

## **SECTION 7 – WELLNESS, SAFETY AND EMERGENCIES**

### **7.1 WELLNESS GUIDELINES**

Holy Family School strives to provide an environment and educational programs that promote the development of life-long healthful habits and wellness among students and staff. Family medical history, nutrition, physical exercise, good sleep habits, immunizations, regular medical checkups and treatments, and positive healthful life choices all contribute to a healthy mind and body. In addition, development of self-esteem, social skills, and a loving, nurturing environment at home and in school contribute to good mental health and wellness.

Holy Family provides a Wellness team of faculty, staff and parent to conduct surveys, set goals and protocols for a positive wellness program for staff and students. In addition, staff are trained at the State of Indiana and local initiatives in nutrition and fitness to meet and exceed compliance requirements. In addition, Holy Family follows the Archdiocesan Wellness policy checklist to guide various aspects of our wellness efforts.

Parents are asked to be especially mindful of foods sent to school through school lunches. Some students have allergies to tree nuts and/or peanuts. Excessive snacks, high-sugar, high fat or high levels of processed foods should be avoided as numerous studies have proven that these are detrimental to student nutrition unless consumed only occasionally. Parents are asked not to bring in cupcakes and other celebration foods. End of month birthday celebrations are to be coordinated through the teacher/room parent and must provide a balance of nutritional choices. Soft drinks and fast-food lunches are to be avoided. On occasions, the school will host celebration activities that do provide some of these items.

### **7.2 – CONTACT INFORMATION AND MEDICAL RECORDS**

As a precaution for emergencies, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone and parent work phone numbers
4. Emergency phone number of a friend or relative
5. E-mail addresses
6. Physician's name and phone
7. Medical alert information, special medical conditions - Children are not allowed to carry medication with them. (Exception – Epi-pens or inhalers may be carried by students who require this medication in emergencies. Additional Epi-pens are available in the cafeteria.)
8. Medication information (if received medication at school). The school staff will administer properly prescribed medication.
9. Student release to non-custodial parent or other guardian
10. Permission to photograph and to release photos for school/media use. This form is sent in the Registration Packet mailed in June each year. Please make changes and sign to collect this information.

### **7.3 – PRECAUTIONARY DRILLS AND SAFETY PROCEDURES**

Fire, tornado, earthquake and disaster drills are held on a regular basis and in accordance with state guidelines. Detailed escape plans are posted inside the door of each classroom. In addition, all faculty and staff members are trained annually on evacuation procedures and emergencies. Select staff members also

receive training in handling fire extinguishers and/or receive CPR and First Aid training. Newly certified teachers or teachers renewing their teaching license are also required to complete CPR and defibrillator use training.

#### **7.4 – EMERGENCY PLANS AND EVACUATIONS**

Holy Family School maintains both an emergency plan and a fire evacuation plan in the event of such an emergency. Faculty and staff receive training and have specific instructions and roles for evacuations.

NOTE: If the school building is evacuated due to a fire or other emergency, first, do not panic and immediately come to the school. Second, do not immediately call the school. The school staff along with support from the parish, fire and law enforcement officials, will handle the immediate needs of the students. Students will be gathered and organized in one of the following areas: 1) playing field by the east parking lot; 2) the church, if deemed safe; 3) Marchino Hall, if deemed safe. If the entire campus needs to be evacuated, the assembly point will be the gymnasium at Green Valley School. Radio and TV announcements and the school website will provide parents with information about meeting up with your child in the event such an evacuation is necessary.

#### **7.5 – MEDICATION POLICY**

The school staff is prohibited from dispensing medication to students unless a prescription is on file. Non-prescription medications, such as pain relievers and cough medicine, will not be administered by school staff unless a prescription has been written for such items. All students who are taking prescription medications must come to the school office to receive medication. Physician's statement is required for injuries requiring crutches, braces, casts or injuries requiring exemption from activities/Physical Education class or other physical activity/accommodation.

##### **General Rules:**

- The first dose of any medication must be given at home prior to the office dispensing the medication if the child has never been on the particular medication before.
- If prescription medications are in the original container labeled with the child's name, name of medication, date prescribed and directions for administration and have a current date, further documentation from a physician is not needed. However a parent must still complete and sign the medication permission form to allow Holy Family staff to administer the prescribed medication.
- Non-prescription medications must be provided by parents and be in the original container. In addition, non-prescription medications must have a physician's authorization as well as a parent's signature on the medication permission form.
- Sample medications must have complete instructions including name of medication, dosage information, time to be given, date and physician AND parent signature with the first dose to have been given at home.
- Children are NOT allowed to keep any medication with them. All medication is to be kept in the school office.
- Prescription Epi-pens are stored in a location in or near the student's classroom, locker or backpack, and additional un-prescribed adult and child Epi-pens are kept in the school office and cafeteria for emergency use.

## **7.5 – BLOOD PATHOGENS/BODILY FLUIDS AND UNIVERSAL PRECAUTIONS**

Teachers, staff and students are instructed how to properly handle bodily fluids such as vomit, blood or excrement. In the event of an accident or injury exposing bodily fluids, utmost care will be used, and the student will be immediately isolated and the area evacuated until the fluids are no longer present. The student may be sent home or parents may be called if clean clothes are necessary. The student will not be readmitted to class in clothes soiled by bodily fluids. Teachers are provided emergency packets for each classroom and the playground in the event of an emergency to address scrapes and minor cuts.

## **7.6 – PESTICIDE NOTIFICATION REGISTRY**

Indiana Pesticide Use at Schools Rule (357 IAC 1-16) requires that only trained or licensed employees or contractors are engaged to apply pesticides (weed killers, fungicides, rodenticides, etc.) in or around the school. In addition, Holy Family maintains a Pesticide Notification Registry of parents, guardians and staff members requesting to be notified of pesticide applications. To be placed on the Pesticide Notification Registry, please contact the School Office. Except for immediate health threat situations, individuals on the registry are notified at least 48 hours in advance of the application. Note: Pesticides are not used when children/staff are in the area.

## **7.7 – VISITORS**

Visitors to HF should buzz in at the main office doors and give their name, and the nature of their visit to school. It is up to the discretion of the staff in the office whether or not the door is opened, for the safety of the school. Visitors to Holy Family must enter at the Office doors and register in the Office. All parents, guest speakers, and other non-staff personnel must sign in and out when visiting campus. Visitors are to wear nametags at all times. Adults are asked to use the restrooms either in the Staff Workrooms, the Office restroom or the church narthex restroom. Students wishing to bring visitors or have a friend “shadow” at Holy Family must have permission from the principal at least one week in advance of the visit. Parent volunteers may not bring toddlers or infants unless express permission is given by the principal. At no time are children allowed in the school kitchen.

## **7.8 – FIELD TRIPS**

Many valuable educational activities are important enough to take students away from campus during the day. These field trips provide many excellent hands-on and often real-world experiences. They are considered educational, and students are generally expected to participate. If students do not participate, they are required to remain at school and complete appropriate work during the field trip. Students may be denied participation in field trips for serious unwarranted behavior or academic failure due to poor effort. The decision to deny any student participation will be made by the principal.

**NOTE:** If parents do not wish for their child to attend a particular field trip, they should consult with the teacher for a final decision and possible alternative activities.

Parents may volunteer for particular trips to chaperone students. In most situations, it is not appropriate for parents to bring younger siblings of students. Chaperones have an important role and their attention should be directed to the teacher and the class. Exceptions to this must occur only after consultation with and permission of the teacher and/or principal. **Note: ALL CHAPERONES are required to complete *Safe and Sacred* training prior to the trip.**

## **7.9 - JUPITER-ED or jupitergrades.com PARENT NOTIFICATION SYSTEM**

Holy Family School, in order to communicate emergency, weather-related events, closings, delays, as well as important, urgent, and other school events and notifications, has contracted with JupiterEd. This service is meant to provide notifications to parents and guardians, with registered students at Holy Family School. You understand and agree to the JupiterEd policies below as well as these removal policies:

### **General Rules:**

- If you in any way opt out of receiving email, text, or voice message on some or all contact information, you are opting out of regular communication from Holy Family School, which is intended to inform you of school delays, closings, and regular weekly information.
- If you have any questions or concerns, please call the school office at (812) 944-6090, and talk with the Administrative Secretary.
- If you need a Jupiter login or need your password reset, you can also contact the school office.
- To make sure you receive TEXT (SMS) Messages, follow this procedure:
- LOGIN at [JupiterGrades.com](http://JupiterGrades.com)
- Go to "Settings" in the left hand Menu
- On the Settings Page, fill in your parents/contact phone and Wireless Carrier (if Carrier is not selected, you will NOT get notifications.)
- You can also choose What types of notifications you will get, and when.
- You must make these changes for EACH of your Holy Family Students.
- We recommend watching the short 5-minute and informative "Video Tour" located in the menu bar.

## **7.10 ARCHDIOCESE OF INDIANAPOLIS SAFE ENVIRONMENT GUIDELINES FOR CONDUCT WHEN INTERACTING WITH MINORS (See Appendix B)**