

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 4510-1
SUBJECT:	DATE OF ISSUE: 06/05/90
INFECTIOUS DISEASES	REVISIONS: 11/01/94; 08/01/96; 03/01/12
	PREPARING OFFICE: NURSING SERVICES

I. PURPOSE:

To establish procedures for vaccine-preventable diseases when a school site outbreak occurs.

II. DEFINITIONS:

Infectious Disease - Any disease caused by growth of pathogenic micro-organisms in the body. May or may not be contagious.

Communicable Disease - A disease that may be transmitted directly or indirectly from one individual to another.

III. PERSONNEL AFFECTED:

- A. District Students
- B. District Employees
- C. School Principal
- D. Coordinator of Nursing Services
- E. School Nurse

IV. PROCEDURES FOR VACCINE-PREVENTABLE DISEASES:

- A. The potentially infectious person is examined by a licensed physician and is diagnosed as noninfectious.
 - 1. The person may return to school or work.
 - 2. No further action is required.
- B. The potentially infectious person is examined by a licensed physician, and an infectious disease is diagnosed by name.
 - 1. Physician reports the name of person and infectious disease to the Topeka-Shawnee County Health Agency.
 - 2. The Topeka-Shawnee County Health Agency notifies the coordinator of nursing services of infectious person and building site.

INFECTIOUS DISEASES (Continued)

C. Response Preparation:

1. Coordinator of Nursing Services:

- a. Confirms infectious disease information from Topeka-Shawnee County Health Agency;
- b. Notifies superintendent, building principal, building nurse, associate superintendent, general director of instruction and learning, general director of special services and Communications Department;
- c. Orders Immunization Report SO 20-730 from Data Processing;
- d. Ensures Immunization Report taken directly to school upon receipt;
- e. Receives exclusion letter from the Topeka-Shawnee County Health Agency health officer and other appropriate written materials for parent notification;
- f. Delivers Topeka-Shawnee County Health Agency written materials for parent notification letters to affected school;
- g. Assists with parent letter enclosures;
- h. Communicates with Topeka-Shawnee County Health Department the number of students to receive immunizations at school site;
- i. Contacts and secures additional professional personnel to assist with school site clinic;
- j. Ensures all parent notification letters are processed through switchboard operator at the district Administrative Center as First Class mail and taken to post office.

2. Building Principal:

- a. Requests student mailing labels from Data Processing for all students;
- b. Arranges prompt pick up of mailing labels when ready;
- c. Assists coordinator of nursing services in determining date and location of school immunization clinic site;
- d. Signs appropriate parent notification letter with permission form;

INFECTIOUS DISEASES (Continued)

- e. Provides letterhead stationery and envelopes for mailings;
 - f. Prepares parent notification mailings, including Topeka-Shawnee County Health Agency written information and Topeka Public Schools' parent letter.
3. School Nurse:
- a. Reviews immunization status of all students via printout;
 - b. Determines students who will need additional immunization;
 - c. Identifies students who have legal alternatives to immunization;
 - d. Completes listings of students who will receive vaccine at school site clinic;
 - e. Receives and returns parent phone calls;
 - f. Communicates with coordinator of nursing services the number of students to receive vaccine;
 - g. Assists with labels on letters for mailings;
 - h. Communicates with school staff names of students who will be receiving vaccines at school.
- D. School Site Immunization Clinic:
- 1. School nurse:
 - a. Maintains student list of immunizations needed;
 - b. Receives updated written immunization records;
 - c. Communicates with school staff regarding student;
 - d. Conducts individualized screening interview prior to immunization;
 - e. Plans for orderly procedure for students to be present at clinic site.
 - 2. Topeka-Shawnee County Health Agency Nurse:
 - a. Establishes designated clinical areas for processing students and required immunization forms;

INFECTIOUS DISEASES (Continued)

- b. Ensures appropriate quantity of vaccine and supplies available;
 - c. Administers vaccines to students;
 - d. Collects and maintains signed permission slips;
 - e. Collects payment from students (no student will be denied vaccine if unable to pay);
 - f. Returns all Topeka-Shawnee County Health Agency materials and supplies to Agency.
3. **Coordinator of Nursing Services:**
- a. Designates appropriate nursing tasks for the additional registered nurses;
 - b. Observes physical signs of students prior to immunization;
 - c. Assists student with Topeka-Shawnee County Health Agency forms;
 - d. Observes physical signs of students following immunization.
- E. **Follow-Up**
1. **Building Principal:**
- a. Excludes unprotected students as directed by the Topeka-Shawnee County Health Agency director;
 - b. Provides appropriate class work for excluded students;
 - c. Communicates with the general director of instruction and learning or general director of special services.
2. **School Nurse:**
- a. Records immunization dates on all student records;
 - b. Receives and returns phone calls;
 - c. Monitors identified excluded students to ensure immunization received or incubation period expired for those with legal alternatives;

INFECTIOUS DISEASES (Continued)

- d. Observes students for reactions following immunization.**
- 3. Coordinator of Nursing Services:**
 - a. Updates superintendent, associate superintendent, general director of instruction and learning, and general director of special services regarding school site clinic;**
 - b. Maintains communication with Topeka-Shawnee County Health Agency;**
 - c. Communicates with school nurse for any additional needs;**
 - d. Evaluates procedures for improvements.**