

## Student Health and Emergency Preparedness

Mariners Christian School is committed to the safety of students in the event of a disaster/emergency situation during the school day. We have a detailed emergency plan and drills are conducted on a monthly basis. In the event of a disaster, please try to remain calm and be assured that our teachers and staff will care for your children in your absence. All MCS faculty members have been first aid and CPR certified.

### In the case of a fire at school:

- All students will be evacuated to the field area.
- No student will be allowed to return to any classroom until it has been cleared by the proper authorities.
- Parents will be notified to pick-up their children if necessary.

### In the event of a severe earthquake:

- Students will be instructed to take cover under their school desks until the quaking stops.
- Students will be evacuated to a safe area on the field once the movement has stopped.
- The students will remain outside under the supervision of a teacher if the building is not safe.
- Students will only be released to parent/persons authorized on student emergency card.

In accordance with our earthquake preparedness plan, we have an extensive first aid station, rescue equipment, and three-day site set up. Our faculty undergoes disaster training and simulation along with our regular fire and emergency training. The school provides, through the student activity fee, a disaster kit for each enrolled student, which has a shelf life of five years and includes a three-day supply of food, water, first-aid, and search & rescue equipment.

If your child has severe food allergies, you may provide the health office with a three-day supply of appropriate food for emergencies at school.

### In the Event of a Disaster

In the event of a disaster during the school day, we will activate the RenWeb text notification to keep you informed. The students will be taken to a safe location for supervision. We will have a clearly visible student release center for students to be reunited with their parents or guardian. **In the event that a parent is unavailable, your child may be released only to those adults named as authorized on your child's emergency card.** Please keep the office informed with any changes of telephone numbers.

If your child takes daily medication, please provide the health office with a three-day emergency supply.

**So that we are aware of all individuals on campus should a disaster occur, all parents and guests are required to sign in at the front desk and wear a visitor's badge upon arrival, and then sign out when leaving.**

### Conduct During Disaster Drills

Students are to remain silent, file out of the building in an orderly manner and, in particular, follow explicitly the teacher's instructions. **Parents on campus during a drill are to follow the same procedures as the students and check in with the Command Center on the field.** All visitors and parents must be accounted for during drills and actual emergencies.

## Student Health and Safety Policy

**When both parents will be out of town, it is very important that the school is notified in writing of the dates gone, names and phone numbers of caregivers, and carpool drivers if there are changes to your carpool plans while you are gone.**

In order to be certain that sick children are in care environments where their needs can be met, and in order to minimize the spread of illness, MCS staff members will expect you to keep your child home when certain conditions exist. ***The following are guidelines for when your child should be kept home or will be sent home:***

**Strep Throat:** Student must remain at home for 36 hours after beginning taking antibiotics before returning to school. Report illness to Health Office. Student can return to school after 24 hours (fever free without medication).

**Fever:** If your child registers a temperature higher than normal (normal being 98.6 – 99.4), we will consider this to be a fever which can be contagious.

**Vomiting or Diarrhea:** When there has been vomiting or diarrhea the child must be free from these symptoms for 24 hours before returning to school.

**Respiratory Illness:** If your child has significant symptoms of respiratory illness (thick colored mucus from eyes or nose, serious cough, wheezing, runny eyes or crusty eyes, sore throat, or earache) we will expect you to keep your child home.

**Rash:** Student is to remain at home with any undiagnosed skin rash and may return when the rash has cleared, or with a doctor's note stating diagnosis and clearing him/her to return to school.

**Head Lice:** Student must stay home from school and be treated with lice shampoo/rinse as recommended by doctor or lice salon (not home treated). Student may return to school when the hair is nit free and checked by the Health Office. The Health Office must be notified when your child has head lice.

**Pink Eye:** Eyes need to be clear and student needs to be treated with prescription medication for 24 hours before returning to school if diagnosed with Pink Eye. If student is suspected of having Pink Eye at school, they will be sent home until cleared to return to school by physician.

**Contagious Infections:** For infections requiring a doctor's prescription, please keep your child home for 24 hours after beginning the antibiotic. (Exception – strep throat – 36 hours).

**Fractures/Surgeries:** Parents need to contact the Health Office when a child has a serious injury or surgery. Modifications to physical activity and mode of travel throughout the school campus need to be evaluated. Please provide written information from your physician as to your child's level of activity at school. This should state limitations and special needs.

**Suspected Fracture:** A parent will be called if there is a suspected fracture during the school day.

**Cuts/Gashes:** Cuts or gashes that appear to require stitches or visible bleeding that cannot be controlled within 5 minutes – the parent will be called and/or 911 called if needed.

For all other illnesses, the child may return to school if free from symptoms for 12 hours, providing that the child's behavior indicates that he/she is feeling well.

**Contact the MCS Health Office immediately if your child contracts a communicable disease such as (but not limited to) strep throat, scarlet fever, head lice, chicken pox, impetigo, ringworm, fifth disease, hand-foot-mouth disease, pink eye, mononucleosis.**

#### **Illness at School**

When a student is not feeling well at school, they should report to the teacher in charge of the class or activity. When necessary, the student will be sent to the health office and parents notified as deemed appropriate. The school is not equipped to provide extended care for sick children. Students must be picked up within 30 minutes after parents are notified that their child is ill or injured. In the event that parents cannot be reached by phone, persons authorized on the emergency card will be contacted to pick the child up. Working parents should make arrangements in advance for the care of children when they are sick. **When a student has had a fever, they must be fever free for 24 hours (without the use of fever reducing medication) before returning to school.** When taking a student home before scheduled dismissal time, the parent/guardian must sign the child out at the front desk.

#### **First Aid Treatment**

When students become ill or are injured at school they are given appropriate first-aid, depending on the type of illness/injury.

#### **Student Injury at School**

In the event that a student is seriously injured at school, parents will be contacted immediately. If the parents cannot be contacted and the student's condition merits, the paramedics will be called. The school office will continue to make attempts to reach the parents and/or other emergency card contacts, even after the paramedics have been called. An accident report will be completed by the teacher or staff member who was on duty when the accident occurred. Payment for emergency medical services will be the responsibility of the student's parents or private insurance.

#### **Administration of Medication Policy**

If your child has a prescribed medication, please complete the Request for Administration of Medication by School Personnel form available online. These authorizations must be renewed whenever the prescription changes and at the beginning of each new school year. Prescribed medication must be in the original container with the prescription label attached and must be prescribed to the student to whom it will be administered. If Over the Counter medication is given regularly, the Parent Medication Release form must be completed. Medication cannot be administered at school without the required form.

Students in 5<sup>th</sup>-8<sup>th</sup> grade who require an inhaler may obtain permission to keep this medication in their P.E. bag. This form is available in the P.E. Office or the Health Office.

#### **Responsibility of the Parent or Guardian:**

1. Parents/guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medication at school will be minimized or eliminated.
2. Parents or guardians will assume full responsibility for the supply and transportation of all medications to and from school.

#### **Responsibility of the Physician and Parent or Guardian**

1. A request for administering prescribed medication must be completed by the parent or guardian and healthcare provider and filed with the school office. This form is available online or in the health office
2. The container must be clearly labeled by the physician or pharmacy with the following information:
  - a. Student's name

- b. Physician's name
- c. Name of medication
- d. Dosage, schedule and dose form
- e. Date of expiration of medication

3. Each medication is to be in a separate pharmacy container prescribed for the student by a physician.

#### **Responsibility of School Personnel**

- 1. The Health Office Manager will assume responsibility for placing medication in a locked cabinet.
- 2. Students will be assisted with taking medications according to the physician's instructions and the procedure observed by a school staff member.
- 3. Each administration of medication will be recorded on a medication log at or immediately following the time of its administration by the individual who gave the medication.
- 4. Each administration of over-the-counter medication will be recorded on a medication log and RenWeb notification will be sent to the parents/guardians.

#### **Employee Child Abuse Reporting Requirements**

Penal Code, Section 11166, requires that private school personnel report any observed or suspected instances of child abuse, both by telephone and in writing, to the appropriate public authorities. Any person who is employed in a private school must, prior to commencing his/her employment, sign a statement in acknowledgment of these requirements.

#### **Student Health—Insurance (Student Accident)**

Mariners Christian School maintains a student insurance program, which covers students while they are in attendance during a regular school day or during special school activities. This insurance is a secondary policy and becomes effective once the family's personal primary insurance has paid. The school office will, upon parental request, provide an insurance claim form. Further information can be obtained from the school health office.