

Office of Superintendent of Schools  
Board Meeting of October 22, 2003

October 8, 2003

Mercedes Toural, Chief Education Officer  
and Deputy Superintendent of Schools

**SUBJECT: PROPOSED AMENDMENT OF BOARD RULE: FINAL READING**

**6Gx13- 5D-1.021, SCHOOL HEALTH SERVICES PROGRAM**

**COMMITTEE: LEGISLATIVE RELATIONS, PUBLIC RELATIONS AND PERSONNEL SERVICES**

The School Board of Miami-Dade County, Florida, announced on September 10, 2003, its intention to amend School Board Rule 6Gx13- 5D-1.021, School Health Services Program, at its meeting of October 22, 2003.

The Notice of Intended Action was published in the *Miami Daily Business Review* on September 15, 2003, posted in various places for public information, and mailed to various organizations representing persons affected by the amended rule and to individuals requesting notification.

The time to request a hearing or protest the adoption of this rule has elapsed.

In accordance with the provisions of the Administrative Procedures Act, this rule is presented to The School Board of Miami-Dade County, Florida, for adoption and authorization to file the rule in the official records of The School Board of Miami-Dade County, Florida.

Attached are the Notice of Intended Action and the amended rule. Changes from the current rule are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, adopt amended School Board Rule 6Gx13- 5D-1.021, School Health Services Program, and authorize the Superintendent to file the rule with The School Board of Miami-Dade County, Florida, to be effective October 22, 2003.

RKF/FCS:pra

**C-22**

## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on September 10, 2003, its intention to amend Board Rule 6Gx13- 5D-1.021, School Health Services Program, at its meeting of October 22, 2003.

**PURPOSE AND EFFECT:** To reflect revised form titles and numbers and to update the language in the Board rule to provide a more comprehensive referral base of audiological referrals, minimize parental concerns regarding cost and logistics, and appropriately identify professional responsibilities regarding hearing screening and diagnostics.

**SUMMARY:** Board Rule 6Gx13- 5D-1.021, School Health Services Program, establishes procedures necessary to provide for implementation of statutes pertaining to health programs to be provided in the schools.

**SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED:** 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S.

**LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC:** 1003.22 F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF October 22, 2003, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N. E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541 (1), F.S. must do so in writing by October 6, 2003, to the Superintendent of Schools, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

A COPY OF THE PROPOSED AMENDED RULE is available for inspection and copying at cost by the public in the Citizen Information Center, Room 158, 1450 N. E. Second Avenue, Miami, Florida 33132.

Originator: Mr. F. Craig Sturgeon  
Supervisor: Mr. Ronald K. Felton  
Date: August 27, 2003

Welfare**SCHOOL HEALTH SERVICES PROGRAM**

The Florida School Health Services Act of 1974 authorized the development and implementation of the School Health Services Plan which is a joint responsibility of the Department of Health and The School Board of Miami-Dade County, Florida. The primary purpose of the School Health Services Program is to provide learning experiences and health services that will help the student and the family develop and maintain sound health practices throughout their lives. The objectives of this program include the promotion of health, the prevention of disease and injury, and the provision of an optimal educational environment.

The Superintendent of Schools shall establish such procedures as are necessary to provide for cooperative efforts in this area and for implementation of statutes pertaining to health programs to be provided in the schools.

I. School Health Facilitator

Each school shall have a health facilitator appointed by the principal who works with the principal, faculty, public health nurse, and other resource persons in the implementation of an effective health program. Responsibilities of the facilitator are outlined in the **Handbook for School Health Facilitators**.

II. Entrance Requirements

The Office of Comprehensive Health Services, in cooperation with the Department of Health, will develop and distribute annually the appropriate procedures for the implementation of the Florida School Health Services Plan.

The requirements of the Florida School Health Services Plan, in accordance with the amended School Health Services Act of 1974, are as follows:

A. Physical Examination

The Florida School Health Services Plan provides that all children of school age shall have health examinations performed at appropriate intervals by their family physicians or by physicians provided by public health agencies. This health examination shall be administered within twelve (12) months prior to initial entry into a Florida school. Parents of all students are to present evidence of health examination on the appropriate **Student Health Examination School Entry Health Exam** (HRS-H Form DH 3040) prior to initial entrance into a Miami-Dade County Public School. Parents who, for economic reasons, are unable to have their children examined by a private physician, may

obtain a health examination from the Department of Health or neighborhood health centers.

To be considered complete, the school health exam must include a tuberculosis clinical screening and appropriate follow-up.

Students transferring into Miami-Dade County Public Schools from another school within the State of Florida who have a completed health examination form as part of their school record need not be re-examined.

The ~~Student Health Examination~~ School Entry Health Exam (HRS-~~H-Form DH 3040~~) shall be attached to the **Cumulative School Health Record** (HRS-~~H-Form DH 3041~~) and filed as part of the Cumulative Record Folder.

B. Immunization

1. The Florida School Health Services Plan requires each child entitled to initial entrance into a Florida public school to present a **Certificate of Immunization** (HRS Form 680 - Part A) from a licensed practicing physician or a county health officer prior to the child's entry into school.
2. Children admitted to school with temporary certification, **Certificate of Immunization** (HRS-~~Form DH 680-Part B A-1 or A-2~~), shall be excluded from school attendance if additional certification is not presented on or before the expiration date noted on the temporary certificate.

The principal is responsible for monitoring the status of students admitted with temporary certification. Two weeks prior to the expiration date, letters should be sent to parents alerting them to impending exclusion.

3. The Plan further provides that any child shall be exempt from immunization upon written request of the parent or guardian stating an objection to such immunization on religious grounds, **Religious Exemption Certificate** (HRS Form DH 681), or upon written certification, **Certificate of Immunization** (HRS Form DH 680 - Part C), by a competent medical authority. It is understood that children with medical or religious exemptions will be subject to exclusion from school during any communicable disease epidemic.
4. Each student is required to have on file a Florida **Certificate of Immunization** (HRS-~~Form DH 680~~) or an exemption for

attendance in a public school in Miami-Dade County for grades pre-kindergarten Pre-K through 12. Students who do not meet this requirement will be subject to temporary exclusion from school until proper documentation is presented.

The **Certificate of Immunization** shall be attached to the **Cumulative School Health Record** (HRS-H-Form DH 3041) and filed as part of the student's Cumulative Record Folder.

C. Tuberculosis Clinical Screening

Each student shall have proof of a tuberculosis clinical screening and appropriate follow-up prior to initial enrollment in any grade in a Miami-Dade County Public School. This screening is to be administered at the time of the Student Health Examination and within twelve (12) months prior to initial enrollment in any grade in a Miami-Dade County Public School. If the screening indicates that a follow-up skin test is needed, a student ~~may~~ can be admitted but only with a health provider's statement that the student is free of communicable tuberculosis and ~~may~~ can attend school.

III. Health Appraisal and Information

A. The Cumulative School Health Record

The **Cumulative School Health Record** (HRS-H-Form DH 3041) is supplied by the Department of Health. It is the responsibility of personnel within the individual school to initiate this form, including all identifying data. This record is to be retained permanently as a part of the student's Cumulative Record Folder. Results of periodic screening tests, follow-up services, and notations of significant injuries and illnesses are to be promptly and accurately recorded on this form by authorized school and public health personnel.

B. Health Screening

1. Heights and weights shall be taken and recorded at least once a year in grades Pre-K through 5, preferably during the first eight weeks of each school year, under the supervision of school and/or health personnel. Heights and weights are to be recorded on the **Cumulative School Health Record** (HRS-H-Form DH 3041).
2. Vision screening shall be done annually for each student in grades Pre-K, 1, 4, 7, and 10 with the use of, but not limited to, the Snellen Eye Chart, under the supervision of school and/or health personnel. Any student who, at any time during the

school year, appears to have a vision problem shall be referred to the school public health nurse, for vision testing. The results of the vision screening and follow-up are to be recorded on the **Cumulative School Health Record (HRS-H Form DH 3041)**.

Parents of students who fail the vision screening test are to be notified and referred to private eye specialists or to the school public health nurse.

3. Audiometric screening will be performed annually on all students in grades Pre-K, kindergarten, 1, 2, 4, 7, and 10 under the supervision of school and/or health personnel. Any student who, at any time during the school year, appears to have a hearing loss shall will be referred to the school speech/language pathologist for audiometric screening or to a certified audiologist for audiometric testing.

Parents of students who fail the audiometric test are to be notified and referred to private physicians, or to the Conservation of Hearing Clinic, Jackson Memorial Hospital, or a certified audiologist. The results of the audiometric screening and follow-up are to be recorded on the **Cumulative School Health Record (HRS-H Form DH 3041)**.

4. Provide vision and audiometric screening and follow-up services for all new entries to students entering Miami-Dade County Public Schools in the remaining elementary grade levels.
5. Other types of health screening shall be conducted in accordance with the Florida Health Services Plan.

Parents of students who fail any of the health screening tests are to be notified in writing and referred to appropriate health care specialists.

### C. Teacher-Nurse Conferences

Teacher-nurse conferences, initiated by the public health nurse, will be scheduled in grades Pre-K through 5 at least once a year and whenever necessary in the secondary schools. The purpose of such conferences is to review teacher observation and health information regarding individual students to determine the need for referral, follow-up, or special study.

## IV. Health Station

Each school shall provide physical facilities for the implementation of the Florida School Health Services Plan. This space (clinic) shall be equipped to provide to students emergency aid, temporary relief, and other health services program activities.

## V. Medication

School personnel may assist students in the administration and/or dispensing of prescribed medication to students in compliance with the following procedures approved by the Department of Health:

- A. When there exists a long-term or chronic illness or disability that requires maintenance-type medicine and where failure to take prescribed medication could jeopardize the student's health and when the medication schedule cannot be adjusted to provide for administration at home.
- B. When there is a written treatment plan signed by a licensed physician and a consent form signed by the parent or guardian attached to the student's **Cumulative School Health Record (HRS-H Form DH 3041)** for each type of medication prescribed. This treatment plan shall explain the necessity for the prescribed medication to be provided during the school day.
- C. All medicine shall be received and stored in original containers. When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in a location designated by the principal.
- D. The assistance in the administration of prescribed medication to students shall be done by the school principal or his/her trained designee.
- E. School personnel will maintain and keep current a list of students receiving medication during school hours, including name of medication, dosage, purpose, and usual time of administration. At the time a student receives medication, the following must be recorded: time, date, and by whom administered.
- F. Authorization forms which include the physician's treatment plan, the necessity for medication, and the consent of the parent or guardian for assisting students in the administration of prescribed medication by school personnel will need to be filed only one time during a school year. The parent or guardian shall advise the school authorities, in

writing, when a change of medication is required. A change in medication by the directing physician during the school year will require a renewal of the authorization forms.

- G. There shall be no liability for civil damages as a result of the administration of such medication where the person administering such medication acts as an ordinarily reasonably prudent person would have acted under the same or similar circumstances.
- H. Orientation and training of personnel assisting students in the administration of prescribed medication will be done yearly or as necessary by the school nurse.

## VI. Emergency Services

### A. First Aid

Instructions provided by the Department of Health shall be posted in every health station (clinic) within the school. These instructions shall be followed by all school and health personnel in administering first aid.

### B. Student Injuries

Emergency first aid shall be administered to injured students. The emergency rescue service shall be called for students involved in serious injuries.

The Office of Risk and Benefits Management shall be responsible for formalizing the administrative reporting procedures concerning student injuries.

### C. Emergency Information Card

The emergency information card, which is on the back of the Student Data Card, shall be updated annually, at each school center, for each student, noting contact person, family physician, allergies, significant health history, and permission for emergency care.

### D. Emergency Care Providers

It is required that each school shall have at least two individuals who are certified emergency care providers and their names shall be posted in several areas throughout the school.

## VII. Communicable Disease Control

Suspected cases of a communicable disease shall be reported promptly to the respective ~~region office~~ ACCESS Center by the school principal or designee.

Under Florida Statutes, the Department of Health has supervision over matters pertaining to public health, including that of school children. Laws, rules, and regulations relating to contagious or communicable diseases and sanitary matters must not be violated. In case of an epidemic of a communicable disease among the students of a school, the Superintendent of Schools cooperates with the County Health Officer in accordance with the rules and regulations prescribed by the State of Florida.

## VIII. Sanitation

The Department of Health is required to inspect public schools to ensure that health and sanitation standards established by the state are being followed. School personnel shall cooperate with the Department of Health inspectors in establishing and maintaining optimum standards of sanitation and health. Health and sanitation inspections of school buildings and grounds will be conducted a minimum of twice each year. Inspections of the kitchens and cafeterias will be conducted a minimum of four times each year.

Principals are responsible for ensuring that prescribed sanitation and health standards are established and followed throughout the year. Any problems should be brought to the attention of the Department of Safety, Environment and Hazards Management.

Specific Authority: ~~230.22(2); 230.23(22)~~ 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S.  
Law Implemented, Interpreted, or Made Specific: ~~232.032~~ 1003.22 F.S.

History

New: 6-4-80

Amended: 11-18-81; 2-17-82; 9-21-83; 10-2-85; 3-19-86; 11-5-86; 7-22-87; 5-7-97;  
8-22-01

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA