

MCS Health Clinic Guide Handbook
2026/2027

MCS school clinics are staffed by a Registered Nurse (RN), a Licensed Practical Nurse (LPN), and/or a Health Room Assistant (HRA). LPNs and HRAs work under the direction of an RN in the district. Our health services team provides medication administration, first aid care for students who become ill or injured during the school day.

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Stay Home Guidelines

The Guidelines set forth by the Indiana State Department of Health in the Communicable Diseases Reference Guide for School Personnel, are followed by the district in determining exclusions, restrictions, and control measures for students and their illnesses

- **Oral temperature:** 100 degrees or above. Students should be fever free for 24 hours without fever reducing medications, before returning to school. Temperatures will be taken at least twice with a 20 minute for accuracy before contacting parents.
- **Conjunctivitis**: Viral or Bacterial eye infections are contagious. (e.g., pink eye). Keep your student home if they have a fever, severe pain, continuous thick pus, matted eyes in the morning, or cannot follow basic hygiene rules like not rubbing their eyes. Typically the student can return to school after 24 hours of treatment with Antibiotic drops prescribed by their health care provider. Allergic conjunctivitis triggered by pollen, pets, etc is not contagious and can attend school.
- **Impetigo**: Students can return 24 hours after appropriate antibiotic treatment is verified (either topical ointment or oral antibiotics).
    - *Without Antibiotics*: If antibiotics are not prescribed the student must stay home until all blisters/sores have completely crusted over or healed.
    - *Covering Sores*: Any active sores or blisters must be completely covered with a clean, dry bandage while the student is at school.
- **Scabies**: Students may return 24 hours after appropriate treatment is verified.
- **Head lice:** Students must be free of live head lice to be in school. If a student is found to have live head lice at school the parent/ guardian will be called for pickup. They can return after treatment and no live lice are present. If OTC treatments are ineffective please call your healthcare provider for prescription strength treatment.
- **Vomiting or diarrhea:** With or without fever; keep home for 24 hours after the last episode.
    - **Exception for vomiting**: incessant coughing or mucus induced, new medications with side effects of vomiting (ADHD med, Antibiotic, or dysphagia), and verified sensitivity to lactose.
    - **Exception for diarrhea:** (new medication or known condition as provided by health care provider)
- **Ringworm:** Stay home for 24 hours after verified treatment has started
- **Undiagnosed rash:** stay home if fever is present.
- **Chicken Pox:** exclusion for six days from appearance of vesicles or until all vesicles have scabbed.
- **Streptococcal throat infection:** A positive culture for (strep throat). Exclusion until the student has had 24 hours of verified appropriate treatment and is without a fever.
- **Drainage:** If drainage cannot be covered with a bandage (This includes drainage from ears) Exclusion for 24 hours after verified treatment has started.

AFTER SCHOOL ACTIVITIES:

- Any student who is ill and has either not attended school or has been sent home sick from school may NOT participate in ANY after school activities until symptom free for 24 hours after last episode.

Note: verification may be sent by the healthcare provider or verified by a prescription medication in its original container with a current pharmacy label and date.

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Outbreak Notification Guidelines

- **Measles outbreak:** Students and staff without evidence of immunity who have been exposed may be restricted from school for a duration of 21 days. Individuals diagnosed with the virus are excluded for four days following the onset of a rash, which signifies the conclusion of the infectious phase.

- **Chicken Pox outbreak:** Exposed students and Staff without evidence of immunity via immunization or evidence of having the Chicken Pox as a child or, who fail to receive the vaccine within 3 to 5 days following exposure, must be excluded from school days 8 to 21 days after their exposure. Students and staff who have contracted Chicken pox are immediately excluded and must remain out of school until all their blisters are crusted over.

- **Fifths Disease:** Asymptomatic students and staff exposed to the virus do not need work or school restrictions but are advised to wear masks for 14 days. Symptomatic personnel with early signs of infection must be excluded for at least 5 days from symptom onset and until fever-free for 24 hours.

  All pregnant staff who have been exposed to Measles, Chickenpox, Fifth's disease will be notified.

(3)

IMMUNIZATION POLICY

Indiana Code (IC 20-34-4-5) states that a student is not permitted to attend school beyond the first day without furnishing a written immunization record, unless:

- The school gives a waiver (for a period not to exceed 20 days); or

- The local health department or a physician determines that the student's immunizations have been delayed due to extreme circumstances and the required immunization will not be complete by the first day of school. The parent must furnish a written statement and a time schedule approved by a physician or health department; or

- A medical or religious exemption is on file for the current school year. Exemptions expire at the end of the school year and must be re-submitted at the beginning of each school year.

(4)
PARENT NOTIFICATION

- If a student becomes ill/injured during the school day, he/she shall report to the Health Clinic for assessment. Parents will be notified by telephone at the nurse clinic staff's discretion.

- Students are not permitted to text or call a parent to let them know that they are sick or want to go home from school. Students may be subject to disciplinary action for an electronic device violation.

(5)
MEDICATION ADMINISTRATION

- The term "medication" is not limited to prescription medication, but includes over-the-counter ("OTC") drugs, such as Tylenol, Tums, Cough Drops, etc. All medication shall be kept in the health clinic. Students are not permitted to self-administer or carry OTC or prescription medications. This restriction does not apply to students allowed by applicable law to carry and self-administer emergency medicine for chronic medical conditions. Medication will be administered by the school nurse/health room assistant, or a designated school employee. Substances that are not FDA approved will not be given at school

- Medication must be in its original container with a current pharmacy label.

- At no time will the teacher accept medication from a parent or student. Neither will any staff member administer medication to a student that has not been provided by the parent. This includes OTC pain reliever, allergy medication and cough drops.

- **EMERGENCY MEDICATION** (E.G. Inhalers, Epi-Pens, Insulin) Students with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition in accordance with Indiana State Law. Parents/guardians of students carrying such medications are responsible for assuring the carried medication is neither outdated nor empty. Requests For Student To Possess & Self-Administer Medication a medication authorization form must be completed by the parent/guardian. In addition an Emergency Action Plan must be completed by the students Health care provider and signed by both Health Care Provider and Parent/Guardian. Forms will be filed in the school's health clinic and must be re-submitted annually at the start of the school year. Forms expire on the last day of school. These forms may be obtained by contacting the school office or health clinic.

- **MEDICATION REFILLS:**If the student's medication should require a refill, the empty medication bottle will be picked up by PARENT/GUARDIAN along with a copy of the MCS Refill Medication form. ALL prescription medication refills for grades K-12 must be brought in by a parent/guardian or an individual who is eighteen (18) years of age or older and who has been designated in writing by the student's parent/guardian.

- **MEDICATION CHANGES/DISCONTINUATION:**If any change in medication is necessary, a physician's written order is required (the new prescription bottle will be considered as an order). The parent or guardian will be required to complete a new MCS Medication Authorization upon bringing the new medication to school. The parent/guardian is responsible for notifying the school nurse in writing of any change or discontinuation of medication.

- **RELEASE OF MEDICATION**:Medication that is possessed by a school for administration during school hours or at school functions, for a student in grades K-8 may be released only to the student's parent/guardian or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent/guardian to receive the medication.

- **MEDICATION DISPOSAL:** Any medication left in the health clinic at the end of the last school day will be picked up by a school resource officer and destroyed.

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Individual Health Care Plans (IHP) & Emergency Action Plans

If your student has health conditions such as asthma, diabetes, seizures, anaphylaxis, bleeding disorders, or other significant health issues, we require important information to better assist with your child's care or in an emergency situation. You will receive paperwork to be completed by you and your child's healthcare provider. The forms will include:

- Release of information form to sign

- IHP form that you will complete in person or over the phone with the School Nurse
- Emergency Action Plan to be completed by your child's Health Care Provider and signed by a parent and health care provider

Important: If you have not indicated your child's health concerns during the enrollment process please contact your School Nurse to ensure the health and safety of your child. FORMS: All forms may be obtained visiting the School Health Service website or contacting the school health clinic.
https://www.madison.k12.in.us/about-mcs/health-services

(7)

STUDENT ACCIDENTS

All accidents (accept minor scrapes, cuts and bruises not a result of an reportable incident) in the school building, on the school grounds, at practices, or at any events sponsored by the school, must be reported immediately to the staff or individual in charge.The staff or individual overseeing the student at the time of the incident will complete a Student/Visitor Report of Injury/Incident form. Completed forms should be submitted to the health clinic or building administrator. Parents will be notified of serious accidents immediately. The nurse will in good faith try to contact the parent or guardian for accidents or injuries that do not require the student needing to leave school. In the event the student needs to be seen by a health care provider or taken to the ER the parent or guardian will be contacted for pick up. The student will be discharged to the person designated as the “medical emergency contact” on the enrollment form. If the injury is life threatening, an ambulance will be called.

HEADS UP PROTOCOL

If a student sustains a head injury while at school, staff will complete an official incident report and monitor the student for at least 30 minutes. Parents or guardians will be notified immediately following the incident.

Concussion Awareness
Please be aware that signs and symptoms of a concussion may appear immediately, or they may develop over several hours or days. You should contact your child’s healthcare provider regarding any behavior that seems unusual or "out of the norm" for your child.

Seek medical attention if you notice any of the following warning signs:
- Pupil irregularities: One pupil appears larger than the other.
- Mental confusion: Disorientation to person, place, or situation.
- Drowsiness: Extreme sleepiness or difficulty waking the student.
- Headache: A worsening or persistent headache.

- Physical impairment: Slurred speech, physical weakness, numbness, or decreased coordination.
- Gastrointestinal issues: Repeated nausea or vomiting.
- Neurological events: Seizures, shaking, or twitching.
- Behavioral changes: Increased confusion, restlessness, or agitation.
- Loss of consciousness: Any instance of passing out, even if brief, must be treated as a serious medical event.

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Health Clinic Contact Information: If you have questions regarding health policies, medication, or specific student health needs, please reach out to the clinic staff:

MCS Nursing Team Health Contact Info

District Health Services
Renee James, RN: Nursing Coordinator Ext: 6031
Office Direct line: 812-274-8116 | Alternative 812-274-8003 opt 8

Lydia Middleton Elementary Ext: 4030
Gennifer Owen: LPN
Office: 812-274-8524
Tina Shimfessel: LPN, with the student with trach.

Anderson Elementary Ext: 2030
Rebecca (Becky) Croxton: LPN
Office: 812-273-8528
Jentry Sever: CCMA

Deputy Elementary Ext: 3030
Julie Gallagher, RN
Office: 812-274-8007

Rykers Ridge Elementary Ext: 5030
Tammy Eigel: RN
Office: 812-274-8006

Junior High Ext: 6030
Hope Bird, RN
Office: 812-274-8003
Cassie Tingle, HRA

High School Ext: 7030
Kyrstien Durham, RN
Office: 812-274-8002
Megan Robbins, CMA

All E-mails: first name initial and full last name @madison.k12.

Parent/Guardian Acknowledgment of Receipt

I, the undersigned parent/guardian, acknowledge that I have received, read, and understand the policies outlined in the *MCS Health Clinic Handbook 2026/2027*. I understand that it is my responsibility to adhere to these policies regarding student illness, medication administration, and emergency procedures to ensure a safe learning environment for all students.

Student Name (Please Print): _____

Grade: _____

Teacher: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____

Date: _____