Irving and McKee Residence Hall Policies

Employee Job Descriptions

Deans

- The deans will ensure that the desk worker and the dorm board reflect who is on duty for the day. When not in the office, the dean on duty will remain in contact with the deskwork by phone.
- Medications are administered by the Residence Hall Deans as instructed, by the school medical
- provider and in compliance with the Arkansas Board of Nursing. Parental consent will be obtained at registration for the administration of all prescription and over the counter medications. Medication administration is documented in the designated computer system.

Resident Advisors (RA)

- The RA is considered an extension of the dean. The RA's duties include supervising the students during study hall, checking the girls in at night, supervising the electronic closet and the dorm store.
- Weekend RA's rotate each week and are responsible for checking in students at all required activities. The dean reserves the right to adjust the RA's schedule as deemed necessary.

Desk Workers

- The desk worker answers the phone, supervises the lobby area, and provides access for maintenance and students.
- The desk worker will ensure that other students are not congregating or lounging in the area.
- The desk worker will be aware of the location of the Dean on Duty at all times, and be able to reach them.

Janitor

- The residence hall janitors are responsible for the cleanliness of community areas within the dorms. The janitor is responsible for ensuring the dorm is stocked with the necessary supplies that students might need (ie. Toilet paper, cleaning supplies).

Residence Hall Electronic Policy

The residence hall policies are separate from the academic electronic policies during school hours and group tours. See the general student handbook/policies pertaining to general school electronics policy.

Policy Statements

- Approved electronics, such as cell phones, computers, ipads, tablets and ipod players are allowed and must be registered with the deans upon moving into the dorm.
- An electronic policy agreement form must be completed by students and signed by their parents at registration. This form should contain all electronic devices brought to school including passwords and specific device identification. The agreement form also contains disciplinary consequences for failure to comply with electronic policies. (**See Electronic Policy Agreement**).
- Contraband items listed below are not allowed and must be turned into the dean within the first 1 week of moving into the dorm. Failure to turn in items will result in confiscation and a fine of $10 each. Items will not be returned until the end of school year or the parents may directly pick up item from dean. Items may not return to the dorm. See contraband items listed below.
- Students are responsible for securing their electronics. The school is not responsible for stolen or lost electronics
- Electronic devices with media communication or viewing capabilities, such as, cell phones, computers, ipods and tablets, are required to be turned in before lights out each night, and 30 minutes before vespers on Friday night.

- Students are encouraged to remind parents that cell phones are not allowed to be in use during vespers and church service.
- The use of electronics outside the administration building is limited to personal communication or academics.
- The use of electronics may be used in the classroom at the discretion of the teacher.
- Electronics may be returned, upon request, following vespers until lights out, at which time electronics are turned back in.
- On Saturday night, cell phones and Ipods may remain with students' overnight. Students on the dean's list will be allowed to keep their tablets and computers overnight but all other students will turn in their computer devices before midnight.
- Students may pick up their devices at the following times:
    - 9:00am on Sunday, 7am Monday through Friday,
    - In Sabbath, cell phones and ipods may be picked up after church
    - Computers and tablets may be picked up after sunset meditations on Sabbath.
- Password locked devices must be registered with the deans. Any change in passwords must be communicated to the deans. All students devices brought to campus are subject to search with or without cause.
- Failure to turn in devices or communicate passwords will result in disciplinary consequences.

Electronic Disciplinary Step Process:

1st offense: Device confiscated and not returned to the student 3 weeks.
2nd offense: Device will be confiscated, and not returned to the student for 4 weeks, parents will be notified
3RD Offense: Device will be confiscated and not returned to the student until the end of the year. Parent will be notified.

Deviations in dorm policy will be at the discretion of the dean.

Electronic misuse may result in extended or permanent loss of device(s) on campus. Examples of misuse include:

- Failure to register or the hiding of any electronic device with or from the dean
- Attempting to keep a device through the night
- Using a device during a religious program
- Turning in a fake or not-in-service electronic device
- Using any electronic device for media/game viewing
- Sending inappropriate or explicit pictures or messages is a direct disciplinary committee referral
- Failure to notify the dean of a changed password
- Listening to music too loudly

Contraband Items

TV, DVD players, game consoles, music depicting lewd behavior, drug use, profanity, candles, wax, incense, lighters, fireworks, gambling games/devices, condoms, weapons, knives, matches, jewelry and books content that are not reflective of OAA principles and standards.

Residence Hall General Policies

Dormitory Check in

- Upon arrival, students will fill out a dorm room check-in sheet from a dean or resident advisor (RA). This sheet will be used to document and record any damages to the room prior to the student moving in.
- If a student switches to a new room during the school year, a new dorm room check-in sheet must be filled out for the new room.
- A key is assigned to each student with a code for his or her room. It is the student's responsibility to keep track of their key. Should the key be lost there will be $25 charge for a replacement key.

- The following items are prohibited from the dorm and are to be left at home. In the event such items are brought to the dorm they must be turned into the dean within the first 2 weeks of school. Failure to do so will result in confiscation of the item(s).
    - Candles
    - Wax melts
    - Incense
    - Lighters
    - Matches
    - Fireworks
    - Jewelry
    - Gambling items
    - Weapons of any sort (air soft, knives, guns, nerf guns)
    - TV's & DVD players

Dormitory Check Out.

- When checking out of the dorm, the student will ensure that their dorm room is cleaned and their belongings moved out of the room before asking a dean to check their room. A dean will go through the room with the student to inspect their dorm room for damages that may have occurred during the school year. Any damages to the room that were not there at the beginning of the school year will result in charges to the student's account
- Once the dorm room has been checked, the room key is to be turned in to the dean immediately. There will be a cleaning fee of $50 for all room not cleaned.
- Students have the option to leave some of their belongings in the dorm over the summer.
- There will be a $10 charge for each box or item left in storage up to $50. All stored items must be picked up within 2 weeks of school starting. Failure to pick up items may result the items being taken to the local Goodwill. A storage ticket will be issued listing the general items being stored. The school is not responsible if stored items are lost, stolen or damaged. **(See Example B and C: Summer Storage Forms)**

Residence Hall Facility Policies

Kitchenette (Girls Dorm Only)

- The girls' dorm is equipped with a kitchenette for use by all dorm girls. The kitchen is always locked. The kitchen may be used by request per the sign up sheet at the front desk. A student must turn in their student ID card prior to receiving access to the kitchen. If a time slot is not empty the kitchen can be requested for use. **(See Kitchen Schedule)**
- Students are responsible for cleaning all appliances, counters, and dishes after each use.
- Students must label all stored food must be labeled with their name and date. Unlabeled items used by other students will not be the responsibility of the dorm.
- Failure to keep the kitchen clean may result in the kitchen being temporarily shut down for dorm use. The actual length of time closed will be set at the dean's discretion.

Lobby Area

- The lobby is open to the public therefore appropriate casual student dress attire must be worn at all times (basketball shorts, modest shirts are allowed, no pajamas). Failure to comply with this will result in discipline or loss of dorm privileges.
- The front desk is a working area for dorm staff only, that includes the deans, resident assistants and desk workers. Students are not allowed to sit behind the desk and visit.

- Furniture is not to be moved to other parts of the dorm without permission. If given permission to move furniture it is the student's responsibility to ensure it is returned to its proper position. Shoes are not to be placed on the furniture.
- Personal belongings are not to be kept in the lobby.

Laundry

- The laundry room is open at 7am and closed at 10:25pm. During Sabbath hours the laundry room will be closed.
    - On Friday the laundry room will close 30 minutes before sunset.
    - On Saturday night the laundry room will open 30 minutes after sundown and will close at midnight. Saturday nights are open laundry days; there is no sign up.
    - On Sundays the laundry room will open at 10:00am and close at 10:00pm. In addition, Sundays are open laundry days; there is no sign up.
- A laundry sign-up sheet is posted each month and students are to sign up to for time slots to do laundry. Laundry that is left for an extended period of time will be collected and added to a "donation box". It is the student's responsibility to do laundry in a timely manner.
- The laundry room will be kept clean. If clothes are not in machines they are to be kept in baskets. Dorm laundry baskets are for use in the laundry room only and not kept in a room. **(See Girls Laundry Sign Up Form)**.

Exercise Room

- The exercise room is open to all students. The exercise room is closed during Sabbath hours, on Friday 30 minutes before sundown until Saturday 30 minutes after sundown.
- Music must be compliant with the school's standard for appropriate music. Music should be played at an appropriate noise level that may require headphones. Failure to comply may result in confiscation of student's musical device.

Chapel

- The chapel is open to all students at any time. The piano is not to be played before 9:30am or after 8:30pm.
- No food is to be brought into the chapel. Restrictions on music are to reflect school standards.
- Belongings left in the chapel will be collected and donated accordingly.
- Daily residence hall night worship is required. Pre-arranged absences are made through the dean.

Dormitory Store

- The dormitory store is opened after worship each night. The dean is responsible for restocking and updating merchandise prices as needed. Merchandise receipts will be submitted to the business office for reimbursement. All purchases must be in cash. Credit is not offered.

Computer Lab

- Computer lab is opened each morning at 7:00am and closed at 10:00pm.
- No food will be permitted in the lab. Students who need to print items may use this lab or the lab in the Administration Building.
- The printers in the Dean's office will not be used for the printing of student material.

Residence Hall Appliance Policy

The girls' dorm rooms are equipped with a microwave and refrigerator, which are the property of Ozark Academy. The boy's dorm allows students to bring their own microwave and refrigerator from home that are in good repair per policy below.

Residence Hall Appliance Policies:

- Students may bring personal appliances such as small refrigerators and microwaves that are in good repair. In order to avoid fire hazards, appliances require inspection by the dean before use in dorm rooms. Unsafe appliances will not be allowed.
- Certain appliances are deemed a fire hazard and are not permitted in the dorm room at anytime. The following restricted appliances include: hot pots, hot plates, toasters, toaster ovens, popcorn poppers and deep fryers. Such appliances must be turned in when checking into the dorm and sent home. Failure to comply with fire hazard policy will result in disciplinary action.
- OAA dorm room appliances must be free of written graffiti or stickers.
- Damages to dorm room appliances will result in damage fines to the student(s) assigned to the room.
- Irons are permissible but must have an automatic shut off feature.
- Curling irons are allowed with a preference for an automatic shut off feature preferred. Curling irons are to be unplugged after each use.

Residence Hall Room Policies

Room Checks/Cleanliness

- The student is responsible for the cleanliness of their room.
- Each Wednesday and Friday a room check will be conducted. Cleaning supplies are kept at the front desk for community use and must be returned.
- Room check is part of the criteria for dean's list and is graded on a point system.
- Points are awarded for the following:

  Beds made
  Trash/garbage emptied
  Floors cleaned (vacuumed & swept)
  Desks clean and in orderly fashion
  Cabinets & drawers shut and in orderly fashion
  Lights & electrical appliances turned off
  Refrigerator & microwave clean (food/drinks in a closed container)
  Clothes hung up & put away
  Closets orderly
  Mirrors, sinks, toilet and shower clean

Room Decor

- Room decorations are to reflect school standards. Posters should not promote or allude to profanity, promiscuity, drug usage, cult symbols or pornographic material is allowed.
- Reading books/magazines should reflect school standards.
- Material and decorations that do not comply with standards should be turned in to the deans by the 2nd week of school. Failure to turn in such material will result in confiscation of such until the end of the school year.
- Use of nails, tacks, or tape is not allowed. Removable adhesive is the only product allowed for hanging items on the walls/doors.

Furniture

- With the permission of the dean, students may bring additional furniture to decorate their room. The dorm assumes no responsibility for such items.

Hammocks

- The hanging of hammocks and all other such items is not permitted in the dorm rooms.
- Students are to turn in their hammock to the dean during the dorm check-in process. Students may check out their hammocks to hang outside, for single use only, when supervision is provided. Hammocks are to hang only high enough to access from a ground standing position.

- Hammock's must be checked back in to the dorm following use. Failure to check a hammock back in to the dean may result in the loss of privilege to use.

Residence Hall General Routine

Residence Hall Routines

- Dorm Store Hours Vary Per Residence Hall

- **Weekly night routine:**

8:10-8:30pm	Worship
8:40-9:40pm	Strict Study hall
9:40-10:00pm	Electronic turn in, meds, lights out for underclassmen
10:00-10:30pm	Underclassmen in rooms, seniors turn in at 10:30
10:45pm	Alarm set

- **Saturday night routine:**

11:30pm	Students return to the dorm
11:45pm-12am	Electronic turn in, lights out for everyone
12:30am	Alarm set

- Students who need to take medication before bed must do so after study hall. Students are encouraged to exercise responsibility for compliance with prescription medications.
- RA's operate the dorm store as well as monitoring study hall and collecting electronics at the appropriate time. (See electronics policy)
- RA's are responsible for checking in electronics and ensuring each student has turned in their devices for the night.
- Deans List students are granted additional privileges, which include keeping all electronics on Saturday nights.

Light Out Routine

During the week, lights out for underclassmen is 10:00pm on school nights and may be extended to 10:30pm for seniors at the discretion of the deans. Once lights are out students are not to be in their suitemates room or out of their room. Failure to comply will result in disciplinary action.

- Friday night lights out is generally between 10:00-10:30pm for all dorm students.
- Saturday night lights out is at 12:00am for all dorm students.
- The Residence Hall Deans may alter this schedule as needed.

Room Keys

- Students are to be in possession of their room key at all times. Room dorrs should be locked at all times. Room keys left in their room doors will be confiscated by the dean. Students will be responsible for meeting with the dean to collect their confiscated key.
- Should a student forget their key in their room:
  - -Contact their roommate/suitemate for access
  - -Student should then check with one of the RA's.
  - -Asking the dean or desk worker to open the door should be the last resort.
  - -There is a $1 dollar fine each time the dean or desk worker has to open a door. Payment is due at time of entry.

Pets

- With the exception of fish, students are not allowed to have pets in the dorm. It is the responsibility of the student to ensure their fish bowl is clean and free of odor.
- If a student is not able to maintain their fishbowl in a clean and odorless manner, the privilege of having a fish will be suspended.

- During breaks, it is the student's responsibility to make arrangements for care of their pet.

Food delivery

- Outside food can be delivered to the dorm upon approval from the deans. Pizza orders must be ordered by 10pm. Students are responsible for paying and tipping for their food orders.

Windows/Screens

- The screens are not to be removed without permission by the dean or fire code.

Jewelry

- Jewelry of any kind, including rings, earrings, bracelets, anklets, necklaces, or friendship bands are not to be worn on campus or at any school-sponsored function. Jewelry worn outside of the student's dorm room will be confiscated until the end of the school year.
- Students are not allowed to pierce any body part or assist in the piercing of another student's body part.

Vandalism/Theft

- Students are encouraged to label all of their clothing and items. The student should ensure their items are secured in their room and their door locked at all times. In the event of theft the dean on duty should be notified. The dean will notify the principal.
- The school/dorm is not responsible for items lost or stolen.

Dress Code

- School dress code will be enforced in all areas outside of the student's dorm room.
- Students may dress comfortably in the privacy of their dorm rooms but must dress appropriately outside their room.
- One-piece bathing suits are required for all school-sponsored events with appropriate swim shorts. Bikini's with a shirt covering is not acceptable.
- Exercise tights, leggings, spandex clothing, pajamas, tank tops or cut off shirts are not allowed outside of dorm, on school outings or transportation. Knee length shorts may be worn on school outings/transportation, when approved.
- Touring attire must be non-restrictive dress slacks (not colored jeans) or a maxi dress. The touring leader may alter dress code to a uniform as indicated.
- To ensure modest dress while serving in church programs, female students participating in church programs may chose to wear either non-restrictive dress slacks (not colored jeans) or a below the knee dress.
- In order to assess banquet dress length, female students must include the shoes they will be wearing at time of inspection.

Room Search

- In order to ensure the safety and well being of our student body, the deans and administration reserve the right to search any dorm room for screening of inappropriate contraband as needed.

Roommate Assignments

Roommate Selection

- As a general rule, residence hall floors, are divided by class standing.
- Roommates are selected during the registration process at the beginning of the school year by the deans.
- New students may request Roommates/Suitemates by submitting a letter of request to the dean during the application process or before registration.

- The Deans may make alterations in roommate assignments/requests if a particular arrangement is deemed not in the best interest of the students or the harmony of the dorm as a whole.
- Students with stable or related mental health related concerns not allowed to room together or alone.
- Returning students are able to select their roommate/suitemate before the end of the current school year by submitting such request in writing.
- During the school year roommate re-arrangements may occur due to incompatibility or requests. The deans are responsible for working with the students in relocation as needed.

Irving Hall Roommate Agreement Form

- At the beginning of the school year, girl dorm students will fill out a roommate agreement form. This form is intended to help roommates develop a better understanding of the person they are living with. It will also help in the creation of boundaries and expectations to improve compatibility and conflict resolution.
- Forms will be submitted to the Deans by the first week of school and results shared with each roommate pair. (**See Girls Dorm Roommate Agreement Form).**

Etiquette

- Treating all persons with courtesy and respect is an essential component to a healthy dorm setting. Students are to refrain from screaming, yelling, talking excessively loud and jumping around in their rooms as a general rule.
- The RA's will check in students each night and students are expected to be quiet during this hour of the night.

Campus Leave Policies

General Signing out of Dorm

All dorm students are required to complete the sign out log when leaving campus or exercising outside the dorm.

General Campus Leave

- Upon notifying the dean, a parent/guardian may check their child off at any time. The sign out log must be completed. If the student will be missing class or work the parent/guardian must make arrangements through the office. Absent work or school days may apply.

- Medical appointments will be made through the school nurse provider. The student will complete the sign out log indicting a medical appointment.

- Students who are campus or room bound cannot leave campus, unless with parent/guardian.

- Students desiring to exercise outdoors must receive permission from the dean on duty. Appropriate school attire is required

Non-Custodial Adult Check Off for Dorm Students

- Parent/guardian permission must be given to the dean before non-custodial adult checks a student off campus. A list of pre-approved adults for a student may be presented to the deans during dorm check in. The deans' reserve the right to deny a non-custodial adult check off.

- Adults >25 years of age, who are in good standing, with approval from parent/guardian and deans, may check off student during approved times. The dorm student off campus policies remain in effect at all times.

- Non-custodial adult checking dorm students off campus is required to read and sign an annual Dorm Student Check-Off Agreement Form **(See Dorm Student Check Off Agreement)**. The dean is responsible to

ensure that this form is signed prior to checking off. The form will be filed in the dean's office. All dorm parents will receive a copy of this agreement during registration in order to notify them of the terms of check off. Failure to comply with this agreement will result in disciplinary action for the student(s) and loss of check off privileges for the supervising non-custodial adult.

- Once the dean has approved the campus leave, the supervising adult must complete the sign out log. Upon return, the student must be escorted back to the dorm and the sign out log completed. **(See Dorm Sign Out Form).**

- Students who are campus bound, room bound may not leave campus with anyone except their parent/guardian.

- Dorm students are to remain under the direct supervision of the host adult/family approved to check them off from. Students are not to be dropped off at any location alone. If change of care is needed the dean is to be contacted for approval.

- Students are to adhere to OAA dress code at all times.

- Students are to follow the technology policy during church services, which states that no device is to be used.

- Students, who are injured or sick, are to return to the dorm for medical care. Please contact the dean on duty and/or the school nurse provider regarding any concerns or injuries. In the event of a life-threatening emergency medical care should be sought and the school nurse and/or dean notified immediately.

- Students checked off into mixed company are expected to uphold the physical contact policies in effect on OAA campus.

- Dorm students are to be transported by adults in the host family who are at least 25 years of age. Village students are not allowed to drive dorm students nor may the dorm student drive someone else's vehicle.

- Students are to return to the dorm by the approved campus closed times. Students are responsible for ensuring they arrive on time. Failure to arrive on time will result in suspension of privileges

- Entertainment choices should remain consistent with OAA's Christian values and standards.

- Due to potential allergies, administration of over- the-counter medications is best handled in partnership with the dean and/or nurse. Students may take their prescription medications to your home as directed by the dean/school nurse provider.

- The deans are to be contacted regarding any issues or clarification of policies that may arise while a dorm student is in the care of a non-custodial adult.

Suspension of Non-Custodial Adult Privileges

- Annually, non-custodial adults are given guidelines/policies regarding expectations before checking any students off. Failure to comply with the agreement form will result in loss of check-off privileges. **(See Dorm Student Check Off Agreement).**

Residence Hall Student Overnight Weekend Leaves

*****<u>The non-custodial adult policies for checking off dorm students applies to weekend leaves</u>

- Students who are campus or room bound will not be approved to leave campus with anyone other than their parent/guardian.
- Students requesting to stay off campus are required to complete an overnight request no less **t**hen 24 hours before the requested day. Parent/guardian permission must be given.
- Dorm students are to remain under the direct supervision of the approved non-custodial adult during their leave. Dorm students are not to be left alone at any location, (example home, restaurant, store, theatre).
- Dorm students must be signed out and transported by the approved non-custodial adult checking them off for the weekend. Dean approval is required for transportation to the approved home by another adult that is not part of the host family.
- Overnight leaves with other OAA students must be gender specific as co-ed overnight stays are restricted to home leaves with parental permission only.
- Students must be back by 7 pm on Sunday.
- The Dean reserves the right to deny a request to stay off campus with a non-custodial adult/family despite parental permission.
- A dorm student may request to drive home between scheduled home leaves with parental permission. Dorm students who drive home are to drive directly between their home and OAA. Students who do not comply with the policy will have non-scheduled home leaves privileges suspended.
- A dorm student may not drive another dorm student to their home or to other locations, outside of approved home-leaves.

Scheduled Home Leave Procedure

- The dorms are closed during home leaves. The dorm closes at 12:00pm on the day of home leave. Arrangements for students who will not be out of dorm by noon need to be made with dean on duty.
- The dorm sign out list must be completed for all home leaves as follows:
  - ✓ Students traveling with school transportation or driving themselves home.
  - ✓ Parents picking of their student(s)
- Students using school transportations for home leave must sign up in the Administration Building the week before home leave. Students are responsible for making the proper arrangements and accommodations for home leaves. Students are responsible for making sure they arrive at the buses on time with their belongings.
- Students traveling home with other students or visiting another student during home leave must have written permission from their parents and the host family presented to the deans before home leave begins. **(See Home Leave Sign Out Log).**

Residence Hall Guests Procedure

- The male dorm is equipped with guest rooms for overnight guests. There is a charge of $45 per night for each overnight guest and payment should be obtained upon arrival in the dorm to the dean on duty. Rooms are rented on a first come first serve basis.
- Parent/guests desiring to stay with a student must be approved through the dean.
- During a school-sponsored event, a sponsor is required to stay with their students/group at all times. A guest information sheet will be provided to all sponsors. Deans are not able to administer medications to visiting students. (See Guest Information Sheet).
- If space allows, community students, with the permission of the dean' may be approved to stay in the form on weekends only. There will be a $10 nightly charge. Community students are required to adhere to all dormitory policies while staying the dorm.
- During inclement weather, community students needing to attend classes may be allowed to stay in the dorm at no charge. Arrangements are to be made through the deans.' Community students are required to adhere to all dormitory policies while staying the dorm.
- If space allows, community students, with the permission of the dean, may be

approved to stay in the dorm on the weekends only. There will be a $10 nightly charge. Community students will adhere to dormitory policies while staying in the dorm and must agree to comply with all rules.

Residence Hall Academic Programs

DFI Procedure

This monitoring program exists to encourage the student to participate in active learning opportunities that will assist in successful learning strategies.

- Students who have one class grade of an F or three class grades of a D or more are put on the DFI list. During dorm study hall, DFI student are required to meet in a designated part of the dorm for a monitored study hall. At the end of the grading period, students who have raised their grades and no longer have D's or F's will be removed from the list.
- DFI students are to turn in all electronic devices to the Deans. Students may have their devices back starting at Friday after vespers until 7:00pm Sunday. During this period of time students are to turn in their devices at the regular time along with the rest of the dorm.
- DFI students are required to attend the Learning Resource Center(LRC) in the evenings.

Senior Privileges

Senior privileges allow qualifying seniors the opportunity to leave campus with their own vehicle or to ride as a passenger with another senior. These privileges are awarded after the first grading period. Students who decide to take senior privileges must follow the guidelines set by the administration, faculty and staff.

- Students are not allowed to use their vehicles for running errands as it pertains to school business examples include: running errands for senior class, SA, OAA employer, Dorm Club.
- Eligibility for senior leaves:
  Must have a 3.0 GPA and not be on the current DFI list or the previous quarter list.
- Must turn in the following documents to the Deans:
  - Copy of legal driver's license, proof of insurance and copy of vehicle registration
  - Written permission from parents/guardians with names of each senior who may ride with or drive their child.

Senior Leave:

- Any time a senior leaves campus as a driver or a passenger
- Seniors must return no later than 10:00pm
- They may not miss class or work
- They may only be gone for four hours
- Senior leaves may not be taken during Sabbath hours.
- Seniors driving must meet the Arkansas law and regulations.
- Seniors driving or riding with another senior, may leave campus under the following guidelines:
  -Cars may only be used during free time.
  -Students must inform the Dean of their plans
  -The Dean may deny the leave.
- Girls senior leave days are Monday and Wednesday. Boys are Tuesday and Thursday. Weekends alternate between boys and girls. Weekend senior privilege leaves will alternate for boys and girls.
- Seniors are only allowed two leaves per week. (1 per day)
- Seniors may drive within a 45-mile radius of OAA
- Students who decide to leave campus after 7:45pm may drive no further than Siloam Springs.

- Senior drivers 18 years and older may take up to 3 seniors of the same gender in their car, providing it has one seat belt per student.
- According to Arkansas State law, a driver under the age of 18 may only drive one other person under the age of 18 years of age.
- Students must not be under administrative or dorm discipline. Students involved in discipline may lose all senior privileges including the privilege of going on the senior class trip.

Room Bound Procedure

Due to educational deficiencies, absences or disciplinary consequences, room bound restrictions may be instituted. Such restrictions are described below:

- Students may be room bound for different reasons:
  - *Attendance dorm bound* - See attendance policy for specifics. Students are to be in their rooms when they are not in class or at work.
  - *Room bound by the Deans*- Students will be allowed out of their room for classes or work. The dean may choose to require student to eat all meals in their room. Students may lose the privilege of having electronic devices.

Deans List

- This quarterly list applies to dorm students who have met the following criteria in a 4 ½ week period:
  Honor Roll or Honorable Mention, No D's or F's
  No unexcused absences from required classes/programs
  No more then 2 tardies
  Have not failed room check more than one time
  No school or dorm discipline
- Deans list allows the dorm student to receive privileges for each grading periods. New students may only be added at the beginning of each new quarter.
- Student on deans list who receive disciplinary action will be removed from the list and will not be eligible to reapply until the following quarter.

Residence Hall Evacuation Policy and Procedure

Evacuation Procedure (Fire alarm, Bomb threat, Smoke)

- During dorm staff week, evacuation procedure will be reviewed with deans and resident assistants. Procedure includes creating and maintaining an emergency clipboard with the dorm students name, guests (if any), a whistle and flashlight accessible. The RA's will be instructed in proper dorm response for maximizing role call efficiency and safety for all students.
- Dorm students will be instructed in evacuation measures during first week or school.
- In the event of an actual threat the dorm will be evacuated in an orderly, controlled fashion to center campus or a safe adjacent location. Students will not be allowed to collect their belongings.
- Students not evacuating in a timely manner during drills will result disciplinary action.
- RA's and deans will account for students once outside immediately and locate anyone missing.
- No student will return to the dorm until cleared by the Fire Department.
- Annual dorm fire alarm drills occur monthly **(See Fire Drill Log)**

Severe Weather Warning

- In the event of a tornado warning, students will be escorted to the tornado shelters in the basement of each dorm.
- The dean on duty and the RA's will account for all students present and locate any missing students immediately.
- Students should assume the posture-kneeling position facing the interior wall with head down and hands protecting the back of the neck and head in an actual tornado.
- Keep students calm and in place until warning is over or proper authorization from authorities

Residence Hall Student Safety

***See School Crisis Management Policy**

Missing Student
If a residence hall student is missing or suspected of running away the following steps should occur:

- The deans' will attempt to immediately locate the student via the office and by RA assistance in the dorm.
- Notify the Principal or Administration on Duty and all staff..
- Contact Law Enforcement if unable to locate the student in a reasonable time frame.
- Principal will notify parents immediately
- Refer to School Crisis Management Policy

Bullying/Hazing

- Dorm bullying and hazing is not allowed or tolerated. Refer to general school policies.

Alleged Sexual Assault/Sexual Harassment

- If suspect sexual harassment issues please see the general school policy on Sexual Harassment and School Crisis Management Policy
- If a sexual assault is believed to have occurred, notify the Dean, Principal/Administrator on duty, Nurse Provider and law enforcement.
- Notify nurse of suspicion in order to support the student and assess for injuries.
- Do not allow the student to shower, change clothing or alter appearance.
- Document all interactions.
- Principal will contact parents.

Student Self-Harm/Suicidal Ideations/Mental health

- If a student expresses suicidal ideations, the school medical provider is to be notified immediately for consultation with a local Mental Health Facility where an intake assessor will perform an evaluation of the student for treatment. The parent/legal guardian will be notified immediately.
- The student must be under direct supervision until the parent assumes responsibility of the student or is admitted to a mental health facility/hospital.
- Students who meet hospital admission criteria will be transported to the Mental Health Facility where the parent/guardian can determine the next step of treatment.
- Refer to Self- Injury Policy below and School Crisis Management Policy.
- A student engaging or verbalizing a desire to participate in self-harming behaviors will not be allowed to reside in the dormitories. See student handbook for discipline protocol.
- Dormitory students will not be allowed to begin new mental health medications for depression or other significant mental health issues. Depression medications must be established and monitored for a minimum of one semester at home under the supervision of the parent/guardian at which time the student may reapply for consideration of re-admission to OAA.

<u>In the event of a death of a student:</u>

- Emergency help will be called (911) with the nature of the event provided and a request for an ambulance and law enforcement.
- The principal, administrator on call, nurse, chaplain and all other staff will be notified immediately to begin the process of providing support to the student body. The principal will notify the Parents and the Conference Officials.
- Document all events, witnesses and concerns.

- All students should be escorted to a location on campus away from the site, such as the auditorium. The students should be made aware of the situation and staff and pastoral support should be present to assist as needed.
- Refer to School Crisis Management Policy

OAA Health Service Policies

Staff Training

Annual Staff Training

- Each school year designated staff receive medication administration training and review of protocols for treatment of specific signs and symptoms with over the counter medications by the school medical provider. The 5 rights of medications and documentation procedures for medications is reviewed and discussed.
- CPR/First Aid training is required for all staff every 2 years by the American Heart Association. Automated External Defibrillator (AED) use is reviewed annually.
- AED's are located in the cafeteria, each dorm, the administration building and gymnasium. The AED is checked annually and as needed for proper pads, battery usage and proper function and alarm functioning

Blood and Body Fluid Exposure

- Annual training is provided for all staff and students in the use or personal protection equipment (PPE) such as gloves, masks, red bags and appropriate cleaner.
- All bodily fluids should be treated as if they contain potential infections agents therefore universal blood and body fluid precautions should be exercised. PPE is located in all campus buildings and vehicles. Blood and body fluids are to be handled with gloves and disposed of in red trash bags. Areas affected by blood and/or body fluids must be cleansed with appropriate cleaner.

Medication Administration Policy

General Statement: The guidelines for all students at Ozark Adventist Academy regarding medical treatment, coordination of care and medication administration is founded on the principles and guidelines set forth by Arkansas Board of Nursing for School Nursing. The residence deans serve as unlicensed assistive personnel, who work directly under the supervision of the school nurse/practitioner in the administration of all medications/treatments **(UAP Staff Competency Form).**

Arkansas Board of Nursing Policies

- Arkansas Board of Nursing is the governing regulatory organization that establishes the practicing guidelines/delegation for medical care and medication administration by the school nurse practitioner (APRN) to Unlicensed Assistive Personnel (UAP).
- The scope of practice for the UAP is further defined in the Arkansas State Board of Nursing Rules, Chapter 5 on Delegation. (ASBN, 2007).

General Policies

In an effort to ensure the safety and well being of our students, the following medication policies exist. Student failing to comply with general medication policies will result in disciplinary action:

1. All medications, prescription, over-the–counter and vitamins, will be maintained in the locked medicine cabinets in the dean's office.
2. Students are to surrender all medications, including vitamins/supplements, upon moving into the residence halls and after every break. No medications or vitamins are allowed in student rooms.
   Exceptions to such policy will be made by the school medical provider and be limited to ointments, eye drops and inhalers (for sports, gym class or bedtime use).
   Disciplinary action for failing to surrender medications will be as follows:
   a. First offense - campus bound for 1 week.

b. Second offense will result in disciplinary review for insubordination.
c. All medications such as controlled substances, psychiatric medications or stimulants not turned in will result in campus bound restrictions with immediate disciplinary committee review that may result in suspension.

3. Community students may not offer their own personal medications to dorm or other community students.
4. The deans may administer over the counter medications to community students as needed during school related events.
5. Community students, staying in the dorms must comply with the medication policies for surrendering of medications.
6. In order to ensure consistency in the administration of all medications, the deans or the school medical provider will be responsible for administering daily prescriptive and over the counter medications to students on campus as a general rule.
7. Over the counter medications/inhalers given or used during PE class, gymnastics or basketball practice is to be reported to the deans for documentation. The administration of such medications will be under the direction of the PE teacher/coach.
8. Each dorm is equipped with a supply of over-the counter medications for general ailments. The dorm infirmary accepts donations of over the counter medications and requests that students who use certain over the counter medications on a regular basis provide such medication at registration and throughout the year. All over the counter medication not taken home at registration will be added to the dorm supply.
9. The school medical provider will regularly update staff on specific medical conditions and/or allergies.
10. Random drug screens will be performed by the school medical provider throughout the school year on a regular basis. The school reserves the right to drug test any student.

Medications

Student Medications (Prescription & Non-Prescription)

- The school medical provider will review all prescriptions and educate the deans in the administration and any possible side effects.
- All medications must be labeled in English, not expired and labeled solely for the student in its original container. Medications from another country will be sent home at registration or disposed of.
- Medications will be placed in the designated medication section on the school documentation system.
- The school documentation system contains a medication section with the following information:
  - Students name
  - Allergies
  - Date, Description, Treatment, Outcome.
  - Listing of all medication doses must be in milligrams followed by number of pills.
  - Non-prescription medications taken regularly, except for vitamins, will be maintained on the event record log.
  - The deans are responsible for daily updating this form, indicating that medications were given as prescribed. The information is located on the student's event log.
- The school medical provider monitors medication compliance and administration along with sick list records through documentation system.
- Over the counter medications will be dosed based on package insert directions unless otherwise instructed by the school medical provider.
- Parents will be required to update the school medical provider regarding any changes in treatment plans or medications schedules.
- Community students requiring daily medications while at school must leave prescription in the dorm and be responsible for arriving at dorm for administration as prescribed.
- Prescription medications will not be shared with other students at anytime.
- Prescription refills are the responsibility of the parent to supply to the deans. Arrangements for refills should be discussed with the deans.
- Inhalers are located in the dean's office in order to allow quick access when needed for asthmatic students. Asthmatic students are to retrieve their inhaler before gym class, sports, or intramurals. Their inhaler is to be returned to the deans to allow for immediate accessibility in the event of an emergency. Asthmatics requiring frequent inhaler use will be evaluated on an as needed basis.

- Epi pens and Ventolin inhalers are located in each respective dorm, with the athletic director and school medical provider. Use of these medications is under the direction of the school medical provider only.

Controlled Substance Prescriptions

- Controlled substance medications will be monitored in accordance with the Arkansas Board of Health, which mandates that the number of pills at opening and remaining after each use, will be documented. Unused narcotics will be disposed of by mailing home or discarding once treatment is complete. Over the counter medications will be given based on the attached protocols for associated symptoms for relief. Over the counter Aspirin related products will not be given for general ailments due to Reye Syndrome.
- Attention deficit disorder medications may only be administered during the school week at the request of the parent or health care provider with an appropriate letter indicating such. The school medical provider will be updated and the letter will be a permanent part of the student's file.

Home Leaves/Tours/Community Visitation

- The deans are responsible for sending all routine prescriptive medications and frequently used over the counter medications with designated OAA staff on school tours. Medication administration is limited to designated OAA staff that is working under the direction of the school medical provider.
- The deans will send regular prescription medications home with students on home leaves, unless a parent indicates that this is not necessary. The deans will remind students upon return from tours or home leave to turn in all medications or changes in condition or prescriptions.
- New medications are to be surrendered following school leaves. Prescriptive medications will be sent home on leaves with the student unless otherwise instructed by the parent/guardian.
- On tours, the school medical provider will remain accessible by phone and in the event of an emergency the closest medical facility will be utilized.
- Regular prescription medications will not be sent to community houses as a general rule, with the exception of an Asthma Inhaler, that is used. Prescriptive medications should be taken before leaving the dorm for a community sleep over when possible.

General Medical/Mental Health Policies

Medical Care/Injuries

- The health and safety of all students is of utmost concern. A school medical provider is actively involved in the care and well being of all students.
- The Ozark website is a source of current significant events regarding overall campus health.
- If a student becomes seriously ill or is injured, requiring a emergency room visit, the parent/guardian will be notified as soon as possible by the school medical provider, deans or appointed OAA staff member
- If a guest is injured or ill when visiting our campus, the accompanying sponsor will be responsible for the care and well being of their student(s). The sponsor/school will notify the parent/guardian. Guests will be directed to the closest hospital facility for medical care if indicated or 911 will be called for assistance.

Medical Conditions

- All medical forms are reviewed at registration and updated throughout the school year by the school medical provider. Parents are responsible for updating the school medical provider of any changes in their child's medical condition or change in medication.
- All specific medical conditions and/or allergies are reviewed with staff and any specific accommodations are outlined.
- Parents/guardians will be notified of any significant changes in their child's medical condition.
- All non-emergent health care issues are to be addressed on scheduled home leaves.
- Students with medical conditions that are outside the scope of dorm staff will not be allowed to live in the residence halls.

Medical/Dental Appointments

- Appointments will be made on a required basis only. Home leaves are when regular medical, dental or orthodontic appointments should be conducted. Appointments that require parental supervision will be reserved for home leaves.

- All appointments will be made through the school nurse/practitioner.
- Parent/guardian will be contacted regarding need for appointment.
- Only OAA staff is authorized to seek medical care for students. In the event of a local emergency with a non-custodial adult, an OAA staff member will attempt to meet the student at the local medical facility.
- OAA staff will remain with the minor students during medical appointments. The school medical provider will update the parent(s).
- The notarized consent to treat form must accompany the student to all appointments. Consent to treat is limited to OAA staff.
- A copy of medical or dental insurance should accompany student as well. The parent/guardian is responsible for the cost of the visit or medications.

Counseling Program and Referrals

- Counseling services at OAA are only offered on campus as available. Dorm students with a history of mild depression/anxiety or resolved self-harming practices will be required to participate in school counseling when available and as outlined by the school nurse/practitioner.
- Due to limited resources and services, a student will not be transported off campus for counseling.
- Counselors must complete the required conference screening protocols and meet OAA standards of conduct.

Immunizations

- All students are required to obtain immunizations for school entry as determined by the Arkansas Board of Health. Students who have not received the required vaccinations must do so before beginning school or moving into the dormitories. An updated vaccination record must be turned into the school medical provider.
- International students must have their vaccination records translated into English along with ensuring that their immunizations meet the requirements per the Arkansas Board of Health. Annual tuberculosis testing is required for all international students.
- Each year a flu clinic is held in conjunction with the Public Health Department. Vaccinations are administered with parental consent only.
- Vaccine exempt status students are required to file exempt documents annually through the Arkansas Department of Health before registration. In the event of a vaccine preventable communicable disease outbreak, vaccine exempt students will be dismissed from campus during the incubation period of such disease as outlined in the exempt status from the Arkansas board of health.

Student Illness Policy and Procedure

Sick List

- Students are placed on sick list by the deans or school medical provider. General indications for sick list include fever >100.5, vomiting, suspected communicable diseases, infections or other signs/symptoms deemed appropriate by school medical provider
- Deans will evaluate students for sick list by 7am daily but a student may become ill at anytime. If a student is feeling to ill to come to the desk, another student may notify the dean of the student in need.
- Sick listed students are removed from the general population during this time with the dean making frequent rounds and assessing the student's condition.
- The deans are responsible for notifying attendance officer and for specifically listing the symptoms for the nurse/practitioner.
- Students on sick list for >2 days and not improving will be evaluated by the school medical provider.

Sick List Guidelines:

- Students must remain in their assigned room without visitors regardless of improvement in symptoms. Failing to comply will result in an unexcused absence.
- No purchase of food off campus or from dorm store
- No rec time or Learning Resource Center
- A sick list tray will be brought to your room
- In order to allow the student an opportunity to rest while on sick list, electronic devices are not allowed as a general rule. Any change in this policy is at the discretion of the deans.

- Student must be free of fever, without fever reducing agents, for 12-24 hours before returning to school.
- Sick list starts over daily unless specified by dean or school medical provider
- The school medical provider will be notified of any significant problems/concerns at any time.
- Parents will be directly notified by the deans or the school nurse/practitioner for any concerns while on sick list or if their child is on sick list for >2 days without improvement. Students may notify their parents at anytime.
- Meals will be brought to the student's room. Typically, a clear liquid/light meal will be provided in order to avoid digesting a heavy meal while ill. If the student is feeling better and no longer symptomatic, the dean may change meal options.
- Multiple students, with similar symptoms, will be quarantined to a specific area of the dorm to avoid spreading the illness to others. Dorm students who are expected to be ill for several days, not improving or pose a threat to the health of others, will be sent home at the expense of the parent/guardian.
- Community students who are sick must have their parent/legal guardian notify the Attendance Officer. Sick community students are not allowed on campus until the next school day. Students need to be fever free, without medications for 12-24 hours before returning. See Sick List Policy.

Mandatory Health Department Referrals

OAA works closely with the Arkansas Department of Health to ensure the health and safety of our students and the community. In compliance with the state law the following diseases listed on the attachment labeled Arkansas Department of Health (ADH) Mandatory Reportable Diseases List and Instructions will be reported.

- Diseases listed above will be identified as soon as possible and properly reporting pursuant to Arkansas Law.
- All international students will be screened according to the recommendations from the Arkansas Board of Health for Tuberculosis. International students who have received a TB vaccine cannot receive a screening TB test therefore the TB recommendations for screening from the Health Department will be followed.

Mandatory Child Endangerment Reporting
OAA staff are mandated to report to the Child Abuse Hotline any and all reasonable suspicion or knowledge that a student has been subjected to maltreatment or observed a student being subjected to conditions or circumstances that would reasonably result in child maltreatment

Medical Treatment Guidelines/Protocols

OAA staff will utilize PPE for all blood or body fluid exposure. All bodily fluids should be treated as if they contain potential infections agents. The following guidelines exist as a foundation for providing care while consulting with the school nurse provider.

Bleeding

- Apply direct and continual pressure to site. Do not remove to evaluate. May need to hold pressure for 10-15 minutes to stop. Do not pull gauze off of site immediately once bleeding has stopped as you may dislodge the clot and bleeding will resume.
- If there is an impaled object do not remove but leave in place and seek medical assistance.

Abrasions, scratches, cuts

- Simple wounds may be cleansed with soap and water. Hydrogen Peroxide is toxic to open wounds and impair resistance. These agents, although bactericidal, cause tissue and fibroblast toxicity and therefore are not beneficial in wound care. Apply an antibiotic ointment and a Band-Aid. More complex skin wounds will be given individual instruction.

  Suturing:
  - Many times the cut seems to have sealed itself shut. This is temporary and will fall apart if it is deeper than the dermis after movement or time. Gentle pressure should be applied in an attempt to pull the cut

open. This will not tear the dermis or cause a deeper cut; it will only separate the edges of the cut from the blood clot or serum.
- If you see fatty tissue, it should be sutured.
- If the cut is gaping, it should be sutured

Splinters
- Remove splinter with forceps/tweezers, then cleanse the area with soap and water. Cover with antibiotic ointment and a Band-Aid.
- If unable to remove the splinter in a timely fashion, notify school nurse/practitioner.
- Do not soak a splinter that is not totally removed, it will swell and be more difficult to remove.
- Re-check site in 24-48 hours for any redness that may be indicative of infection.

Skin Infections
- Warm compresses may be helpful and notify the school nurse/practitioner to have site evaluated.

Ear Pain
- No ear drops if suspect a ruptured eardrum.
- No swimming until evaluated
- Ibuprofen for Pain according to package dosing.
- If have cold symptoms may give a decongestant to alleviate fullness in ears.

Sore Throat
Tylenol and Ibuprofen may be given together for pain relief. Follow over the counter directions. May use cough drops or Vitamin C. Warm salt water gargles.
- If tonsils are swollen and pus laden have student evaluated.
- If fever persists >24 hours, have evaluated.
- Consider decongestant or anti-histamine for post-nasal drips

Congestion
- May give Sudafed (Pseudoephedrine) if not contraindicated (high blood pressure etc.). Contact school medical provider for evaluation if needed.
- Decongestants, antihistamines, Vitamin C as directed

Itching or insect bite
- May give non-drowsy antihistamine per package dosing. May consider giving Benadryl 25 mg at night for bites, recognizing that this may cause drowsiness
- For hives, Pepcid 20 mg and Benadryl 25-50 mg may be given and repeated after consultation with a school medical provider.
- Anticipate an Epi-pen auto-injector to be given for severe anaphylactic reaction (marked hives, facial lip or tongue swelling, any respiratory difficulty, wheezing or stridor. If required Epi-pen, student will be transported to emergency room, if in distress, call 911.

Communicable Diseases
- Have school nurse/practitioner evaluate suspicious symptoms:
    - Isolate patient until evaluated.
    - New onset skin lesions
    - Nausea/Vomiting/Diarrhea >24 hours after conventional over the counter treatments
    - New onset suspicious upper respiratory infections
    - Students with communicable diseases will be sent home or removed from campus/dorms
    - See Arkansas Reportable Disease Form attached

Sprains/Strains versus Fractures:
- If there is a deformity or extreme, severe pain, the site should be evaluated by school medical provider.

Mild-Moderate Pain without deformity
- Evaluate site for swelling and inability to bear weight.

- A conservative management approach will be utilized. Elevate extremity first and apply ice for the first 2 hours, then let the student participate in activities depending on pain and ability to bear weight. If uncomfortable, REST and evaluate at 2 hours later.
- If pain persists/swelling persists have student evaluated. Apply ICE on and off for 24 hours and then heat thereafter.
- Do not apply ice directly to skin place a barrier between ice and skin.
- The end point to immobilization and wrap depends on pain.
- If crutches are used, the student is responsible for returning to deans after use.

Head Injuries:

- Determine if there has been loss of consciousness or unwitnessed event. If so, immobilize the student and call 911 for emergency.
- If no loss of consciousness and the patient denies neck pain and is alert and oriented , the student may sit up. Notify school medical provider for consultation.
- If there is any development of nausea/vomiting, changes in level of consciousness, notify the school medical provider immediately and transport to local hospital for evaluation.

Bumps/Bruises

- Ice, Tylenol or Ibuprofen per over the counter instructions.
- If deformity or severe pain at site consider evaluation by school nurse.

Foreign Body in Eye

- Any pain in the eye, look gently for a foreign body. If an object can be seen, attempt to gently wash it out with water.
- Remove contact
- If eye continues to water or hurt, have eye evaluated for a corneal abrasion.

Bleeding

- Apply direct pressure only, do not probe for bleeder or use a tourniquet.
- Nose Bleeds:
    - Have patient blow for clots; Lean head forward
    - Firmly squeeze the upper bulbous portion of the nose between the index finger and the thumb for 10 minutes by the clock, do not release.
    - Gently release the nose and ensure the bleeding has stopped.
    - No nose blowing for several hours. After several hours apply lubricant to inside of nose to keep moist.
    - Regular activity is allowed after 30 minutes of no bleeding.
    - May use the soft nose clamp in cabinet to hold pressure if available.

Burns

- If a burn is larger than the palm of their hand or from an enclosed area when smoke inhalation could have occurred medical care will be required.
- Burn areas should be placed in cool water and give Ibuprofen and/or Tylenol per directions for pain relief. Place aloe vera on the burn.
- Put Bacitracin on the burn area twice a day and cover with a non-stick dressings.
- If silvadene cream is ordered by a health care provider, do not apply it to the face.
- Face, perineum and circumferential burns to extremities required medical evaluation
- Encourage liberal use of sunscreen.

Sunstroke or heat exhaustion (this is not fever caused by illness):

- Caused by dehydration and excessive work, heat or activity.
- Give fluids, Lay down and elevate feet.
- If heat stroke is suspected, symptoms include:
    -High body temp, red, hot skin that can be moist or dry

-Rapid or weak pulse or rapid or shallow breathing
-Change in mental status

- Prevention is Key: adequate rest and fluids.

Swimming Accident

- Goal is to obtain ensure breathing and circulation and immobilize.
- Move patient if necessary for safety or well-being only.
- Seek medical care for evaluation. Notify school nurse.

Skin Rash

Prevention: Poison Ivy, etc.
Watch for plants
Wash contact thoroughly with cold water
Wash clothing and clean under fingernails

Skin Rash Treatment**:**

- Apply cortisone ointment if needed. Put dressing on after ointment is applied.
- Benadryl cream, Ibuprofen or Tylenol per instructions
- All new rashes not identified as a contact dermatitis such as poison ivy need evaluated.

Abdominal Pain/Stomach Ache

- Medical evaluation for stomach pain with the following:
  - Fever
  - Vomiting
  - Persistent pain x 2 meal periods
- May give Tums, Rolaids, Mylanta/Maalox/Acid Reducer per package insert for stomach upset.
- Menstrual Cramps: Ibuprofen or Midol per package directions.
- Constipation: push fluids, fiber, may seek medical evaluation for treatment options.
- Scrotal/testicular pain requires medical evaluation.
- Diarrhea: encourage fluids do not give medications to stop. Notify school medical provider if symptoms are prolonged and persistent.

Headache

- Ibuprofen or Tylenol per package dosing.
- Encourage fluids, avoid over heating.
- Determine if headache is normal.
- Ensure no head trauma, recent injury, fever, neck stiffness, neuro or visual changes. Notify school medical provider.

Trauma

Neck Injury – Treat all actual and potential mechanisms of neck injury as ones requiring cervical stabilization until ruled out by a medical provider. Manual Cervical and Spinal immobilization should occur at the scene of the accident. Call 911. Maintain manual immobilization at all times. Do not assume that because a patient can move there is not a serious injury.

Insect Bites and Stings

- If there is a stinger left by a bee (wasp, yellow jacket, hornet) do not leave the stinger in. Scrape it out; do not squeeze the end of the stinger to pull it out, as this will push venom from the sac into the person.
- Ice, Ibuprofen and/or Tylenol along with an antihistamine for itching or discomfort. Follow dosing directions or call for instructions.
- If any signs or symptoms of anaphylaxis occurs (lips swelling, difficulty breathing, stridor, vomiting, swollen eyes etc) be prepared to administer sub-cutaneous Epi Pen
- Apply chigger guard or calamine for chigger bites etc. May apply nail polish to affected chigger sites as well.

Elevated temperature

- If no abdominal pain, you may give Tylenol or Ibuprofen per package directions. Reducing the temperature makes the patient feel better but does not cure the disease process.
- If fever persists >24 hours without explanation notify school medical provider.

Toothache

- Tylenol/Ibuprofen per package directs or as instructed.
- Refer to school medical provider who will make a dentist appointment.

Animal Bites

- Clean site with soap and water. If puncture wound, irrigate with Saline
- Identify type of animal and determine rabies status

Snake Bites

The seriousness of the snakebite is related to the amount of venom injected, the location of the bite, type of snake, age and general health of the patient. Bites limited to superficial tissues is less severe than bites that reach deep into muscles or that is near blood vessels. Following the guidelines below:

- Do not try to catch the snake. Avoid panic and keep patient's activity to a minimum.
- Wash bite with soap and water.
- Immobilize bite site with splint as if it were fractured to reduce venom absorption.
- Keep site below level of heart.
- Do not use a tourniquet, constricting band, ice therapy, incision of the wound and try to "suck out the poison", or electric shock treatment.
- Transport immediately to the Emergency Room regardless of whether overt signs of envenomation are quickly apparent. Signs and symptoms of snakebite may be delayed. Notify school medical provider of events.

Poison Ingestion

- Notify school medical provider.
- Will typically require an emergency room evaluation

Seizure

- If seizure is in progress or patient is experiencing an aura, protect them from injury. Do not put anything into their mouth. Notify school medical provider.
- Assist to the ground if indicated and place in recovery position.
- If a grand mal seizure last >3 minutes call 911 for transportation
- Anticipate loss of bladder and bowel control and a sleepy state following seizure.

Scabies, Ringworm or Pediculosis

- Wash with soap and water/betadine solution if indicated.
  Scabies: Treat with RID
  Ringworm: Apply Lotrimin cream 3x/day for several days.
  Pediculosis: Treat with over the counter shampoo, wash linens in hot water. Must repeat in 7 days from treatment regardless.

Canker/Mouth Sores and Fever Blisters

- OTC aids (blistex, oragel, orabase, etc.)

Pink Eye/Conjunctivitis

- Remove contacts immediately and do not use until treatment is completed.
- Notify school medical provider
- Place on sick list for 24 hours after treatment has been initiated.

Conditions requiring Immediate Medical Evaluation at Emergency Room includes but not limited to:

- Uncontrolled Bleeding despite pressure dressing
- Impaled objects
- Serious trauma or deformed extremities
- Stroke/Heart Attack
- New Onset Seizures
- Respiratory Distress/Failure
- Loss of consciousness or suspected neck/spinal cord injury

Resources:

Tintinalli Emergency Medicine, 5th Edition
American Academy of Pediatrics
American Red Cross
American Heart Association