

Regulation JLC

Las Cruces Public Schools

Related Entries: JLC, ADF, ADF-R, JLCB, JLCB-R, JLCD, JLCD-R, IHAM, IHAM-R, JLCC, JLCC-R, EFAB, EFAB-R, JLCG, JLCG-R
Responsible Office: Deputy Superintendent Operations and Leadership

STUDENT HEALTH SERVICES

I. PURPOSE

This regulation will describe the parameters of LCPS Health Services programs.

II. GUIDELINES

- A. For student immunization requirements, see *LCPS Policy and Regulation JLCB: Immunization of Students*.
- B. Screening Program
 - 1. Vision screening for distance vision shall be done annually for all students in Pre-K, kindergarten, first and third grades and once in middle school.
 - 2. Hearing screening shall be done annually for all students in Pre-K, kindergarten, first and third grades and once in middle school.
 - 3. Additional screenings (dental, substance abuse, mental health, etc.) shall be conducted as needed, per school nurse assessment.
 - 4. Students in any grade who are referred to a Student Assistance Team (SAT) for academic support shall be screened and referred as necessary for appropriate medical diagnosis and treatment prior to any action by the SAT Team.
 - 5. Health screenings also may be provided for any student at any time, as requested by teacher or parent/guardian.
- C. Infection control/communicable disease: See *LCPS Policy and Regulation JLCC: Communicable/Infectious Diseases*.
- D. Health education: See *LCPS Policy and Regulation IHAM: Health Education*.
- E. Medication administration: See *LCPS Policy and Regulation JLCD: Administering Medicines to Students*.
- F. Student food allergies: See *LCPS Policy and Regulation EFAB: Student Food Allergies*.
- G. Student Based Health Centers: See *LCPS Policy and Regulation JLCG*.
- H. Student Health Records
 - 1. Records will be kept in compliance with applicable state law:

- a. Student Health Records (NMAC.1.20.2.101.2).
- b. Students Accidents and Illnesses (NMAC 1.20.2.113).

2. Confidentiality

The sharing of student health information within the educational community and with private healthcare providers shall be in compliance with all applicable state and federal laws. Federal law allows a school nurse to share student health information with anyone in the school who has a legitimate educational need to know.

3. Permission for Mutual Exchange of Information Form

- a. Any LCPS employee who requests student health information (either written or verbal) from an out-of-district healthcare provider (HCP) shall, without exception, contact the school nurse. Information shall be requested using *LCPS Form JLC-E1: Health Services Permission for Mutual Exchange of Information*.
- b. The LCPS employee requesting the information shall be responsible for securing required parent/guardian signatures on said form.
- c. The school nurse will forward signed form to the Director of the LCPS Health Services Department for his/her approval and signature. The form shall then be mailed or faxed to the appropriate HCP or the parent/guardian may hand carry the signed form to the provider.
- d. If an HCP requires payment for release of student health information, the director of the Health Services Department or his/her designee shall determine who shall be required to pay for the information – either the LCPS Health Services Department or a particular school. Such determination shall be made prior to submitting the form to the HCP.
- e. Once completed by the HCP, the form shall be returned to the Health Services Department to be forwarded to the school nurse.
- f. This form may be signed by the parent/guardian and kept exclusively by the nurse as permission to speak with the HCP when there is a need for clarification or additional medical information related to in-school, nurse-provided care as the school year progresses.

I. Special Healthcare Needs

Any student who has special health care needs shall be evaluated and assessed by the school nurse. Based upon that evaluation and assessment, the school nurse, in collaboration with the student's parent/guardian and

HCP, may develop an Individual Healthcare Plan (IHP) for the student. Information in the IHP will be shared with the appropriate school personnel in order to provide safety and continuity of care while the student is in school.

J. After-School Programs

1. All groups or individuals (profit and non-profit) shall abide by rules and conditions of any and all claims, liabilities, damages or rights of action as outlined in the *LCPS Facility Use Form (KF-EI)*.
2. All users will be responsible for their own emergency action plans including care of students with health conditions, routine or emergency medication administration, general first aid and/or emergency care, provision of first aid supplies, parent-supplied medication and emergency contact information. Supplies, medications and medical information provided to the school nurse by parents or by the LCPS Health Services Department for use during regular school hours will not be available for after-school program use. Additionally, school nurse assistance is not available after contract hours.

K. Communication and Collaboration

1. LCPS Health Services Department staff shall, as appropriate:
 - a. Collaborate with local schools of medicine and nursing to provide student practice in community health/pediatrics and to obtain nursing education resources.
 - b. Work with other LCPS departments and the community to convey health information, as appropriate, and address school/community health care needs.
 - c. Act as an advocate for the role of the school health program in promoting student health.
 - d. Work with other community organizations in assessing, planning, implementing and evaluating school health services and community services which include the broad continuum of primary, secondary and tertiary prevention programs.
2. Health Services staff shall meet regularly as a group to coordinate and communicate student health care needs and to facilitate best-practice health care delivery throughout the school day.



Approved, Gabe Jacquez
Deputy Superintendent for Operations & Leadership

July 1, 2017

Date Approved

Legal Reference: NMAC Title 1, Chapter 20; Protecting and Disclosing Student Health Information, American School Health Association, 2005.

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