

ONTEORA CENTRAL SCHOOL DISTRICT
Boiceville, New York 12412

MEMORANDUM

To: All Staff

From: Suellen Elmendorf, RN
Colleen McDaniel, RN
Marcia Panza, RN
Stephanie Paton, RN
Sue Skeats, RN

WELCOME BACK!

The following information came from the New York Statewide School Health Services Center. It is intended to be a simple review of some of the most common health problems in our schools. We hope you find it useful in identifying emergency situations that might occur and when to access the nurse.

If you have any questions, please see your building nurse. We wish everyone a healthy and safe school year.

CM:bb
encls.



ALLERGIC REACTIONS



For Allergic Reactions: **THINK F. A. S. T.**

F ace:	itchiness, redness, swelling of face and tongue
A irway:	trouble breathing, swallowing or talking
S tomach:	pain, vomiting, diarrhea
T otal Body:	rash, itchiness, swelling, paleness, loss of consciousness

Students with emergent health concerns should always be escorted to the Health Office, or supervised until the School Nurse or emergency care arrives.



ASTHMA



Some Signs and Symptoms of Asthma:

- Wheezing
- Coughing
- Difficulty Breathing and/or shortness of breath

A Serious Asthma Episode may include:

- Breathlessness that may cause the student to speak in one-to-two word sentences or be unable to speak.
- The student may stop an activity and be unable to start again.
- The student's neck muscles may tighten with each breath.
- Lips and nail beds may have a grayish or bluish color.

Many students need to use their inhalers 15 – 30 minutes before physical education class to prevent asthma difficulties during periods of exercise.

Do not deny a student's request to come to the Health Office to use their inhaler.

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HYPOGLYCEMIA (LOW BLOOD SUGAR)



- Onset:** Sudden
- Signs:** Staggering, poor coordination
Anger, bad temper
Pale color
Confusion, disorientation
Sudden hunger
Sweating
Eventual stupor or unconsciousness
- Causes:** Failure to eat before strenuous exercise
Delayed or missed meals or snacks
- Treatment:** Provide sugar. If the person can swallow without choking, offer any food or drink containing sugar (no diet drinks!).
May use glucose gel if semi-conscious or unconscious.

**IF THE STUDENT DOESN'T FEEL BETTER IN 10-15 MINUTES,
INITIATE EMERGENCY CARE**

*Students with emergent health concerns should always be escorted to the Health Office,
or supervised until the School Nurse or emergency care arrives.*



HYPERGLYCEMIA (HIGH BLOOD SUGAR)



- Onset:** Gradual
- Signs:** Drowsiness
Extreme Thirst, Very frequent urination
Flushed skin
Vomiting, fruity or wine-like odor to breath
Heavy breathing
Eventual stupor or unconsciousness
- Causes:** Undiagnosed diabetes
Insulin not taken
Stress, injury or illness
Too much food and/or drink
- Treatment:** **Pursue Emergency Care** and take this person to the hospital
*Students with emergent health concerns should always be escorted to the Health Office,
or supervised until the School Nurse or emergency care arrives.*



SEIZURES



- **Tonic-Clonic Seizure:** Entire body stiffens, jerking movements
May cry out, turn bluish, be tired afterwards
- **Absence Seizure:** Staring spell, may blink eyes
- **Seizure Care:**
 - Clear the area around the student to avoid injury
 - Do not put anything in the child's mouth
 - Place the student on his/her side if possible
 - Speak to the student in a reassuring tone
 - Reassure the other students in the room
 - Stay with the student until help arrives

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HEAT EXHAUSTION



- **Symptoms:**
 - Dehydration
 - Fatigue
 - Clammy skin
 - Headache
 - Nausea and/or vomiting
- **Treatment:**
 - Bring indoors or into shade
 - Loosen or remove clothing
 - Rub arms and legs down with cool water
 - Call physician or healthcare provider if student can't eat or drink

If left untreated, may escalate to Heat Stroke



HEAT STROKE



- **Symptoms:**
 - Flushed , dry skin – **no sweating seen**
 - Temperature of 105° or higher
 - Severe, throbbing headache
 - Weakness, dizziness or confusion
 - Sluggishness or fatigue
 - Seizure
 - Decreased responsiveness
 - Loss of consciousness
- **Treatment:**
 - THIS IS A MEDICAL EMERGENCY!**
 - Call 911**
 - Get child indoors or into shade
 - Sponge or douse the student with cool water
 - Do NOT give fluids!

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HEAD INJURY



Following an injury to the head, the student should be observed for the following symptoms:

- Severe headache
- Excessive drowsiness
- Nausea and/or vomiting
- Double vision, blurred vision pupils of different sizes
- Loss of muscle coordination such as falling down, walking strangely, or staggering
- Convulsions or seizures
- Unusual behavior: confusion, irregular breathing, dizziness, etc.
- Bleeding or discharge from the ear

Contact the student's healthcare provider or take child to the Emergency Room if any of the above symptoms are present.

Students with emergent health concerns should always be escorted to the Health Office, or supervised until the School Nurse or emergency care arrives.

SUBJECT: FAMILY AND MEDICAL LEAVE ACT – BOARD POLICY 6551

The Board of Education, in accordance with the Family and Medical Leave Act of 1993 (FMLA), gives "eligible" employees of the District the right to take unpaid leave for a period of up to twelve (12) workweeks in a twelve-month period as determined by the District. The District will compute the twelve-month period according to the following time frame: a "rolling" twelve-month period will be used that is measured backward from the date an employee uses any FMLA leave.

Employees are "eligible" if they have been employed by the District for at least twelve (12) months and for at least 1,250 hours of service during the previous twelve-month period. Full-time teachers are deemed to meet the 1,250 hour test. The law covers both full-time and part-time employees.

Qualified employees may be granted leave for one (1) or more of the following reasons:

- a) The birth of a child and care for the infant;
- b) Adoption of a child and care for the infant;
- c) The placement with the employee of a child in foster care;
- d) To care for a spouse, child or parent who has a serious health condition as defined by the FMLA;
- e) A serious health condition of the employee, as defined by the FMLA, that prevents the employee from performing his/her job;
- f) Because of "any qualifying exigency" (such term to be defined by regulations issued by the Secretary of Labor) arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. In the interim, the Department of Labor is encouraging employers to provide this type of leave to qualifying employees.

Service Member Family Leave

An eligible employee who is the spouse, son, daughter, parent, or next of kin (defined as the nearest blood relative of that individual) of a covered service member who is recovering from a serious illness or injury sustained in the line of duty while on active duty is entitled to up to twenty-six (26) weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during a single 12-month period during which an eligible employee is entitled to a combined total of twenty- six (26) weeks of all types of FMLA leave.

The term "covered service member" means a member of the Armed Forces, including a member of the National Guard or Reserves.

Implementation/Benefits

At the Board of Education's or employee's option, certain types of paid leave may be substituted for unpaid leave.

An employee on FMLA leave is also entitled to have health benefits maintained while on leave.

If an employee was paying all or part of the premium payments prior to leave, the employee will continue to pay his/her share during the leave period.

In most instances, an employee has a right to return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave.

The Board of Education has a right to thirty (30) days advance notice from the employee where practicable. In addition, the Board may require an employee to submit certification from a health care provider to substantiate that the leave is due to the serious health condition of the employee or the employee's immediate family member. Failure to comply with these requirements may result in the denial of FMLA leave. The Board may also require that an employee present a certification of fitness to return to work when the absence was caused by the employee's serious health condition. The Board of Education has the right to deny restoration to employment if the employee does not furnish the certificate of fitness.

Notice for Leave Due to Active Duty of Family Member

In any case in which the necessity for leave due to any qualifying exigency is foreseeable, whether because the spouse, or a son, daughter, or parent of the employee is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide such notice to the employer as is reasonable and practicable.

FMLA Notice

A notice which explains the FMLA's provisions and provides information concerning the procedures for filing complaints of violations of the FMLA shall be posted in each school building.

Administration is directed to develop regulations to implement this policy, informing employees of their rights and responsibilities under the FMLA.