

Milton Town School District

Policy

D102: STAFF HEALTH

Policy

It is the goal of the Milton Town School District to keep our entire school population as healthy as possible. We thus implement this staff health policy, with the guidance of the Vermont Department of Health. The policy applies to MTSD employees, interns, contracted staff and adult volunteers.

Health Forms

It is recommended but not required that all employees annually complete the district's adult health form. However, it is required that individuals utilizing school health services complete and return the adult health form annually. The school nurse needs to be aware of existing medical conditions you may have and any medications you may be taking, as this can impact the care provided to you in a medical emergency. All health information will be kept confidential between the health office and the staff member.

Documentation of Health Services

The school nurse shall keep daily records of health office visits. In instances where paper reports or documents are generated, the school nurse will ensure that they are properly filled out and signed by the necessary individuals. School nurses will provide data and generate reports as required for insurance claims or as requested by the staff member involved.

Illness/Communicable Conditions

Individuals with a known communicable condition (such as, but not limited to strep throat and conjunctivitis/pink eye) are to remain out of school/work until they have received antibiotic therapy for 24 hours. Individuals with a fever of 100 degrees or more are required to remain home from school/work until their temperature is less than 100 degrees for 24 hours, without ibuprofen or acetaminophen.

If an adult comes to school/work and is suspected of having a communicable condition, they should report to the health office, where the school nurse will determine the need for the individual to be sent home. If an individual is sent home for a communicable illness, the health office staff (school nurse) will work with them to provide guidance for when they can return to school/work. This is generally after 24 hours of antibiotic therapy, or 24 hours after symptoms resolve. In cases where an individual has had severe vomiting or diarrhea, we would ask that they not return until their symptoms have been resolved for 24 hours and they are able to resume normal dietary habits.

Emergency Treatment

Any individual who is injured on school grounds or while participating in or facilitating a school sponsored event or activity should report to the health office immediately for assessment and necessary treatment. The health office staff (school nurse) can provide necessary forms and paperwork to submit for report of injury. In instances where this paperwork is necessary, it must be completed and submitted within 48 hours. The school nurse will assist with the completion

and submission of paperwork, though it is always recommended that the initial documentation be done by the individual and parties involved.

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Replaces 901 and 902