

## Alexander Elementary Health Room Guidelines 2020-2021:

To minimize the spread of COVID 19, we will need to minimize clusters of students in one location. This includes the health room. We will have to limit the number of students that come to the health room at one time. Students *will not* be allowed to stay in the health room unnecessarily. Students will sit 6 ft. apart while in the health room. Routine medications will be delivered by the nurse to the classroom to reduce visits to the clinic.

### HEALTH ROOM VISITS:

#### Non-emergency Situations

Health room visits for non-emergency issues will be done by appointment. The nurse will share the health room appointment calendar with the staff. When a student requests to see the nurse, the teacher can click on the calendar to make an appointment. Appointments will be in 15-min increments. The teacher will put the teacher's name and grade level in the appointment time slot.

- **Example: Gonzalez- 4th**

This year, the School Nurse will be mobile and complete these **scheduled appointments for non-emergency situations** to assess students at the classroom and determine next steps. Next steps may include the nurse meeting the medical need from a mobile medical cart at the classroom or escorting the student to the Clinic/Isolation Room. Teachers will NOT send students to the clinic unless directed by the nurse. Every opportunity will be made to limit movement throughout the building and minimize clusters of students in one location.

**Students Needs that can be managed in the classroom include:** Loose teeth, minor scrapes/scratches, minor stomach aches, minor headaches, hunger, and bug bites. Teachers may simply have students wash minor wounds with soap and water and apply band aid. Students may also try drinking water, using the rest room, and putting head down on desk to rest for minor complaints. ***Teachers, please be vigilant in communicating these classroom-handled situations to the parent to ensure they are aware (email is perfectly fine).***

- Simple First Aid Kits will be delivered to classrooms by Aug. 26. It will include band aids, gauze, peppermints, gloves, and tooth boxes.

#### COVID-19 Situations

If a teacher identifies a child with **COVID-19-like symptoms**, teachers will radio or call the nurse, and the nurse will come to the classroom to assess the situation. Students who have signs/symptoms of Covid19 will be placed in an isolation room, the Nurse's Clinic, until the parent picks up the student. The nurse will lead communication with the parent and provide the parent the date the student may return to school if the student receives a positive lab case of COVID-19. In each case, the nurse will notify an administrator and next steps will be determined on a case-by-case approach. The nurse will communicate to the teacher, Attendance Clerk, and Administrators the return date by sending a calendar event through Outlook. The Isolation room will be cleaned thoroughly after each use.

## Emergency Situations

**Emergency situations** will be communicated by radio, calling Marisol Zapata's cell phone- 214-789-3742, or Front Office- ext. 3500. Nurse will communicate directives for each emergency situation.

Emergency visits include:

- Bleeding
- Barfing (vomiting)
- Broken bone
- Breathing bad
- Burning up (fever)
- Bee stings
- Big bump

## **ISOLATION ROOM:**

In the event of a child displaying COVID-19-like symptoms, the nurse will close down the Clinic, hang a "closed" sign at entry points (doors), and provide adult-supervision for the child until the parent picks the student up from school. The nurse will contact the custodial staff to disinfect the space after the student leaves.

## **MEDICATION DISTRIBUTION:**

The nurse will deliver all medications to students' classrooms on a mobile medical cart. The medical cart will have a locking drawer to follow safety protocols.

## **CLINIC COVERAGE:**

If the nurse is unavailable to complete nurse responsibilities and respond to student or staff medical needs, she will immediately communicate a need for coverage to an administrator through radio or phone. If an administrator does not respond to the nurse's call, the nurse will contact the school secretary. The Front Office Staff will cover for the Clinic in the event that the Nurse is unavailable. The Nurse will communicate appointments that need to be covered by a Front Office staff member in the event that she is unavailable. All Front Office staff members will be trained by the nurse before August 28, 2020 to administer medications, provide breathing treatments, and all clinic procedures that may need to be implemented for the Nurse in her absence. A 30-minute lunch break will be covered for the nurse everyday by a Front Office staff member.

## **TRAINING STAFF TO MAKE APPOINTMENTS:**

The nurse will train all Alexander staff on how to create appointments through Outlook Calendar.

### **Instructions to make an appointment with the nurse on Outlook Calendar:**

1. Go to Outlook calendar, go to Shared Calendar on bottom left column, right click on Shared Calendar.
2. Choose "+add Calendar"
3. Click on "Address Book"
4. From Address Book search for "AlexanderHealthroom" no spaces
5. Double click on "Alexanderhealthroom\_appointments"
6. This calendar will be added to your screen. You are now ready to schedule appointments.
7. Double click on the time you want to schedule a visit. Click Save and Close.
8. Click "+Invite Attendees" at the top and add Alexanderhealthroom\_appointments
9. Click "Send"