

COMMUNICABLE DISEASES PROCEDURE

(HEA-P001)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process taken to inform parents/guardians their child has signs or symptoms for communicable disease.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 School Nurse
- 2.2 Principals
- 2.3 School Nurse Supervisor

3.0 APPROVAL AUTHORITY:

- 3.1 Risk Manager/Safety Coordinator

4.0 DEFINITIONS:

- 4.1 Communicable Disease: As outlined below in GUIDELINES FOR DISMISSAL OF STUDENT FROM SCHOOL.

5.0 PROCEDURE:

- 5.1 Sick child requests to visit school nurse or teacher or other staff refers child to nurse (ref. [HEA-F037](#)).
- 5.2 School nurse uses following criteria to screen child for dismissal from school (ref. [HEA-F043](#)):

GUIDELINES FOR DISMISSAL OF STUDENT FROM SCHOOL:

- Frequent loose watery stools (diarrhea)
- Chronic cough accompanied by other signs and symptoms of illness or infection
- Temperature of 100.5 degrees or greater. Must be fever free for 24 hours before returning to school.
- Vomiting more than one time, or vomiting accompanied by nausea
- Rash on body with fever. Heat rash and allergic type rash are not considered contagious.
- Sore throat with swollen neck glands and/or fever
- Eye drainage that is thick white or yellow accompanied by reddened sclera and conjunctiva
- Greenish nasal drainage accompanied by other signs and symptoms of infection / illness
- Head lice and / or nits that are ¼ inch from scalp
- Lesions that are open / draining

OR, other untreated communicable conditions or diseases such as follows but not limited to:

Chickenpox, Conjunctivitis, Impetigo, Pinworms, Ringworm of the scalp, Scabies, Shigellosis, Shingles, or Strep throat.



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CMCSS is required by law to report the following diseases to the local health department:

Measles, Rubella, Mumps, Infectious Hepatitis, Diphtheria and Meningitis.

- 5.3 School Nurse makes every effort to contact parent/guardian by phone. Contact information can be obtained in Powerschool or on the Emergency Information Card (ref. INS-F004).
- 5.4 If no parent/guardian available, school nurse and principal or designee determines whether child is to remain in the school clinic, office, or be allowed to return to class.
- 5.5 If no parent/guardian contact available, a letter may be sent home with student to inform parent/guardian of school nurse findings (ref. [HEA-F041](#)).
- 5.6 Parents are advised to seek healthcare advice as pertains to the condition or disease.
- 5.7 Parent may need to supply a healthcare provider or physician statement in certain instances in order to ensure disease or condition is no longer communicable.
- 5.8 School nurse will send Communicable Disease notification (ref. [HEA-F006](#)) home to parents of students in same class, as appropriate.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Communicable Diseases Administrative Policy ([HEA-A001](#))
- 6.2 Communicable Disease Notification ([HEA-F006](#))
- 6.3 Parent Notification of Illness/Condition ([HEA-F041](#))
- 6.4 Guidelines for Dismissal from School ([HEA-F043](#))
- 6.5 Healthcare provider/physician statement (may use bottom section of [HEA-F041](#))
- 6.6 Emergency Information Card ([INS-F004](#))
- 6.7 Clinic Referral ([HEA-F037](#))
- 6.8 Centers for Disease Control and Prevention <http://www.cdc.gov/>

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Healthcare provider/physician statement	School nurse office	One year plus one fiscal year	Shred	Secured building
Clinic Referral	School Nurse office	One year plus one fiscal year	Shred	Secured office



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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/28/07		Initial Release
1/29/09	A	Update Responsibility and Approval, expand guidelines for dismissal, remove second group of bullets under guidelines, add 5.8 add 6.2, 6.3, 6.4 & 6.6, update flowchart
3/1/10	B	Add form number to 5.1, add contact information to 5.3, add "ass appropriate" to 5.8, add emergency card to Associated Documents, add clinical referral to Record Retention Table.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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