



Protocol #35

Guidelines for Sending a Student to the Health Office

Student goals: To maximize student educational/instructional time in the classroom while teaching the importance of health, self-care, and resilience.

Please send any student to the office who has:

- Injury to the head, neck, or face
- Severe injuries that need immediate attention: If a broken bone is suspected and the student cannot get up on their own or if there is obvious deformity, leave the child where they are and call for assistance. Injuries that occurred at home should be treated at home.
- Any bee or wasp sting
- Any human or animal bite
- Burns
- Breathing issues
- Suspected severe or new allergic reactions
- Nose bleeds that do not stop: Apply pressure using tissue and lean head forward
- Appears very ill
- Vomiting/Diarrhea: If the student feels queasy but does not appear sick (e.g., pale, clammy), allow them to rest/hydrate to see if queasiness resolves.
- Rash of unknown origin
- Headache that does not resolve with water/snack and rest in classroom
- Stomach ache that does not resolve with using restroom, water/snack, and rest in classroom
- Suspected fever: Students who have recently been to PE/recess or were recently physically active should cool down and hydrate before coming to the Health Office. Encourage removal of any extra layers of clothing.
- Any new cast, splint, wrap, sling, crutches, etc. if the office is not already aware.
- Bleeding which cannot be controlled by the student doing self-care (e.g., washing and placing a band aid)
- Lost tooth with excessive bleeding: if a loose tooth causes disruption, encourage cold water
- Slivers: classroom first aid kits contain tweezers. If ineffective, the health office may assist. For a deep sliver, the student should wash with soap and cover with a bandage so the family may remove it at home.

- Severe canker sores – for assessment/education. For a minor canker sore, encourage cold water, which can be done in the classroom.
- Bathroom accident
- Any time you feel a student needs to go home for health reasons, receive nursing assessment, or be referred to their health care provider

The following issues do not require nursing staff intervention:

- Minor hang nail/broken nail, paper cut, minor blister, minor laceration/abrasion - students can wash their hands and place a band aid on their own. This will build self-care skills and increase seat time.
- Chapped lips: Encourage hydration
- Old injuries (refer student to nurse if there are concerns about healing or ongoing pain)
- Allergy symptoms (e.g., mild runny nose, itchy throat, sneezing, watery eyes) in students with known environmental allergies
- Tiredness from lack of sleep: Allow student short rest with head on desk or quiet area of classroom (if available)
- Wet clothing - if only a portion of a student's clothing is wet from playing outside, the clothing should dry within 30 minutes. Natural consequences will help the student make better choices in the future. Children who have significantly wet clothing, shoes, or socks should be sent to the health office for a change of clothes.
- Mud or dog waste- this definitely should not be brought to the health office since it is an infection risk. The health office sees many students with fragile medical needs who should not be exposed to mud and feces. Call the office for gloves, tongue depressors, and paper towels then have the student go outside to clean up. For significant amounts, student may be sent to the main office for a change of clothes.

If you suspect abuse, contact Child Welfare Services at (530) 669-2346 and complete [Suspected Child Abuse Report](#):

- If a student has unexplained or multiple bruises or injuries but does not need immediate nursing care, consult with administration as soon as possible.