

**Health Matters in the School Setting  
for  
Substitute Teachers**

**1. Medications**

- a. Medications given in the schools must comply with the school board policy.
- b. Parents must provide the medication in compliance with the policy. School staff, teachers, nor nurses provide medication to students; including ointments for scrapes or cough drops.
- c. Students are not allowed to carry medication without the proper permission forms in place. The only medications which are eligible to be carried by a student (with the proper permission forms in place):
  - 1. inhalers for asthma
  - 2. epinephrine for allergic reaction
  - 3. diabetes supplies including the meter, insulin, etc.
- d. High school students may carry a one day supply of over-the-counter medication with the proper permission form on file at the school.

**2. First Aid**

- a. Each classroom is provided a small kit with Band-Aids, 4x4 gauze pads, gloves, and hand sanitizer.
- b. The kit should be with you when out of the classroom.
- c. When providing first aid, wear gloves.
- d. If the student can provide their own first aid, allow them to do so (wash wound, dry, & apply Band-Aid)
- e. If there is a large spill of blood on a surface (i.e. floor, desk, etc.), contact the school office for a custodian.
- f. If you get blood on your body while providing first aid, contact the 1<sup>st</sup> position secretary. For an incident to be considered an exposure the blood from the student or other employee must get inside your body through a cut, puncture wound, cracked skin, or blood splash into the eyes or mouth. Blood on intact skin is not considered an exposure.

**3. Special Procedures**

- a. Substitute teachers are not allowed to perform health or invasive procedures such as injections, tube feedings, blood glucose monitoring, diapering, etc.
- b. However, if you will be a “regular substitute” or a long-term substitute in a specialty class you may be trained to perform those tasks. Contact the school nurse in that school for further information.

**4. Confidentiality**

By law you are not allowed to discuss a child’s health condition or treatment with anyone who is not assigned to work with that student in the school setting nor with anyone outside of the school setting.

School nurses are available via email, phone, or on site if you need further information or clarification of the above topics.