



Indiana School for the Blind and Visually Impaired

Health Center Handbook

2026 - 2027

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PARENTAL RESPONSIBILITY FOR MEDICAL CARE

Health care of students is primarily a parental concern and responsibility. The ISBVI Health Center will cooperate with parents and guardians by providing extended health services. Health conditions (especially chronic illnesses) will be referred to parents and family physicians for evaluation and follow-up.

PRESCRIPTION MEDICATIONS USED AT ISBVI

Given the potential danger and possible harm of 1) a student unknowingly or knowingly taking medication prescribed for another student, or 2) students not taking or exceeding the dosage of medication prescribed for them, the Superintendent is charged with implementing this policy through the school Health Center to assure controls to prevent student harm. The school recognizes the desirability of student independence in self-medication. However, given the number of students enrolled who are on medication, and the developmental level and medically fragile status of many of the students, the school cannot allow students to maintain, carry, store, or self-administer their own prescribed medications.

Students will be instructed, encouraged, and carefully monitored by the nursing staff in the Health Center to assume as much independence as possible in development of independent and responsible self-medication skills. The Nurse on duty shall discuss the medications, the side effects, the benefits, and the dangers with students on an individual basis as appropriate. Designated staff members, acting on special instructions from the Health Center staff and approved by the Director of Residential Services or Principal, may dispense medication on field trips or special off-campus activities per IC 34-4-16.5-3.5. and ISBVI policy S-05. Special in-service training opportunities provided by the Health Center staff shall be given to staff prior to their serving in the capacity of designated medical aides.

All prescription and non-prescription over-the-counter medications, including vitamins, must be kept in the Health Center. *When sending medications from home to ISBVI, parents, guardians or persons authorized by parents/guardians will seal medications in an envelope marked ISBVI Common Carrier Transportation Medicine Form and give it to the driver of the common carrier. Upon arrival to ISBVI, the driver may give the envelope to a residential services staff person, who will deliver it to the Health Center, or the driver may deliver the envelope to the Health Center. When sending medications from ISBVI to home, the Health Center will seal medications in the same type of envelope and give it to the driver of the common carrier or place the envelope containing the medication in the student's luggage. Upon arrival to the destination of the student, the driver will give the envelope to the parent, guardian or the person who is authorized to receive the student. All information must be completed on the Transportation Medicine envelope State Form 52209 (R /4-09) for each trip. The sender of the medication fills out all lines. The front of the envelope will appear as follows:*

ISBVI COMMON TRANSPORTATION MEDICINE CARRIER		
Student's Name _____		
From Parent or Nurse _____		
_____ Medication Enclosed	_____ Refill Needed	_____ Paper Enclosed

Per Indiana law, ISBVI cannot send medicines back and forth to home. The school is to have a 30-day supply in the Health Center. By request, pharmacists will provide two bottles, one with the medication and one with just a label. Medications may then be divided into two separate bottles – one for home and one for school. If two bottles are not provided, an older, saved prescription bottle may be used for home use and the most current bottle may be sent to school with meds. All medications are to be labeled clearly from the pharmacy. These medications will be given to a student only per label directions unless the Health Center has written communication from the doctor with different directions. Please do not ask staff to give medicines that are not properly labeled, have been crossed out or changed from the original directions without a doctor's order, are in unlabeled containers or more than one medicine is in a container.

Please mark your calendar for the time that you have sent in a 30-day supply to remember to refill the medicine. If your prescription is current, then you should notify your pharmacy of your need. You do not need to have the old bottle to obtain a refill. You may request that we send a reminder home or call you.

Non-prescription medicines must be sent in original packaging and will be given according to package directions unless we have a written order from a doctor. Written parental/guardian consent must be included. If there is no doctor's order and the medicine is deemed contraindicated for your child, the medicine will not be given.

Medications should be given at home for day students except for doses required during the school day, unless it will adversely affect classroom performance.

A student with a doctor's written permission, parental/guardian written permission and approval by the Superintendent and Health Center, may carry certain emergency medicines. All other medications must be kept in the Health Center.

High School (9 – 12) students may transport medications home if the Health Center and the Principal have written permission from the parent on file. For all other grade levels, a parent must bring and pick up the medication or send it in the medication envelopes. If medicine does not fit in the envelope, it must be given to designated transportation personnel.

PHYSICAL AND EYE EXAMINATIONS

All students will be required to have a physical examination, at a minimum of once every two (2) years. The physicals are to be completed by the student's primary care provider. Students in grades 7 – 12 participating in athletics are required to have a yearly IHSA examination. This yearly examination should be given by the student's family healthcare provider, as well. Information from all exams should be sent to the ISBVI Health Center for inclusion in the student's education file.

To maintain eye health the school requires an eye examination every year. This is to ensure that your child's eyes are seen and evaluated by an ophthalmologist or optometrist on a regular basis.

IMMUNIZATIONS

Indiana State Law IC 20-30-5-18 requires that school systems provide important information to parents and guardians of all students at the beginning of each school year about meningitis and the vaccines available to prevent one type of this serious illness. Infections caused by *Neisseria meningitidis* bacteria are serious and may lead to death. Symptoms of an infection with *Neisseria meningitidis* may include a high fever, headache, stiff neck, nausea, confusion and rash. This

disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs, and even death. It can be spread through the air or by direct contact with saliva from another person with the disease. There is a vaccine (Menactra) that can prevent most cases of meningitis caused by these bacteria in people over the age of 2. The United States Centers for Disease Control and Prevention (CDC) recommends vaccination against this disease for all children and adolescents 11 – 18 years of age. Children ages 2 – 10 who have sickle cell anemia or problems with their immune systems should also receive this vaccine.

Beginning with the 2014 – 2015 school year, one dose of Menactra (MCV4) will be required for students in grades 6 – 11 and two doses of this vaccine for students in grade 12. This is a new legal requirement (Indiana Administrative Code 410 IAC 1-1-1). All students entering grades 6 – 12 will need to have a record of this immunization(s) in the state immunization registry (CHIRP) or a signed written statement from a medical provider prior to the start of the school year. Check with your doctor to see if your child's record is available in the state immunization registry (CHIRP).

Many local health departments and private healthcare providers offer this vaccine.

Additional information about meningococcal disease can be found at [The Indiana State Department of Health](#).

2026 – 2027 School Year Immunization Requirements

NOTE: Immunization documentation must include: the student's name and date of birth, the vaccine given and date (month/day/year) of each immunization, and the signature of a medical provider.

Appropriate documentation that students have received the following immunizations is required for the 2026 – 2027 school year. [See Indiana 2026 – 2027 Required School Immunizations](#) for more details.

Indiana State Department of Health, Immunization Division (800) 701-0704, stipulates these requirements as necessary because of the continuing outbreaks of vaccine preventable diseases which occur among students. The ONLY exception to these requirements is children for whom the vaccines are medically contraindicated or children whose parents have filed a written statement of religious objection. All exemptions must be renewed with the school YEARLY.

Indiana law 20-34-4-5 (c) requires written proof of immunizations. Immunization reports will be evaluated by the Health Center. Missing immunizations or immunizations not up to date must be completed before a student may enter school. Indiana Code 20-34-4-5 (c) "A child may not be permitted to attend school beyond the first day of school without furnishing proof of immunization or complying with the rules for immunization exemption as stated above.

MEDICAL ADMISSIONS IN HEALTH CENTER

The nursing staff may admit a student as an in-patient, using Guidelines for Admissions in the Health Center Standing Orders.

Guidelines for Admission to the Health Center are:

1. Temperature is over 100.4F
2. Severe vomiting

3. Severe diarrhea
4. Rash of unknown origin
5. Seizures
6. Post E.R. care -- leg elevations, etc.
7. If nurses' evaluation indicates close observation

STAFF NOTIFICATION OF ADMISSION TO HEALTH CENTER

Depending on the time of day, the Health Center will notify the Education Office/Dorm of any Health Center admissions. In case of an admission after 4:00 pm, the Health Center will notify the houseparent and Residential Mentor by phone. In any such admission, the Residential Mentor is responsible for providing clothing and articles for personal hygiene for the student. Depending upon the time of day, meals will be delivered and consumed in the Health Center.

PARENT NOTIFICATION PROCEDURES

The nursing staff is responsible for notification of parents/guardians when their child is sent to the Health Center for medical problems other than routine visits. The nurse on duty will notify the parents/guardians by phone as soon as possible in all cases, however, when:

1. A student is to be retained in the Health Center overnight. If the Health Center is unable to contact parents by 10:00 pm, a call will be made the following morning.
2. A student is taken to a local hospital for evaluation of an injury that may require sutures, x-rays, etc. A nurse will call until a parent/guardian is reached, or the nurse is able to leave a detailed message.

The nurse will attempt to contact parents/guardians by phone prior to off campus treatment using phone numbers provided on the registration form.

MEDICAL DISMISSALS FROM HEALTH CENTER

DISMISSALS TO HOME

The nursing staff arranges for students to go home when deemed necessary, using Guidelines for Dismissal Home in the Standing Orders for the Health Center:

1. Child has been observed in the Health Center, and it has been determined that symptoms persist which exclude him/her from attendance in class or dorm.
2. When a child is to be released from the Health Center to parents or guardian, he/she is to be released from the Health Center and not from classroom or dorm. Parents must sign a sign out sheet when taking child home.
3. If a child is admitted to the Health Center or sent home during the school day, the Education Office and/or the dorm are notified.
4. Attempts to send a child home are made with consideration of the child's age, home situation, i.e. distance, and available transportation.

DISMISSALS (RETURN) TO SCHOOL/DORM

When a student has been an in-patient in the Health Center and is determined to be medically able to return to school/dorm, the nurse on duty will notify the school's Education Department or dorm.

RETURN TO SCHOOL AFTER ILLNESS

Students returning to school after being absent due to illness may be required to check in with the Health Center. The student should be fever free. Information about illness is needed for his/her medical record.

MINOR ACCIDENTS

Students with minor accidents are evaluated and treated by the nurse. Instructions to students on proper care will be given. Parents will be notified of these accidents and any treatment provided, as well as follow-up care instructions.

ACCIDENTAL BLOOD EXPOSURE

If a student or staff member is exposed to blood through a human bite or other source, both parties will be required to be tested for HIV Antibody Screen, Hepatitis B Surface Antigen, and Hepatitis C, A, B. Parents will be required to take students for testing within 72 hours of incident; a prescription for the testing will be provided.

HEAD LICE

When a student is identified as having head lice, parents/guardians will be notified. Children with lice will not be permitted to return to school until they are lice free. The Nursing Staff will not treat children with head lice who live in Marion County or those counties contiguous with Marion County, (Boone, Hamilton, Hancock, Hendricks, Johnson, Morgan, and Shelby Counties). It will be the responsibility of the parents to pick their child up at school and treat them for head lice. Residential students residing outside those counties contiguous with Marion County, the nursing staff will treat the child for head lice one time, the parents/guardians will be billed for the supplies used. On the second occurrence, parents/guardians of children living in counties not contiguous with Marion County will be required to pick the child up from school and provide treatment. The Nursing Staff will provide information concerning the most current treatment of head lice to the parents when they pick up their child.

RINGWORM

Ringworm was identified prior to the invention of the microscope and was thought to be caused by a worm due to the shape of the lesions. Ringworm is not a worm it is a fungal infection. Dermatophytes are fungi that cause skin, hair, and nail infections. Infections caused by these fungi are also sometimes known as "ringworm" or "tinea." Fungus can live on moist areas of the skin, on environmental surfaces, and on household items such as clothing, towels, and bedding. Fungal infections are usually spread through direct contact with an infected person or animal. Clothing, bedding and towels can also become contaminated and spread the infection. Symptoms typically appear between 4 and 14 days following exposure (Centers for Disease Control and Prevention). Staff members who see a suspicious skin lesion should send the student to the Health Center. The nurses will evaluate and identify the lesion, if it is suspected to be ringworm the parents will be notified. If the lesion is on the chest, arms or legs and it is suspected to be ringworm, topical antifungal medications will be applied. Treatment usually lasts about two to four (2- 4) weeks. Some antifungal creams that contain Clotrimazole 1% are available without a prescription; examples are Micatin, Tinactin, Mycelex, and Lamisil. If the lesion is in the hair, groin, or face the parents will be notified of the need to have the lesion evaluated by an advanced health care practitioner for evaluation and treatment. No items of clothing, towels, or bed linens will be shared with anyone else. Once treatment has begun the student may rejoin his classmates, except in cases of participation in wrestling, swimming or any activity involving physical contact.

PRESCRIPTION COSTS

If a student is prescribed medication by the Nurse Practitioner, parents will be notified. The cost of the prescription is the responsibility of the parents. Arrangements for payment will be made at the time parents are notified.