



# Calvary Christian Academy

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“A comprehensive learning experience with Christian Education”

Mr. Bernard Perry, Principal  
Ms. Joyce Miller, Pre-School Director

Mrs. Ethel Owens-Belcher, Vice Principal  
Ms. Terrina Murray, Assistant Director

**TO:** CCA Parents  
**FROM:** Bernard Perry, Principal, and Elementary School  
Joyce R. Miller, Preschool Director  
**DATE:** August 28, 2015  
**RE:** Calvary Christian Academy (CCA) Illness Policy 2015– 2016

Each year children experience many illnesses that include but are not limited to colds, bronchitis, and pneumonia. A fever, diarrhea, and/or a rash often accompany these illnesses. The guidelines accompanying this letter will be adhered to for the entire school term and summer camp.

All medications are to be given to the School Nurse or the following staff members (Preschool: Terrina Murray, Joyce Miller, or Delores Cooper; Elementary/Middle School: Ethel Owens-Belcher or Michael Owens). **Medications should not be in your child’s possession at any time. Medication is defined as physician prescribed, over-the-counter, or any herbal/home remedies.** Therefore, we are requesting that you refrain from placing medication in your child’s lunch bags, backpacks, or diaper bags, etc. The school will be assessed a **\$500.00 fine**, per incident, if an inspector makes a surprise or scheduled visit and discovers this breach of the Department of Health regulation; **and the parent(s) or legal guardian(s) will be required to reimburse the school for the monies paid to the Department of Health in full within 30 days of the fine in the form of a money order or cashier check only.** Additionally, placing medication in the possession of your child presents an unnecessary and dangerous opportunity for students to swallow potentially fatal dosages of medications. **Parents may not bring any medication to the Academy to be given to their child that may make them sleepy, lethargic, or decrease their functioning during the school day. If this occurs, the parent will be contacted and is required to pick up their child immediately. No one is to dispense medication on the premises except the Nurse. However, non-illness (i.e. infants that are teething), parents must receive prior approval from the School Nurse to dispense Tylenol/Motrin for pain and these medications can only be given in the Nurse’s Office. However, if the infant has a fever of 99°F or greater the child will be sent home. See information on fever.**

If you have any questions regarding this policy, please feel free to call Mr. Bernard Perry, Principal or Ms. Joyce Miller, Director at (202) 526-5176.

\* The word student and child/children are used interchangeably throughout the policy and refers to all children/students at CCA.

## **MEDICAL CLEARANCE DISCLAIMER**

Upon returning to school, if the student's condition is still present after seeing the doctor and receiving treatment, the Administrators and/or Nurse reserve the right to determine if the student will be permitted to return to CCA. This can occur if the medical condition requires one on one care and/or compromises the health and safety of the students and staff.

## REQUIRED MEDICAL CLEARANCE NOTES

1. Conjunctivitis (Pink Eye) – Must be evaluated by a physician for confirmation and treatment. Students will not be allowed to return to school until he/she has been given medication for two (2) consecutive days following the physician’s office visit and has a statement from the physician authorizing the return of the student. **Do not count the day of the physician’s office visit. Medical advice is not medically seen.**
2. Persistent green-nasal discharge - Must be evaluated by a physician for confirmation and treatment. Students will not be allowed to return to school until he/she has been given medication for two (2) consecutive days following the physician’s office visit and has a statement from the physician authorizing the return of the student. **Do not count the day of the physician’s office visit. Medical advice is not medically seen.**
3. Prolonged deep chest cough - Must be evaluated by a physician for confirmation and treatment. Students will not be allowed to return to school until he/she has been given medication for two (2) consecutive days following the physician’s office visit and has a statement from the physician authorizing the return of the student. **Do not count the day of the physician’s office visit. Medical advice is not medically seen.**
4. Any medical condition that requires antibiotics (these medications are not dispensed at CCA) - Must be evaluated by a physician for confirmation and treatment. Students will not be allowed to return to school until he/she has been given medication for two (2) consecutive days following the physician’s office visit and has a statement from the physician authorizing the return of the student. **Do not count the day of the physician’s office visit. Medical advice is not medically seen.**
5. Diarrhea – If evaluation by a physician for confirmation and treatment is required and if medication is required, the student will not be allowed to return to school until he/she has taken the medication for two (2) consecutive days following the physician’s office visit and has a statement from the physician authorizing the return of the student. **Do not count the day of the physician office visit. Medical advice is not medically seen.**
6. Prolonged diarrhea with fever (i.e., lasting more than 3 days) - Must be evaluated by a physician for confirmation and treatment. Students will not be allowed to return to school until he/she has been given medication for two (2) consecutive days following the physician’s office visit and has a statement from the physician authorizing the return of the student. **Do not count the day of the physician’s office visit. Medical advice is not medically seen.**

7. Suspected Tinea Corporis (Ringworm) - Must be evaluated by a physician for confirmation and treatment. Students will not be allowed to return to school until he/she has been given medication for two (2) consecutive days following the physician's office visit and has a statement from the physician authorizing the return of the student. If the physician states the area in question cannot be covered, the student will not be allowed to return until the area is clear. **Do not count the day of the physician's office visit. Medical advice is not medically seen.**
8. Asthma (wheezing) - Must be evaluated by a physician for confirmation and treatment. Students will not be allowed to return to school until he/she is able to take the asthma medication as prescribed by the physician and has a statement from the physician authorizing the return of the student. **Asthma medication is only dispensed once during the school day.** If asthma medication is needed a second time, the parent will be contacted and is required to pick the student up immediately.
9. Children who report to school with unusual or unexplained rashes and injuries sustained at home must be evaluated by a physician for confirmation and treatment. Students will not be allowed to return to school without a statement from the physician authorizing the return of the student. **A form "Injury Away From School" or a detail note must be completed by the parent on the day the student returns to school.**
10. Prolonged vomiting – (i.e., more than 3 days, accompanied by fever). Must be evaluated by a physician for confirmation and treatment. Students will not be allowed to return to school until he/she has been given medication for two (2) consecutive days following the physician's office visit and has a statement from the physician authorizing the return of the student. The student must be able to keep liquids, food and medication on their stomach without vomiting. **Do not count the day of the physician's office visit. Medical advice is not medically seen.**
11. Severe sprains, strains or breaks - Must be evaluated by a physician for confirmation, treatment, and restrictions. If the injury happens away from school, the parent must complete an "Injury Away From School" form or provide a detailed note on the day the student returns to school. Students will not be allowed to return to school without a statement from the physician authorizing the return of the student.
12. **Students returning from illnesses, three (3) or more consecutive days, must have a "Return-to-school" note from the physician which must be signed and dated by the attending physician.**

13. Children with severe allergies during allergy season - Physician confirmation and treatment must be provided so that the school has documentation regarding how the student is being treated.
14. **Only** the following medications are dispensed at CCA: Asthma medication once a day (inhaler with spacer/nebulizer); Motrin/Tylenol (only if the student has history *febrile seizure* and has a high temperature - 101°F and above); Epipen (allergic reaction to insects or food). These medications must be provided with the CCA Medication Form completed by the parent/legal guardian and physician.
15. If the student is required to take medication not listed above (no. 14); (prescribed medication that is ordered by a physician to be given during school hours), the parent(s)/legal guardian(s) is required to have a conference with the Principal or Director to receive approval. Upon approval, the medication must be listed on the CCA Medication Form signed by the parent(s)/legal guardian(s) and the physician. All medications will be dispensed in the nurse's office only. **No medications shall be given in the classroom.**
16. Any medical condition (head lice, fever blister, strep throat, etc.) must be evaluated by a physician for confirmation and treatment. The student cannot return to school until the area is clear and not contagious. Students with crusty weeping drainage, open wounds, nits, no Band-Aids covering the affected areas, etc. will not be allowed to return to school. Students will not be allowed to return to school until he/she has been given medication for two (2) consecutive days following the physician's office visit and has a statement from the physician authorizing the return of the student. If the physician states the area in question cannot be covered, the student will not be allowed to return until the area is clear. **Do not count the day of the physician's office visit. Medical advice is not medically seen.**
17. If the physician prescribes new medication for the student that has never been taken by the student, the student must remain home for two (2) consecutive days after the physician's appointment in order to monitor any adverse reactions, if any, to the medication. **Do not count the day of the physician's appointment. Medical advice is not medically seen.**
18. If you know that your child does not feel well and the illness will affect the performance of his/her school work, please refrain from sending them to school until he/she is feeling better. Please also refer to number 12 above.
19. A child who exhibits one or more of the following symptoms of illness shall not report to CCA:
  - a. diarrhea, runny, watery or blood stools;
  - b. vomiting two (2) or more times in a 24 hour period;
  - c. body rash with fever;

- d. sore throat with fever or swollen glands;
- e. eye drainage with thick mucus or pus draining from the eye;
- f. pink eye ( colored drainage, eye pain and/or redness of the eye);
- g. yellowish skin or eyes;
- h. fever accompanied by rash, vomiting, diarrhea, earache, irritability or confusion; and/or
- i. Continuous irritable crying that requires more attention than the CCA staff can provide without compromising the health and safety of other children.

If any of the above-mentioned illnesses occur at CCA, the student's parent(s) or legal guardian(s) shall be notified and is required to pick up the child from CCA immediately. The student who becomes ill or is suspected of being ill shall be isolated from the other students. The student shall remain in the nurse's office or within sight/hearing of a staff member.

20. The School Nurse shall observe each student for the presence of symptoms that may indicate a medical problem, which may require removal from CCA, isolation from other students, and/or consultation with the student's parent(s), legal guardian(s) or licensed health care practitioner(s). The following are examples of conditions that may indicate the existence of a medical problem:
- a. fever;
  - b. lethargy or inability to walk;
  - c. respiratory problems, including: increased respiratory rate; retractions in the chest; excessive nasal flaring; audible persistent wheezing; persistent coughing, either productive or nonproductive; severe coughing causing redness or blueness in the face; or difficulty in breathing;
  - d. abdominal and urinary system problems including; intestinal parasites, dark urine, white spots in the stool, increased urgency or frequency of urination, or no urination for an entire day;
  - e. cardiac problems, including; choking, change in color of the skin, chest pain, or persistent sweating;
  - f. ear problems, including discharge from the ear and/or ear pain;
  - g. throat and mouth problems, including; sores on the lips or in the mouth, white patches in the mouth, throat pain, or a dental problem that needs immediate attention; and
  - h. Injuries, including; persistent bleeding, oozing wounds, apparent fracture, complaint of persistent bone pain or stiffness, or difficulty with the movement of any extremity.
21. A student exhibiting one or more of the symptoms of illness identified above in number 19 and has been treated for said symptom (s) by a licensed health care practitioner, may be readmitted to CCA only with written permission and written instructions for continuing care, if needed, from that licensed health care practitioner.

22. If a student exhibits mild symptoms of illness and/or discomfort, the Principal or Director of CCA, his/her designee or the school nurse in consultation with the child's parent(s) or legal guardian(s), shall decide whether the child should be immediately discharged or discharged at the end of the day.
23. All students receiving the CCA Medical Release Form must be seen by a physician in order to return to school. Please return this form to the School Nurse, Ms. Princess Chase or a designated staff member (Preschool: Terrina Murray, Joyce Miller, or Delores Cooper) and Elementary/Middle School: Ethel Owens-Belcher or Michael Owens). This form must be signed and dated by the physician. **Medical advice is not medically seen.**

### FEVER

Below is a list of definitions for fever utilized by some experts:

1. Rectal temperature greater than 99.5°F
2. Oral temperature greater than 99.5°F
3. Auxiliary temperature greater than 98.6°F  
Auxiliary (ear, underarm, and forehead)

According to CCA policy, a child with a fever will be sent home when the following conditions are present:

1. Infants to 12 months – temperature 99°F or greater
2. All other children – temperature 99.5°F or greater

If students are sent home with a fever, they **may not** return to school until they maintain a normal temperature (98.6) for **at least 24 hours**. **Tylenol/Ibuprofen** or **Motrin** will not routinely be administered during school hours. The following exceptions will be made:

1. In case of an extreme emergency that is supported by proper documentation from a physician indicating the need for the use of these over the counter medications.
2. If a student has a seizure and has a high fever (101°F and above).

## DIARRHEA

Definition: A state in which an individual experiences a change in normal bowel habits characterized by the frequent passage of loose, liquid, non-formed stools. It is a common symptom of gastrointestinal disturbances.

Here are some causes of diarrhea:

1. Infectious – viral, bacterial, and parasitic
2. Non-infectious – food intolerance, food sensitivity, and medication induced
3. Some type of disease process – malabsorption syndromes and inflammatory bowel disease

Students will not be permitted to return to school until they are no longer having any type of loose/watery stools. If the student returns to school and continues to have loose/watery stools, the parent(s) or legal guardian(s) is required to pick up the student immediately.

**Special Note:** The parent(s) or legal guardian(s) is required to pick up the student immediately if they experience two (2) or more loose, bloody, liquid or non-formed stools.





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## AUTHORIZATION TO RELEASE INFORMATION

I authorize CCA to contact my student’s physician if there are any concerns or inquiries regarding medication and/or health-related documents, (i.e. date of physical, date of immunizations, etc.)

\_\_\_\_\_  
**Child’s Name (Please Print)**

**Physician’s  
Name** \_\_\_\_\_

**Physician’s Telephone Number** \_\_\_\_\_

**Physician’s Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Father’s Name (Please Print) and Signature/Date**

\_\_\_\_\_  
**Mother’s Name (Please Print) and Signature/Date**

\_\_\_\_\_  
**Court Appointed Legal Guardian (Please Print) and Signature/Date**



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## CCA ILLNESS POLICY 2015 – 2016

I have received and will adhere to the Illness Policy of Calvary Christian Academy.

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**Child's Name (Please Print)**

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**Father's Name (Please Print) and Signature/Date**

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**Mother's Name (Please Print) and Signature/Date**

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**Court Appointed Legal Guardian (Please Print) and Signature/Date**