



BMS Health Services

School Year 2020-21

Dear BMS Families,

We welcome you to Berlin Metropolitan School!

We are the school nurses Susanne Anderson and Dana Biedermann here at BMS.

Location, Opening Hours, Contact Details

The nurse office is located on the ground floor in Room B.001 and is open daily from 08:00 - 18:00.

You can reach out to us using following contact details:

nurse@metropolitanschool.com

Susanne Anderson: +49 30 88727 39 23; susanne.anderson@metropolitanschool.com

Dana Biedermann: +49 30 88727 39 28; dana.biedermann@metropolitanschool.com

Health Services at BMS

Health services are an important part of our school system, especially now with the Coronavirus Pandemic we must adhere to highest safety and hygiene standards. How well your child learns, depend upon their well-being. Our priority is to ensure that your child feels safe and supported at BMS with all topics around health care. We as school nurses provide first aid, we notify parents of illness or injury, and we administer prescribed medication. We also provide support for children with chronic health illnesses and educate students on health-related matters.

Illness Policy

Before any child is sent home due to illness or injury, the school nurse must first evaluate them. It may be necessary for a student to remain home from school due to illness. Please check the list of notifiable diseases on the school website and remember to contact the nurse office should your child contract one of these diseases. Early detection means early treatment, prevention and avoiding further transmission within our community. Please adhere to the following guidelines when determining if your child should stay home:

Following a fever and possible acute infectious symptoms (chills, cough, shortness of breath, fatigue/weariness, headache, sniffles, sore throat, and/or loss of taste or smell, vomiting or diarrhea, unusual skin rashes, discharge or redness of eye(s)); **your child should stay at home for a minimum of 48 hours** and be watched for further symptoms. Fever is defined as a temperature of 37.8°Celsius and above. Your child's temperature should remain normal without the use of fever- reducing medication for 48 hours prior to returning to school.



All children who have been out sick must be cleared by the school nurse for vital signs and symptoms review before return to class. A parent must accompany the child at the nurse office, so that the sick child can be brought back home if necessary. This is to protect the health and safety of other students and staff, and to mitigate infection risk in the school setting.

Please note: It is important that we implement this policy consistently throughout the entire school community, especially now with the challenges of the Coronavirus Pandemic. We will follow up if children are sent back to school sick or if the guidelines are not put in place.

Any serious illness or injury occurring at home must be evaluated by your child's healthcare provider. Your child should not be sent to school for school nurse evaluation with an existing illness or injury.

Health Forms

In order to provide the best quality health care for all students at BMS, up-to-date medical information needs to be provided by all families to the school nurse team.

Please ensure that the current *BMS Health Form* is correctly completed and submitted on the first day of school. This is critical to ensure that all important health information is known to our team, such as that relating to allergies to reduce the risk of possible emergencies.

Open, clear communication between parents and the nurse team is of great importance to ensure a safe environment for your child and their classmates. Please ensure that your personal contact details are always updated and that you have an alternative pick-up plan in the event your child needs to be collected. Remember to reduce the risk of infection, the student must be collected as soon as possible if they become ill in school.

Individual Health Care Plans (IHCP)

Children with chronic and complex healthcare needs often require specialized care at school to help ensure their health and safety. An Individual Health Plan may be developed by the school nurse together with parents and health professionals as part of an initiative to specifically address your child's medical needs in the school setting. If your child has an illness like Anaphylaxis, Diabetes, or Asthma, then an IHCP will be put together for care at school.

Medication Policy and Procedure

Children are not permitted to carry medication with them at school. Only in exceptional circumstances where a doctor has specified that a child must carry medication with them is this permitted. In this instance a **Medication Self-Administration Form* needs to be completed by the parent and signed by a doctor. BMS has a medication policy in place to allow a child to take (or be given) medication during school hours, on a field trip, or at extra-curricular activities. If your child is receiving a short-



term medication e.g. Antibiotics, then a *Medication Administration Form* needs to be collected from the nurse office or can be downloaded directly from our website.

Medication should always be handed over by the parent directly to the nurse in the original container.

Please Note: Medication Self-Administration Forms are active for the dated school year and must be renewed.

Head Lice Procedures

If the school nurse detects head lice or nits (eggs), the parents/guardian will be contacted, and the child will be collected from school. Prevention and control of head lice begins at home: parents should routinely check their children for head lice and not allow them to share hats, clothing, brushes, combs or sleeping bags with other children.

Parents must please contact the school nurse if head lice have been found on their child's scalp so the school nurse can discuss proper treatment to enable the child to return to school as soon as possible.

Once the school is informed about a case of head lice in a specific grade level the school nurses immediately inform the parents via email and ask all parents to please check their child's head on the same day. This action prevents the further spread of head lice. Attached to the email sent home is a return slip, for parents to complete and send back to school via their children the next day.

Further Information regarding head lice can be found in English on the Robert Koch Institute website, downloaded from the BMS website or directly from the school nurses.

Again, it is very important that we implement this policy consistently throughout the entire school community, especially now with the challenges of the Coronavirus Pandemic. We appreciate your support!

Please feel free to contact us at any time should you have further questions.

Kind regards,

Susanne Anderson & Dana Biedermann

BMS School Nurses