



**GERMAN
INTERNATIONAL
SCHOOL | Boston**

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57 Holton Street, Boston, MA 02134 | P 617.783.2600 | F 617.783.2605 | www.gisbos.org

School Health Program

1. Health Care Policy

- German International School Boston (GISB) expects all parents to comply with local and federal mandates concerning the health of school children. Guidelines set by the Massachusetts Department of Public Health (DPH), the center for disease control and prevention (CDC), the Center for Environmental Health and the Boston Public Health Commission (BPHC) dictate the medical information the GISB is required to collect on all students. If a family is unable to meet the health requirements based on religious or medical grounds, the family must provide the GISB with a religious or medical waiver for their children. Both waivers must be renewed annually. **All requirements must be completed by the first day of school.** Please look over the included packet you must complete before school begins. Children who do not meet the requirements may be excluded from school until the requirements are met.
- All school staff will receive a copy of the health policies.
- All school staff will receive training in Infection Control during back to school week. Please see the GISB Infection Control Policy attached as Appendix II.
- Emergency phone numbers will be posted at each phone within the School/Center. Phone numbers will include that of:
 - School Nurse: Upper Campus 617-783-2600 x15
 - Fire Department, Police, and Ambulance/Rescue: 911
 - Poison Control Center: 1-800-222-1222
- Parents will receive and sign a copy attesting to their understanding of the procedures for illness and emergencies.

2. Emergency Procedures

- On-Site Emergencies

1. Serious Injuries

All staff members will be trained in CPR on a yearly basis. First Aid training will take place every 3 years. The school nurse or a First Aid certified staff member will attend to the injured child and administer treatment as needed. Another staff member will call an ambulance to transport the child to the nearest emergency department. If possible, consideration will be given to the parent's choice of hospital (noted on the Emergency Contact Form). The Head of School or designee then notifies the parents or emergency contacts if possible. At least one staff member will accompany the child to the hospital and remain with the child until parent or guardian arrives. In non-emergency situations, parents or emergency contacts are notified to transport the child for medical care. Every call for emergency must be covered by the child's health insurance.





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2. Minor Injuries

The child will be treated with appropriate First Aid by the school nurse or trained staff members. A parent or guardian will be contacted at the discretion of the Head of School or designee. If the family is not contacted immediately, the parent or guardian will be informed of the incident and its interventions when the child is picked up.

3. Injury Log

During “school nurse hours” all injured or ill students are seen by the nurse. Every visit and incident is recorded. In the event of a serious injury requiring follow-up, an “Accident Report” will be completed. Parents must sign the original copy, which is given to the School Nurse. A copy will also be given to the parent and the third copy is kept in the child's file. If the school nurse is not in the building, a staff member will take care of the student. These visits are also recorded. Should the injury be of a minor nature, the parents may be informed verbally. The school nurse reviews all documented injuries, since a primary aim of the school health program is to reduce and promote awareness of common student injuries and school safety.

- Off-Site Emergencies

Whenever leaving the school for off-ground activities staff must take the portable First Aid bag with them. In the event of a serious injury or incident, we will follow GISB procedures. In addition, the school will be notified of the incident, emergency plan and will supply back-up support if needed. All other children will remain at the site until additional help arrives or they will return to school, if enough adults are present to safely transport the children back to the GISB. An Injury Report will be completed according to GISB procedure.

3. First Aid Kit and Administration

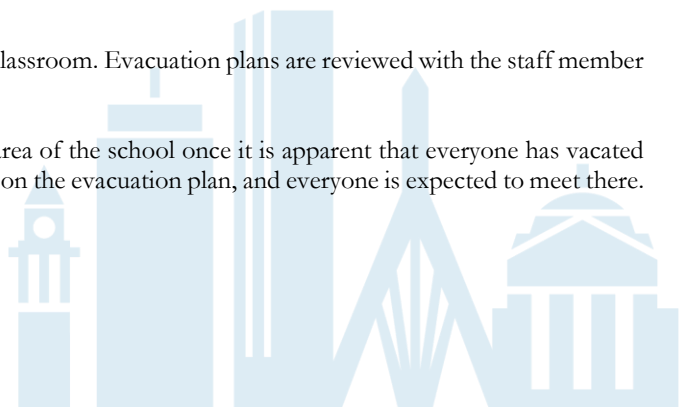
A First Aid Kit is kept in each classroom and a first aid bag is taken on field trips. First Aid does not include cutting the skin or surgical procedures. Removal of splinters can be done if it does not involve the use of a needle or cutting the skin.

The First Aid kits in the school are maintained by the school nurse.

4. Emergency Evacuation Plan

Evacuation plans are conspicuously posted in each classroom. Evacuation plans are reviewed with the staff member during teacher orientation week.

The Head of School or a designee will check each area of the school once it is apparent that everyone has vacated the building. The outside meeting point is identified on the evacuation plan, and everyone is expected to meet there.





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Prior to leaving the school, the Head of School or designee will bring with him/her an attendance roster and check off that each child and staff member is accounted for.

Fire Drills: Fire Drills are conducted throughout the year. Exact dates of the drills are recorded in a “Fire Drill Log” which is kept in the administration.

Modified Lockdown Drill: Practiced once a year in compliance of MA regulations.

5. Injury and Accident Reduction Plan

The School Health Program places emphasis on healthy growth and development, along with injury/illness prevention. It is the responsibility of each adult to ensure that the school offers a clean and safe environment. Everyone should be on alert for possible safety hazards throughout the building and school grounds. Possible safety hazards will be reported to the administration and the Head of School. It is always the responsibility of the Head of School to attend to the immediate repair or removal of any equipment that is a danger to any child.

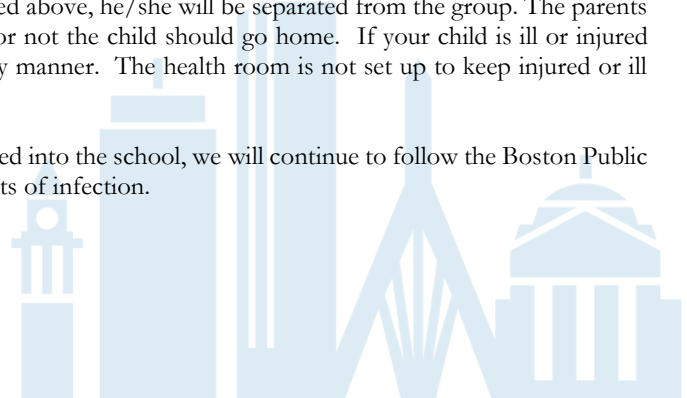
6. Plan for Managing Infectious Disease

Upon arrival at the school in the morning, a staff member will greet the child and parent and any necessary information will be exchanged. The child will be given a quick visual health check to screen for any serious illness. To prevent the spread of infection, there are certain conditions under which the child will be asked not to participate in the classroom as he/she might ordinarily.

- Children who have contagious illnesses, such as flu, vomiting/diarrhea, or have fever, **should be kept home until they are symptom-free for 24 hours.**
- If he/she has an undiagnosed rash or if the rash is accompanied by fever.
- A child cannot participate in classroom activities if he/she has a persistent cough and/or persistent runny nose.
- Children who are being treated for Strep Throat or Conjunctivitis may return to school after a full 24 hours on antibiotics.
- If a student has a serious infectious disease, the school has the right to exclude him or her. (Please see separate sheets included in this packet).

When a child exhibits any of the symptoms described above, he/she will be separated from the group. The parents will be called and a decision made about whether or not the child should go home. If your child is ill or injured and going home they must be picked up in a timely manner. The health room is not set up to keep injured or ill students for extended periods of time.

When any communicable disease has been introduced into the school, we will continue to follow the Boston Public Health Commission’s guidelines pertaining to threats of infection.





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Our goal is to support student learning by helping to provide a safe and healthy environment. You can assist us in meeting this goal by keeping us informed of any health-related issues which may require attention during the school day

7. Plan for Reduction of Infection Risk

Strict hand-washing procedures for all children and staff will be enforced:

- After outside play
- After gym play
- After toileting and diapering
- After contact with body fluids

Hand-washing procedures include washing hands under warm running water, using friction and liquid soap and drying hands with individual paper towels. Staff will supervise children's hand washing. Proper hand-washing procedures will be posted at each sink.

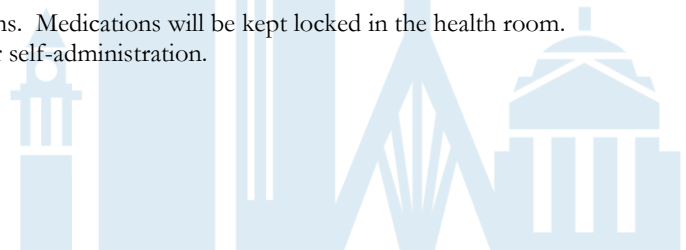
Equipment and surfaces will be cleaned with soap, water and a germ eradication solution. The housekeeping staff is responsible for cleaning bathrooms with special attention to toilets, toilet seats, sinks and faucets. They are also responsible for the general and routine cleanliness of the school. Teachers will also apply a germ eradication solution routinely.

If equipment and toys become soiled or wet with bodily fluids during the day and cannot be immediately cleaned, they will be bagged (if possible) and either be removed from the room or placed out of reach of children until they can be disinfected. Toys are washed on a regular basis and allowed to air dry. A receptacle labeled "wash bin" will be kept in each classroom and at the end of each day items deposited here will be washed in the solution described above and rinsed with clear water. Tables will be washed with a bleach solution before and after meals and snacks. Chairs will be washed the same way at least once a week.

8. Policy on Medication

The school nurse is responsible for the administration of all medication, as required by Massachusetts General Law, Chapter 94C. She may delegate this (epi-pens only) task to other trained personnel, who may administer the medication under the direct, or indirect supervision of the nurse. When a child needs a medication during the school day, we ask that parents/guardians please act promptly to follow this policy, so that the medicine can be administered as soon as possible.

- Only the school nurse may administer medications. Medications will be kept locked in the health room. Students are not allowed to carry medications for self-administration.





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- All medications, prescription or over the counter medications, require a physician's order and completed parental permission form, or the medication cannot be given.
- All medication orders expire at the end of the school year. Medication orders must be renewed at the beginning of each school year.
- Non-prescription medication (over-the-counter) will be handled the same as prescription medication.
- Whenever possible, medication administration should be scheduled at times other than during school hours.
- All medication must be delivered to the Health Office by the student's parent/guardian, or a designated adult. Students are not permitted to bring medications to school.
- All medication must be delivered in a correctly labeled pharmacy or manufacturer's medication container. (Medications are not accepted in containers such as plastic bags.)
- The pharmacy-labeled container can be used in lieu of a physician's order only in the case of short-term medications, i.e., those medications to be given for ten (10) school days or less. If the school nurse has a question about the medication, she may request a licensed prescriber's order.
- Self-medication (epi-pen and inhalers) can be allowed under certain circumstances, after consultation with the school nurse. Unless authorized in writing by the school nurse, all medications to be self-administered must be kept in the nurse's office.
- If a medication needs to be given during a school sponsored event such as a field trip, the school nurse must be contacted in advance, in order to allow time to make special arrangements, prior to the outing.
- A parent may retrieve the medicine from the school at any time.
- All medications must be picked up by a parent/guardian, before the close of the school year. Any medications that are not picked up by the close of school will be destroyed.

9. Procedures for Identifying and Reporting Suspected Child Abuse or Neglect to the Department of Children and Families (DCF)

Every teacher is mandated by law to immediately report any suspicion of child abuse or neglect to the Department of Children and Families (617-770-3400 DCF Boston Regional Office). Each staff member will be familiarized with the possible warning signs of child abuse or neglect and will be advised to bring any suspicions to the Head of School. The teachers should discuss their concerns with the Head of School prior to filing a 51a. Reporting forms will be kept in the office of the Head of School.

10. Procedures for handling allegations of abuse/neglect by staff

The staff member will be informed of allegation and will not be allowed to work directly with children until the DCF investigation is completed and at the discretion of the Head of School.

