

Health/Safety

Emergency Information

An emergency sheet on each student is sent home at the beginning of each year to be filled in and signed by the parent/guardian. If changes occur during the year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.

Health Records

Health records are required for each student. It is recommended that the student have a physical before entering kindergarten or first grade, and again in fourth grade. The State of Minnesota requires immunizations to be up-to-date.

Immunizations (Archdiocesan Policy #5810)

St. Anne's School follows the requirements of the Minnesota School Immunization Law, (Minnesota Statutes Section 123.70).

All immunization dates are to be submitted to the school prior to the fall start date of the school's present school year. Parent/guardian is responsible for providing this information in writing to the school office, and to include additional immunizations each year as they are administered to the student by the family's physician.

Medication During A School Day (Minnesota Statute 126.202)

A written statement is required of the parent/guardian who requests and authorizes the giving of medication in the dosage prescribed by the physician; thereby releasing school personnel from liability should reactions result from the medication.

Drugs or medicines must be in a container with a label prepared by a pharmacist. Administration of the medication during school hours shall be by qualified personnel in a manner consistent with instructions on the label.

Aspirin and similar over-the-counter medications should be considered the same as prescription medication.

Health Screening

Annual vision, hearing, and scoliosis examinations (5th grade only) are conducted by the school nurse for all students each school year.

Illness/Injury During School

If a student becomes ill or injured during the school day, a phone call will be made to the parent/guardian to come and pick up the child. You are required to make arrangements for picking up your child. No student will be sent home without parent's/guardian's permission. Students should not return to school until 24 hours after fever or vomiting.

Accidents

A student accident insurance program is in place to help pay the excess medical bills incurred when a student is injured at school. The parent's own medical insurance coverage will still be primary.

If your child is injured at school you will need to contact the school office.

Reporting of Child Abuse/Neglect (Archdiocesan Guideline #5640, Appendix B)

The staff members of the school are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse which may be summarized as follows:

Staff members are mandated reporters and are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is abuse or neglect. They must do a verbal report within 24 hours and a written report must be filed within 72 hours of the verbal report.

Abuse can be physical or sexual abuse, or emotional maltreatment.

Child Neglect is defined as failure to provide food, clothing, shelter or medical care, failure to protect a child from conditions or actions which endanger the child's physical or mental health or failure to take

steps to ensure that the child is educated in accordance with state law or prenatal exposure to controlled substances.

All employees of Archdiocesan schools who have knowledge of or reasonable cause to believe that a student is victim of physical/sexual abuse or neglect are required to report the suspected case to the local law enforcement agency or social service agency. This must be done if they know or have reason to believe there is abuse or neglect presently or has been within the past three years.

The report should be made by telephone and in writing to the appropriate agency.

Anyone who reports child abuse or neglect in good faith is immune from any civil or criminal liability. Mandated reporters (educators, members of clergy and other professional helpers) who fail to do so may be guilty of a misdemeanor.

Procedure:

1. If an employee of the school or principal should become aware of a child's abuse/neglect, the employee or principal should report this to the local law enforcement agency or social service agency within 24 hours.
2. If an employee is accused of child abuse, the principal must report the abuse and follow the procedures as outlined by the agency contacted.
3. All reports should be maintained for three years, but should NOT be included in the student's permanent file.

Drills

The school shall conduct a minimum of: one severe weather drill, five fire drills and five safety drills (lockdowns) per year.

Fire: To indicate a fire drill or fire emergency, the fire alarms will sound. At the sound of the alarm all students are to exit quickly and quietly. The first student to the door leads the students out of the classroom and through the hallway to the designated exit for that classroom. The teacher should have a class list near the classroom door that she takes with her during a fire drill. The teacher should close the door on the way out of the classroom. Exits are shown on a fire exit map located next to each classroom door. If the exit is blocked, the class shall use the closest alternate route as indicated by the teacher. A designated adult will check the bathrooms for any children and closes the doors. Once all children have safely left the building, they continue to walk in their lines until they are in their designated meeting spot. Teachers should then immediately take roll call. Should someone be missing, the teacher reports it immediately to the principal or emergency personnel. Classes remain outside until notified by another staff person, or emergency personnel, that it is safe to return to the building.

Severe Weather: In case of severe weather, students at St. Anne's are asked to go to their designated areas of safety. Basically, all students on the west side of the building go over to rooms on the east side. They crouch down, covering their heads with their hands, lined up along the hall wall. Lights should be turned off, windows should be closed by the classroom teacher and doors should be shut, with the exception of two doors. The bathroom door between the kindergarten room and the first grade room and the office bathroom door should be left ajar.

Safety/Lockdown: When a safety announcement is made, all students go to the golden key area in whatever classroom they are in. As the students go to the designated key area the teacher is responsible for making sure the door is locked by pushing it tightly and checking it, moving the colored paper over the door window and shutting the blinds. Once the class is in the safe area, the teacher continues teaching in the area below the key until given word that the building is secured.

Crisis Plan: If any other crisis event should occur, we should refer to the crisis plan binder located in the office. The binder will guide us step by step through each scenario. The binder was developed in conjunction with the public school, the fire department, police department and other community members.