, safety, and well-being of our families and staff.

9) MEDICATIONS:

Leaving medication in the reach of children poses a severe safety hazard, this is why we ask that all medication or topical ointments brought into the Academy must be given to the Academy

Office. If the Academy staff find medication or topical ointment in your child's responsibility bag, lunchbox, diaper bag, etc. without being notified by a parent, it will be confiscated. In the event that medication or topical ointment is found, the Director will contact the family.

The methods we use to dispense medications are highly regulated by the Florida Department of Children and Families (DCF). 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 contact the Academy Office for additional information.
6. ***Medications must be picked up after the course of treatment is done or disposed of*** by the Academy.
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!***
8. **All medication and/or topical ointments must have the child's first and last name written on the container.**

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 Academy.
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 for emergency situations when certain symptoms emerge, in which case the parent must note "as needed" and clearly describe the symptoms.

4. As a general rule, the Academy 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 physician's note).
5. If we have to change the time we are dispensing the medication (e.g. child was sleeping), we must get updated written authorization from the parent (an email is fine).
6. 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 Academy for their child including medications that are stored at the Academy for emergencies (*e.g. epipens*). The Academy staff are 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 *Authorization to Dispense External Preparations Form*. The *Authorization to Dispense External Preparations Form* indicates the parent's preference for the Academy for dispensing or applying non-prescription external preparations or treatments (*Neosporin, Bactine, anti-itch creams, Aquaphor, diaper ointment, etc.*) If the appropriate authorizations are reflected on the form, we can dispense the topical treatments when symptoms occur 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 inform the teachers as well as fill out an *Authorization for Prescription and Non-Prescription Medication form*. Please see the Holy Spirit Child Development Academy Parent Handbook for more information.

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:

Each family is required to complete the *Supplemental Medication Authorization Form*. The *Supplemental Medication Authorization Form* indicates which supplemental medication such as Tylenol, Motrin, Benadryl, Orajel, or their generic equivalents and teething tablets have been granted or denied parent permission. We will not administer any supplemental medications 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.

To Authorize Medication via Brightwheel or Email:

To authorize medications when remote, please email or text from an email account (office@hscda.ptdiocese.org or director@hscda.ptdiocese.org) or send a message through the Brightwheel app. 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.

10) IMMUNIZATIONS:

All children must meet state standards for immunization. The Academy does not accept any exemptions including medical or religious as it puts the child at risk. Please see the Holy Spirit Child Development Academy Parent Handbook for more information.

We do not accept Alabama Immunization forms or any other state immunization forms. A parent will need to contact the Escambia County Health Department in order 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 prior to enrollment. 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.

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 a 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 in regard to 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 not longer in the contagion period. All physicians notes and test results are required to be emailed to director@hscda.ptdiocese.org or turned into 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 understand 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 by exercising the normal degree of duty, skill, and care in the event your child requires emergency or professional attention for a medical condition.

When a child is moved up from one classroom to the next, a parent is responsible for ensuring that the new teachers are aware of any medical conditions or allergies and courses of treatment. In addition, if special equipment is provided, the parent is responsible for moving it from one classroom to the next. Please talk to your child's teachers to make sure that appropriate signage detailing your child's allergies/condition is displayed in the classroom.

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.***