



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

STUDENT INTERVENTION SERVICES  
2936 Lone Pine Road  
Palm Beach Gardens, FL 33410

Ph: 561-366-6940 Fx: 561-366-6961  
[www.palmbeachschools.org](http://www.palmbeachschools.org)

KIM C. WILLIAMS  
ASSISTANT DIRECTOR

KEITH OSWALD  
CHIEF  
SAFETY & LEARNING ENVIRONMENT

August 4, 2011

**Bulletin # P-13898-CAO/SLE/SIS**

Contact Person:  
Dr. Cathy Burns, PX 76988

**ACTION BY:**  
August 15, 2011

**TO:** All Principals

**FROM:** Judith Klinek *JK*  
Chief Academic Officer

**SUBJECT: PRINCIPALS' RESPONSIBILITIES REGARDING STUDENT HEALTH**

Many of our students have medical needs that must be attended to while they are on a school campus. These needs must be met during the normal school day, during field trips, and while students are participating in aftercare and extracurricular programs. In order to appropriately and safely meet these needs, principals are reminded to do the following:

**STUDENT HEALTH/MEDICAL ISSUES**

- ❖ Designate a minimum of two staff members (as mandated by Florida Statutes 1006.062) in addition to those staff members who are a part of the school's crisis response team, to assume the role of "health room designees" at the beginning of the school year.
- ❖ Direct the staff members assigned as "health room designees" to assist the school nurse and provide required student health services in the absence of the school nurse.
  - Ensure "health room designees" accomplish the following mandatory requirements for all public schools:
    1. Receive training by the school nurse to deliver delegated health services within his/her school setting.
    2. Receive current training in Cardiopulmonary Resuscitation and First Aid (CPR/AED/First Aid).
  - Email the names of the school staff assigned as the "health room designees" to the Health Services Specialist at [cathy.burns@palmbeachschools.org](mailto:cathy.burns@palmbeachschools.org)
- ❖ Train all school staff in the identification of medical devices carried or worn by students in school and to advise students/parents/guardians of the requirement to disclose the use of a medical device during the school day. These include the following:
  - EpiPen
  - Inhaler
  - Glucose monitoring device
  - Insulin pump; insulin pen; other insulin delivery system

- ❖ Coordinate with your school nurse at the beginning of the school year to:
  - Obtain a list of the names of all students with high risk/critical health needs.
  - Prepare a plan to provide annual health screenings, as mandated by Florida Statutes 64F-6.003.
- ❖ Direct school staff to share student health information on a need-to-know basis. This information must be shared in a confidential manner protecting its integrity.

#### IMMUNIZATIONS

- ❖ Direct school staff who register students to not accept a student registration packet with incomplete immunizations and/or physicals. (For a complete list of required immunization and physical requirements, see the current Student Progression Plan.)
- ❖ Place **NO Shots, NO School, NO Kidding** on your school marquee prior to the start of each school year.

#### EMERGENCY RESPONSE

- ❖ Direct all school staff to advise students/parents/guardians of the requirement to disclose to the principal/designee any student health condition.
- ❖ Appoint an Automated External Defibrillator (AED) Site Coordinator at the beginning of the year to manage and maintain all school-based AEDs.
  - Ensure that the AED Site Coordinator completes the online training course.
  - Ensure that the AED Site Coordinator has current CPR/AED/First Aid Certification.

Trainings on recognizing appropriate proof of immunization status, CPR/AED/First Aid Certification, and understanding the role and responsibilities of the AED Site Coordinators will be provided by Student Intervention Services in the Department of Safe Schools.

For additional information, please review School Board Policies 5.321, *Administration of Student Medication/Treatment*; 5.3212, *Blood Glucose Monitoring*; 5.322, *Students with Chronic Illness and Infectious Diseases*; and 5.323, *Automated External Defibrillators* which address the above-mentioned issues. Parents/Guardians will receive written notice of their responsibility to disclose health information by way of the Student-Family Handbook under the *Health Requirements for School Attendance* section.

WFM/JK/KO/KCW/CB/dh

Approved:   
William F. Malone, Superintendent