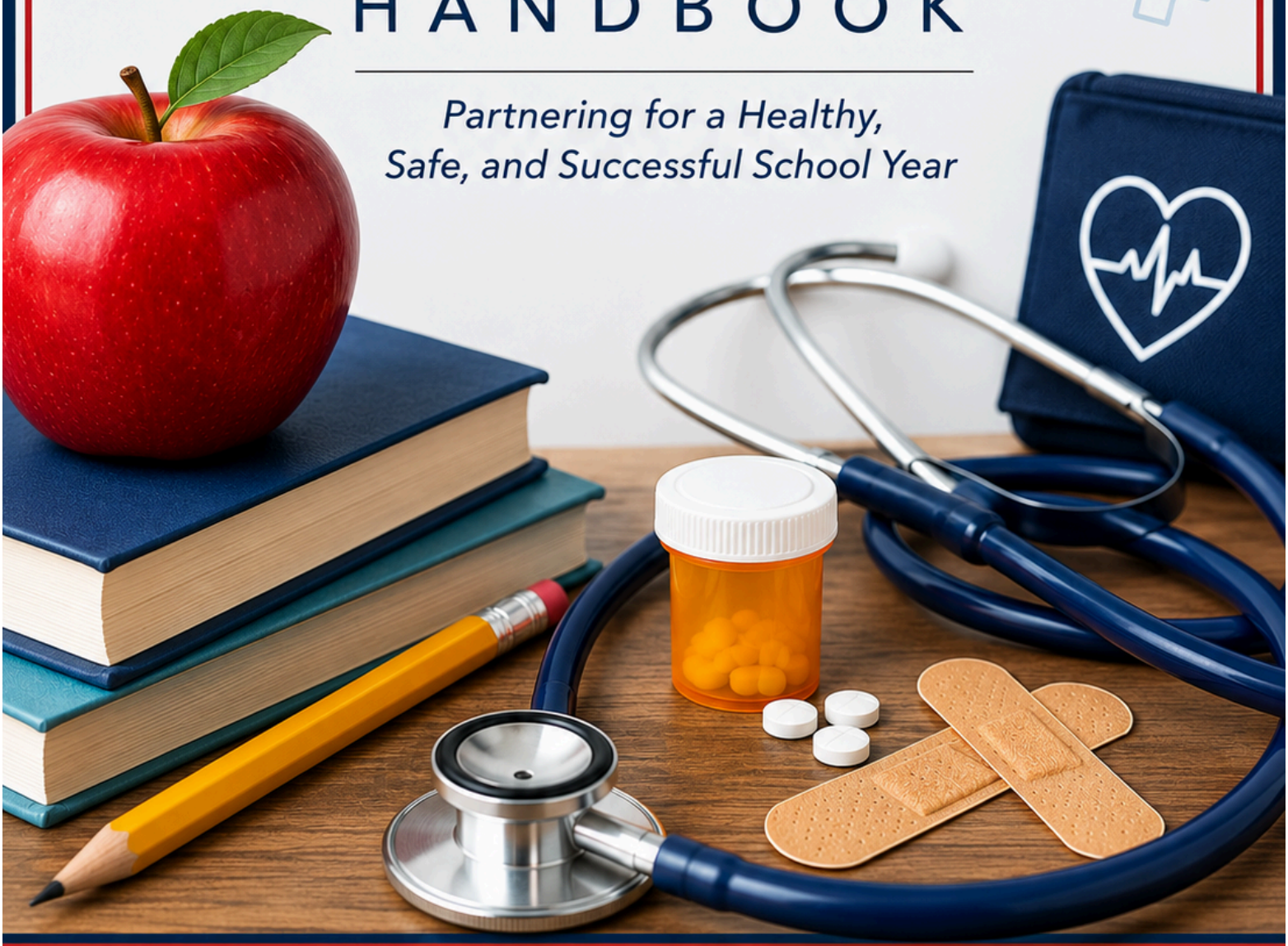
WAYNE TOWNSHIP
PUBLIC SCHOOLS

SCHOOL HEALTH SERVICES HANDBOOK

Partnering for a Healthy, Safe, and Successful School Year



PROMOTING WELLNESS | SUPPORTING STUDENTS | BUILDING STRONG COMMUNITIES

Wayne
Township Public Schools

Dear Parent/Guardian:

This handbook outlines the practices, procedures, and policies related to student health and wellness in the Wayne Township Public Schools.

Please retain this handbook for your records and refer to it as needed throughout the school year.

Should you have any questions or require additional information, please feel free to contact the School Health Office at any time. We are always available to assist you.

Sincerely,
Your School Nurses

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REGISTRATION

Preschool

For initial entry into the Wayne Preschool Program, completion of an Application for Placement is required prior to registration.

Please visit the Preschool Registration Website for more information.

Minimum immunization requirements to attend preschool:

DTap	Polio (IPV)	MMR (Measles, Mumps, Rubella)	Hib	Varicella	Pneumococcal	Influenza
4 doses	3 doses	1 dose	1 dose	1 dose	1 dose	1 dose (between September 1 and November 30)

Mandatory Health Services Forms: If the forms below are not received and approved, your child will NOT be permitted to attend school.

- WTPS Student Physical Form (Exam must be completed within 365 days of school start date)
- Full Record of Immunizations
- Health History Appraisal

Grades K-12

Only a legal parent or guardian may enroll the child and complete the registration process.

Review the Entrance Age Policy regarding when a child is eligible to register for Kindergarten or Grade 1.

Minimum immunization requirements to attend a NJ School:

Grade child enters school:	DTap (Diphtheria, Tetanus, acellular Pertussis)	Polio Inactivated Polio Vaccine (IPV)	MMR (Measles, Mumps, Rubella)	Varicella (Chickenpox)	Hepatitis B	Meningococcal	Tdap (Tetanus, diphtheria, acellular pertussis)
Kindergarten -1st grade	A total of 4 doses with one of those doses on or after the 4th birthday OR any 5 doses	A total of 3 doses given on or after the 4th birthday OR any 4 doses	2 doses	1 dose	3 doses	None	None
2nd-6th grade	3 doses	3 doses	2 doses	1 dose	3 doses	None	None
7th grade and higher	3 doses	3 doses	2 doses	1 dose	3 doses	1 dose given no earlier than 10 years of age	1 dose given no earlier than 10 years of age

Mandatory Health Services Forms: If the forms below are not received and approved, your child will NOT be permitted to attend school.

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- Full Record of Immunizations
- Health History Appraisal

ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district to attend school regularly in accordance with the laws of the State. Wayne Township Public Schools Attendance Policy (5200)

PreSchool and Elementary Procedure

At the Preschool and Elementary levels, the School Nurse is responsible for completing daily student attendance. Parents/guardians are required to report student absences by calling the school's designated absentee telephone number and leaving a message. The message must include the reason for the absence in order for the absence to be accurately coded in OnCourse. For any student absence exceeding three (3) consecutive school days, written documentation from the parent/guardian or the student's healthcare provider must be submitted to the School Nurse upon the student's return to school.

Middle and High School Procedure

At the Middle and High Schools the attendance secretary is responsible for completing daily student attendance. Parents/guardians are required to report student absences by calling the school's designated absentee telephone number and leaving a message. The message must include the reason for the absence in order for the absence to be accurately coded in OnCourse. For any student absence exceeding three (3) consecutive school days, written documentation from the parent/guardian or the student's healthcare provider must be submitted to the Attendance Secretary and/or the School Nurse upon the student's return to school.

MEDICATION & HEALTH MANAGEMENT

Medication Policy

In accordance with N.J.A.C. 6A:16-2.1(a)2 and Wayne Township Public Schools Policy 5530 (Administration of Medication), medications may be administered in school only under specific conditions and solely by the School Nurse, School Physician, or the student's parent/guardian.

Students are not permitted to carry or self-administer medications at school or during school-sponsored activities. This includes, but is not limited to, common over-the-counter medications such as Advil, Tylenol, Lactaid, vitamins, and cold and cough medications.

The only exceptions, as outlined in N.J.S.A. 18A:40-12.3 and 18A:40-12.4, are for students who have a valid physician's order allowing them to self-carry and self-administer asthma inhalers or to self-carry epinephrine.

The following requirements apply to ALL medications (prescription and over-the-counter):

- Only FDA approved medications may be administered in school.
- The Medication Administration Authorization Form must include:
    - The diagnosis or type of illness, the name of the drug, dosage, route, frequency, time to be given, indications, side effects, and duration of the order with the signature, date, and stamp of the prescribing physician.
- Parent/Guardian signature authorizing the administration of the medication.
- The parent/guardian must provide the medication to the School Nurse in the original container with the completed Medication Administration Authorization Form.
- Prescription medications MUST have the pharmacy label attached.
- Over-the-counter medications MUST be in the original container.
- The parent/guardian is responsible for picking up all medication(s) at the end of the school year, or the end of the period of administration of the medication, whichever occurs earlier.
- Medications that are not picked up at the end of the school year will be discarded.
- ALL medication orders must be renewed annually.

All medication forms and treatment plans can be found on the Health Services website or you can contact your School Nurse.

Physical Examinations

In accordance with New Jersey State law, physical examinations are required for students in the following circumstances:

- Upon initial enrollment in a New Jersey public school
- When evaluated by the Child Study Team
- Prior to participation in interscholastic athletics
- When applying for working papers

In addition, although not required, it is recommended that students receive a comprehensive medical examination at least once during each developmental stage to support optimal health and academic success: early childhood (preschool through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve).

WTPS Physical Examination Form
Athletic Physical Exam Packet

Temporary Medical Equipment Use in School

Students who require the use of medical equipment in school due to a temporary illness or injury (e.g., crutches, cast, sling, walking boot, brace, etc.) must submit documentation from a healthcare provider confirming that the equipment is medically necessary during school hours, the expected duration of use, and the anticipated end date.

PHYSICAL EDUCATION

New Jersey State Law requires all students to participate in a physical education program unless excused by a healthcare provider.

Physical Education Excusals

A student with a temporary illness or injury may be excused from Physical Education for up to three (3) consecutive school days upon receipt of a written note from the parent/guardian. Any Physical Education excusal exceeding three (3) school days requires written documentation from the student's healthcare provider. Documentation should include an approximate end date or the follow up appointment date. All documentation must be submitted to the School Nurse.

Please note: All notes are subject to review by the School Physician.

IMPORTANT REMINDER: Students who are excluded from PE participation for any reason are not permitted to participate in athletics.

SCHOOL SCREENING PROGRAM

N.J.A.C. 6A16-2.3(b)3ii establishes that the School Nurse is responsible for conducting annual health screenings in students in Kindergarten through grade 12. If your child has a deviation from the recommended standard, you will receive a phone call from the Health Office, and a referral form will be sent home with your child for follow-up with your healthcare provider. If you would like to have your child excused from participating in the annual school health screenings, please send a letter to your child's Health Office indicating your request.

School Health Screening Schedule

Grade	Height	Weight	Blood Pressure	Vision	Hearing	Scoliosis
K	x	x	x	x	x	
1	x	x	x		x	
2	x	x	x	x	x	
3	x	x	x		x	
4	x	x	x	x		
5	x	x	x			x
6	x	x	x	x		
7	x	x	x		x	x
8	x	x	x	x		
9	x	x	x			x
10	x	x	x	x		
11	x	x	x		x	x
12	x	x	x			

COMMUNICATION BETWEEN HOME AND SCHOOL

Communication To the School Nurse

Parents/guardians are expected to communicate with the School Nurse in a timely manner regarding any health-related information that may impact their child during the school day.

Please notify the School Nurse if your child:

- Is taking medication at home that may affect their school performance or well-being
- Has been diagnosed with a contagious illness
- Will be undergoing diagnostic testing, medical treatment, surgery, or rehabilitation
- Has any new or updated medical or health information

Timely communication helps ensure that appropriate care and support are provided during the school day and promotes a safe and healthy school environment for all students.

Communication From the School Nurse

The School Nurse will use professional clinical judgment to determine when it is necessary to promptly notify parents/guardians regarding a student's illness or injury.

Every effort will be made to contact a parent/guardian or designated emergency contact when a student experiences a significant illness or injury.

Parents/guardians will be contacted if a student:

- Sustains a serious injury
- Experiences vomiting or fever
- Has a significant fall
- Sustains a head injury

The School Nurse does not contact families for every minor health office visit. Students are encouraged to inform their parents/guardians if they visited the Health Office for a minor concern.

ILLNESS, INJURY & EXCLUSION GUIDELINES

Injury or Illness

When a student becomes ill or is injured at school, the following procedures will be followed:

1. An assessment of the illness or injury will be conducted by the School Nurse.
2. Appropriate first aid treatment will be administered as per the district School Health Basic First Aid Emergency Procedures.
3. The parent/guardian or designated emergency contact will be notified if necessary.
4. If deemed necessary by the School Nurse, the parent/guardian or emergency contact will be required to pick up the student in cases of illness or severe injury.
5. In the event of an emergency requiring special transportation, every effort will be made to contact a parent/guardian immediately.

Please note: The school is not responsible for injuries that occur outside of school.

Health Guidelines for School Attendance

When to Send Your Child to School

Deciding whether your child is well enough to attend school can be challenging. The guidelines below are intended to help parents/guardians make informed decisions and promote a healthy school environment for all students.

Children may attend school if they have:

- Mild cold symptoms such as **sniffles, runny nose, or mild cough without fever** (may be allergy-related)
- General complaints such as **mild aches, fatigue, or not feeling "100%"**, but are otherwise able to participate in school activities

When Children Should Stay Home

Please keep your child home if they exhibit any of the following:

Appearance & Behavior

- Unusually tired, pale, lacking appetite
- Difficult to wake, confused, or unusually irritable

Eyes (Conjunctivitis/Pink Eye)

- Redness, eye pain, or **white/yellow discharge**
- Crusting or matted eyelids
- May return after **24 hours of prescribed treatment** or with medical clearance

Fever

- Temperature of **100.4°F or higher**
- Must be **fever-free for 24 hours without medication** before returning

Persistent Cough or Green Nasal Discharge

- May indicate a contagious illness
- Should be evaluated by a healthcare provider

Sore Throat

- Especially when accompanied by fever or swollen glands
- For **strep throat**, the child must be on antibiotics for **24 hours** before returning

Diarrhea

- Three or more watery stools within 24 hours
- Must be **symptom-free for 24 hours** before returning

Vomiting

- Must be **vomit-free for 24 hours** before returning
- Must be able to eat and drink normally

Rash

- New or unexplained rash, especially with fever or itching
- Note: Heat rashes and allergic reactions are typically not contagious

Ear Infections (Without Fever)

- Children may attend school, but should receive medical evaluation and treatment
- Untreated infections may lead to complications

Ringworm

- May return after **treatment has begun** and affected areas are covered

These guidelines are in place to protect the health and safety of all students and staff while ensuring that children who are ill receive proper care and time to recover. For additional information regarding communicable diseases not listed above, please refer to the New Jersey Department of Health Communicable Disease Exclusion Criteria on the following page.

COMMUNICABLE DISEASE NOTICE

The district utilizes the school exclusion criteria established by the New Jersey Department of Health, as recommended by the Wayne Health Department, to guide decisions regarding school exclusion for common communicable diseases. These guidelines are used to help determine when students should remain home from school and when it is appropriate to return, in order to reduce the spread of illness and support a healthy school environment.

Parents/guardians are encouraged to review the most current exclusion criteria and communicable disease guidance available on the New Jersey Department of Health School Health, as recommendations may be updated periodically.

PEDICULOSIS

General Information

- Head lice affect an estimated 6–12 million children each year in the United States
- Most common in children ages 3–11
- Not related to cleanliness—anyone can get head lice

What Are Head Lice?

- Tiny, wingless insects that live close to the scalp and feed on blood
- Nits (eggs):
    - Small, tear-drop shaped
    - Yellowish or white
    - Attach firmly to hair shafts (cannot be brushed off like dandruff)
- **Nymphs (baby lice):**
    - Smaller, mature into adults in 1–2 weeks
- **Adult lice:**
    - About the size of a sesame seed
    - Tan to grayish-white in color
- Common symptom: itchy, irritated scalp
- Excessive scratching may lead to skin irritation or infection

How Are Head Lice Spread?

- Most commonly through direct head-to-head contact
    - Play at home or school
    - Sleepovers
    - Sports or camp
- Can also spread through shared personal items:
    - Hats, scarves, hair accessories
    - Combs and brushes
    - Stuffed animals
    - Bedding

What Should You Do?

- Check your child's hair and scalp regularly, especially:
    - Behind and above the ears
    - Nape of the neck
    - Crown of the head
- Use bright light or sunlight for easier detection
- If lice are detected or suspected:
    - Contact your healthcare provider for treatment guidance
    - Check all household members and close contacts
- Wash items or seal non-washable items in plastic bags for 2–3 weeks

Important Reminders

- Do not treat unless lice are confirmed
- Early detection and prompt treatment help prevent spread
- Continue to check your child's hair throughout the school year

Questions? Please contact your physician or school nurse with any concerns.

SCHOOL NURSE CONTACT INFORMATION

Name of School	Phone Number
Preakness Early Childhood Center	973-968-7400
Albert Payson Terhune Elementary	973-633-3150
James Fallon Elementary	973-633-3125
John F. Kennedy Elementary	973-633-3160
Lafayette Elementary	973-633-3165
Packanack Elementary	973-633-3170
Pines Lake Elementary	973-633-3175
Randall Carter Elementary	973-633-3145
Ryerson Elementary	973-633-3180
Theunis Dey Elementary	973-633-3155
Anthony Wayne Middle School	973-389-2120
George Washington Middle School	973-633-3140
Schuyler-Colfax Middle School	973-633-3130
Wayne Hills High School	973-317-2000
Wayne Valley High School	973-317-2200