



EXECUTIVE DIRECTOR
Charles F. Devlin

SCHOOL DIRECTOR
Assistant Executive Director
Jacqueline Hastings, SAS, LMHC

CLINICAL DIRECTOR
Elaine K. Haagen, M.D.

DIRECTOR,
PSYCHOLOGICAL SERVICES
Laurie Wolkin, Ph.D.

MEDICAL AND MENTAL HEALTH POLICIES AND PROCEDURES

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480 Albany Post Road
Briarcliff Manor, New York
10510-2436

Phone (914) 941-9513
Fax (914) 941-2339
www.clearviewschool.org

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**THE CLEAR VIEW SCHOOL DAY TREATMENT CENTER
BRIARCLIFF MANOR, NEW YORK 10510**

TO: Parents
RE: Medical

1. Please have your physician and dentist fill out the medical and dental forms contained in the Annual Health Examination of this letter. Bring them with you on the day of the appointment with your child's teacher. We ask for a yearly physical examination.
2. State regulations require that all children must be immunized before they begin school. Please be certain that the Immunization Record is fully filled out. This form is contained in the Annual Health Examination of this letter.
3. We must have prompt notification of all significant medical events that occur throughout the year. Please inform your child's teacher, therapist or supervisor immediately.
4. We are able to administer medication required by a child during the school day under the following conditions:
 - a) We must have a written copy of the prescription from the prescribing doctor. The prescription should indicate the length of time the medication is to be given.
 - b) We must have the parent's signed authorization for medication to be given at school.
 - c) **Medication must not be sent to school with your child.** You must bring it in personally or send it with a responsible adult who will deliver it to the appropriate staff member.
 - d) If your child is regularly taking medication, this information should appear in his/her medical report. If for any reason it does not appear, please inform us about the drug program he/she is now on and keep us informed about any changes that take place in that program.
 - e) Medication must be in a properly labeled pharmacy container or blister pack with the **current** date.

**PROCEDURES FOR ACCIDENTS, INJURIES
AND SIGNIFICANT INCIDENTS**

As an Agency licensed by the State of New York, The Clear View School Day Treatment Center is required to have procedures in place to manage health and safety related incidents, and to inform you of those procedures.

In the day to day life of any child there are bound to be bumps and bruises and the occasional skinned knee. A fair share of those inevitably happen during the school day. Please be assured that your child's minor injuries will be tended to with plenty of TLC, and that the nurse has a good supply of ice packs and cartoon band aids on hand.

While accidents, injuries and health related events of a more serious nature are less usual, they do occur. We will notify a parent or guardian as quickly as possible if a child becomes ill during the day, or is injured or harmed in any way. Should there be a serious emergency, we will, of course, make sure that your child receives appropriate treatment immediately, even if we are not able to reach you right away.

Accidents involving significant injury are rare at Clear View, and we do all that we can to prevent them. Should such an event occur, it is investigated thoroughly to determine the cause of the incident and to identify any action that may prevent such injuries in the future.

Parents and guardians are entitled to request a copy of the incident report and investigation and actions taken, if any, and to request a face-to-face meeting about the incident and investigation. Those will be provided within 10 days of your request. In addition, the new law grants parents and guardians full access to records and documents pertaining to allegations and investigations into abuse or mistreatment of their child.

While we certainly do not anticipate that there will be a serious incidents involving your child, it is important that you know about your right to information should such an event occur.

ILLNESS

We appreciate the help of parents and families in limiting the spread of infectious diseases, particularly during flu season. Please follow these guidelines when deciding whether or not to send your child to school each day.

Children who are ill are excused from attending the program, and should be kept at home. A student who has a fever must be kept at home until there has been no fever for 24 hours. In addition, a student who is taking a prescribed antibiotic must have been under treatment for 24 hours before returning to the program. If your child develops a fever while at school, or has not been fever free for 24 hours before arriving at school, you will be called to arrange for your child to return home. For these purposes a fever is a temperature 99.5 F or above.

Students who arrive at school feeling ill, or who become ill during the school day, will be brought to the nurse for assessment. Minor, noncontagious ailments can be managed at school. If your child is too ill to remain in school, you will be called to arrange for his or her return home.

SEASONAL FLU GUIDE FOR PARENTS

The New York State Department of Health is required to provide parents and families of children under 18 with educational information about influenza immunization. They have asked programs serving school age children to provide you with the attached flyer.


Clear View does not require flu vaccine for your child, and is not offering advice about whether or not to have your child immunized.

That decision should be made by you in consultation with your child's doctor.

Keep your kids safe. Get their seasonal flu shots every fall or winter.

Seasonal Flu Guide for Parents

Is seasonal flu more serious for kids?	Infants and young children are at a greater risk for getting seriously ill from the flu. That's why the New York State Department of Health recommends that all children 6 months and older get the seasonal flu vaccine.
Flu vaccine may save your child's life.	Most people with seasonal flu are sick for about a week, and then they feel better. But, some people, especially young children, pregnant women, older people, and people with chronic health problems can get very sick. Some can even die. A flu vaccine is the best way to protect your child from seasonal flu.
What is seasonal flu?	The flu, or influenza, is a viral infection of the nose, throat, and lungs. The flu can spread from person to person.
Flu shot or nasal-spray vaccine?	<ul style="list-style-type: none">• Flu shots can be given to children 6 months and older.• A nasal-spray vaccine can be given to healthy children 2 years and older.• Children younger than 5 years who have experienced wheezing in the past year – or any child with chronic health problems – should get the flu shot, not the nasal-spray vaccine.• Children younger than 9 years old who get a vaccine for the first time need two doses.
How else can I protect my child?	<ul style="list-style-type: none">• Get the seasonal flu vaccine for yourself.• Encourage your child's close contacts to get seasonal flu vaccine, too. This is very important if your child is younger than 5 or if he or she has a chronic health problem such as asthma (breathing disease) or diabetes (high blood sugar levels).• Wash your hands often and cover your coughs and sneezes. This will prevent the spread of germs.• Tell your children to:<ul style="list-style-type: none">• Stay away from people who are sick;• Clean their hands often;• Keep their hands away from their face, and• Cover coughs and sneezes to protect others. It's best to use a tissue and quickly throw it away. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
What are signs of the flu?	The flu comes on suddenly. Most people with the flu feel very tired and have a high fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. The cough can last two or more weeks.



How does the flu spread?	People who have the flu usually cough, sneeze, and have a runny nose. The droplets in a cough, sneeze or runny nose contain the flu virus. Other people can get the flu by breathing in these droplets or by getting them in their nose or mouth.
How long can a sick person spread the flu to others?	Most healthy adults may be able to spread the flu from one day before getting sick to up to 5 days after getting sick. This can be longer in children and in people who don't fight disease as well (people with weaker immune systems).
What should I use to clean hands?	Wash your children's hands with soap and water. Wash them for as long as it takes to sing the "Happy Birthday" song twice. If soap and water are not handy, use wipes or gels with alcohol in them unless they are visibly soiled. The gels should be rubbed into hands until the hands are dry.
What can I do if my child gets sick?	Make sure your child gets plenty of rest and drinks lots of fluids. Talk with your child's doctor before giving your child over-the-counter medicine. If your children or teenagers may have the flu, never give them aspirin or medicine that has aspirin in it. It could cause serious problems.
Can my child go to school/day care with the flu?	No. If your child has the flu, he or she should stay home to rest. This helps avoid giving the flu to other children.
When can my child go back to school/day care after having the flu?	Children with the flu should be isolated in the home, away from other people. They should also stay home until they are symptom-free for 24 hours (that is, until they have no fever without the use of fever-control medicines and they feel well for 24 hours.) Remind your child to protect others by covering his or her mouth when coughing or sneezing. You may want to send your child to school with some tissues, wipes or gels with alcohol in them if the school allows gels.

For more information about the flu, visit
<http://www.health.ny.gov/diseases/communicable/influenza/seasonal/>

Or, www.cdc.gov/flu
Centers for Disease Control and Prevention



State of New York
Department of Health

PROCEDURES FOR ADMINISTERING OF MEDICATIONS

One of The Clear View School Day Treatment Center services is administration of medication. The following are the policies for that function.

Prescription

1. All prescription medications are administered according to written doctor's orders and with parents' written permission, by an appropriately licensed professional.
2. Non-prescription medications are administered according to parents' written permission.
3. Prescription medications are brought to the nurse by the parent. They must be in an up-to-date pharmacy bottle, and be labeled with the medication name and the child's or adolescent's name. In instances where it is determined by the treatment team that a student should transport medication, this will be reflected in the treatment plan.
4. The nurse maintains stock non-prescription medications of acetaminophen, ibuprofen, and ibuprofen cold and sinus. Aspirin is not administered.
5. Schedules for administration of medication are set up to integrate timing requirements for medication and program schedules. Students are brought to the nurse, who administers the medication.
6. The nurse will maintain a daily log of all medication administration. Any presumed errors of omission or commission of administering medications will be reported and investigated through the Special Review Committee's procedures for untoward incidents. All members of a child's treatment team will be aware of the child's medication program, if any, and his allergies.
7. The nurse will maintain a log of medications received.
8. Medications are kept in a double locked cabinet in the nurse's office. Medications requiring refrigeration will be stored in a locked refrigerator in the nurse's office.
9. Storage Requirements: Where no specific storage directions or limitations are provided, it is to be understood that the storage conditions include protection from moisture, freezing, and excessive heat.

Storage Temperatures: Where specific storage directions or limitations are provided in the labeling of the pharmaceuticals, storage at a higher or lower temperature may produce undesirable results. Storage conditions and temperatures are defined as follows:

- a. Cold - any temperature not exceeding 8°C (46°F).
- b. Refrigerator - a cold place in which the temperature is maintained thermostatically between 2°C and 8°C (36°F and 46°F).
- c. Freezer - a cold place in which the temperature is maintained thermostatically between -20°C and -10°C (-4 and -14°F).
- d. Cool - any temperature between 8°C and 15°C (46°F and 59°F).

- e. Controlled Room Temperature - a temperature maintained thermostatically between 15°C and 30°C (59°F and 86°F).
- f. Room Temperature - the temperature prevailing in a working area. Although limitations are not specified, it is generally understood that room temperature is 20°C +/- 2°C (65°F to 75°F).
- g. Warm - any temperature between 30°C and 40°C (86°F and 104°F).
- h. Excessive Heat - any temperature above 40°C (104°F).
- i. Protection from Freezing - where, in addition to the risk of breakage of the container, freezing subjects a pharmaceutical to loss of strength or potency, or to destructive alteration of the dosage form.

Proper temperature maintenance will be monitored by the Buildings Engineer. Proper medication storage will be the responsibility of the Registered Nurse.

Revised 10/8/04

(Q:\CVS\Certify\Admin-Medication)

PSYCHO-PHARMACOLOGIC TREATMENT PLANNING

POLICIES AND PROCEDURES

Medication treatment, as needed, is offered as part of the integrated services of a child's day treatment program. The services available related to medication are as follows:

(Full procedural explanations follow below listing.)

1. Parent education and participation in reference to issues of medication for child enrolled in The Clear View School Day Treatment Center.
2. Evaluation of child enrolled in The Clear View School Day Treatment Center for medication.
3. Prescription of medication for child enrolled in The Clear View School Day Treatment Center.
4. Administration of medication for child enrolled in The Clear View School Day Treatment Center.
5. Ongoing evaluation of safety and efficacy of medication for child enrolled in The Clear View School Day Treatment Center.
6. Consultation with other agencies, health care professionals or educational providers in reference to medication for child enrolled in The Clear View School Day Treatment Center.

The development of policies for the program on medication use and administration will be the responsibility of the Administrative Committee and the Clinical Director.

1. Parent and child education and participation in reference to issues of medication for child enrolled in The Clear View School Day Treatment Center.

No psycho-pharmacologic treatment plan has a place in the child's treatment plan without the parents' consent and an adequate understanding and responsible participation by the parents, in all aspects of the psycho-pharmacologic program. This will be accomplished by adequate exploration of the issues and access for the parents to all decision making processes. When medication is prescribed, parents will be provided with training which includes education about medication goals, medication side effects, dosages, regimen, precautions and related issues. Children will be involved in any aspect of this process deemed clinically appropriate. When appropriate, training for the child will include self administration.

2. Evaluation of child enrolled in The Clear View School Day Treatment Center for medication.
 - A. Children referred to The Clear View School Day Treatment Center, who prior to admission have been evaluated as requiring psychotropic medication:
 - 1) The CSE will provide all necessary and relevant initial and ongoing evaluation documentation to The Clear View School Day Treatment Center on referral.
 - 2) **If a child is already in treatment and parents wish for the treatment to be transferred to the Clear View team, the parents will be responsible for providing adequate history**

of previous treatment and all evaluative documentation not available from the school district

- 3) The child psychiatrist at The Clear View School Day Treatment Center will evaluate the safety and efficacy of the medication through evaluation of the material from 2(A)(1) and (2), conferencing with the parents, and evaluation of the child.

B. Children referred to The Clear View School Day Treatment Center for whom parents or professionals have recommended considering psycho-pharmacologic intervention.

- 1) The CSE will provide all necessary and relevant initial and ongoing evaluation documentation to The Clear View School Day Treatment Center on referral.
- 2) **Parents will be responsible for providing adequate history of previous treatment and evaluation documentation not available from the school district.**
- 3) The child psychiatrist of The Clear View School Day Treatment Center will evaluate the possible role of psychotropic medication in the child's Comprehensive Treatment Plan through evaluation of history, records, conferencing with the parents, and evaluation of the child through examination and the child's Clear View team evaluation.

C. Children who, during their enrollment in The Clear View School Day Treatment Center, are considered to require psycho-pharmacologic intervention.

- 1) Parents or The Clear View School Day Treatment Center team members may request evaluation for psychotropic medication from The Clear View School Day Treatment Center child psychiatrist.
- 2) All relevant and necessary information will be provided to the child psychiatrist, who will provide for diagnosis, description of problem and target symptoms, goals of treatment, and specific psycho-pharmacologic recommendations, provided such treatment is evaluated as safe and efficacious.
- 3) Parents and psycho-educational staff must be in agreement on all aspects of the plan.
- 4) It may be necessary in evaluating safety and efficacy of prescribed psychotropic medications to obtain laboratory tests. The order for the test will be provided. Parents are responsible for obtaining the tests, having results reported, and payment for the tests. Insurance plans have differing requirements, which can be found out from individual plans.

3. Prescription of medication for child enrolled in The Clear View School Day Treatment Center.

Psychotropic medication that is recommended as part of child's Comprehensive Treatment Plan will be prescribed by The Clear View School Day Treatment Center child psychiatrist. This will be done on a weekly, bi-weekly, or monthly basis, depending upon issues of safety and efficacy in each case. Prescriptions will either be given directly to the parent, mailed to the parent's home, carried home by the child, or in some cases, faxed to a pharmacy selected by the parent. It will be the parents' responsibility to obtain the medication. It will also be the parents' responsibility to provide medication that is to be administered at The

Clear View School Day Treatment Center. (See Medical, attached). Records of all prescriptions will be maintained by the child psychiatrist.

4. Administration of medication for child enrolled in The Clear View School Day Treatment Center.

Medication (this includes psychotropic and other medications) can be administered to a child at The Clear View School Day Treatment Center. This is done in accordance with the regulations regarding such practice. Procedures for Administration of Medication is attached.

Records of all medications administered will be maintained by the nurse.

5. Ongoing evaluation of safety and efficacy of medication for child enrolled in The Clear View School Day Treatment Center.

On, at minimum, a monthly basis, the safety and efficacy of the psycho-pharmacologic treatment plan will be evaluated. Where there is an acutely unstable situation, monitoring and evaluation will take place on a daily basis. Any change in the treatment plan will be arrived at by utilizing evaluation information from the entire treatment team, parents and, where relevant, any outside consultations.

6. Consultation with other agencies, health care professionals or educational providers in reference to medication for child enrolled in The Clear View School Day Treatment Center.

Any part of a child's psycho-pharmacologic treatment plan may require the use of other treating agencies or health care providers. The child's therapist and the child psychiatrist of The Clear View School Day Treatment Center will maintain necessary communication.

Approved 7/29/13
Effective Immediately

(Q\CVS\Certify\Psycho-Pharmacologic)