



DOVER AREA SCHOOL DISTRICT

Empowering and Educating all learners to shape the 21st Century

Dr. Catherine R. Houck
Superintendent of Schools

Dr. Timothy Mitzel
Assistant Superintendent

Mrs. Miranda J. Weaver
Chief Financial & Operations Officer

2026-2027 SY STANDING ORDERS FOR FIRST AID EMERGENCY CARE

Please record in the log, the time, name of student, problem and treatment for every student who reports to the health room or office.

Abdominal Pain--Check temperature, if elevation of over 100 degrees or persistent severe pain, contact parent/guardian per student emergency information sheet/card

Abrasion--Cleanse with antibacterial soap, then rinse with water and apply Bacitracin Ointment. If draining, apply a Band-Aid or sterile Telfa Pad.

Allergic Reaction (*mild*)--Cold compress and/or Benadryl Cream (Poison Ivy). For onset of sudden allergic reaction or insect sting, administer Benadryl liquid or tablets 12.5-50 mg or cetirizine 5-10mg or loratadine 5-10mg liquid or tablets. Orally as directed on the box. May repeat as needed. Notify parents before antihistamine is administered, if possible. For Poison Ivy/Oak/Sumac - wash area with soap and water. Apply Calamine lotion up to (1) one time per day or Benadryl cream as needed to affected areas. Clean any drainage with an alcohol swab.

Allergic Reaction (*severe*)--Administer antihistamine (Benadryl liquid or tablets 12.5-50 mg orally as directed on the box or cetirizine 10mg or loratadine 10mg liquid or tablets orally). Notify parents when antihistamine is administered. If a student or member of the school staff is stung by an insect (bee, wasp, hornet, yellow jacket, bumblebee, etc.), has eaten food, has taken medication, or has exercised vigorously and has symptoms of anaphylactic shock (severe reaction), 911 will be called immediately. Call the school physician for additional assistance. An EpiPen is available in each school. The school physicians authorize administration of EpiPen Auto-Injector by the school district's registered nurses, licensed practical nurses, trained unlicensed district identified personnel (Department of Health Approved Training – 2014 Act 195) as emergency treatment for school students and personnel, according to the package insert and the following guidelines:

EpiPen Jr. 0.15 mg. Age 5-9 yr., Grades K-3, Weight 35-65 lbs.

EpiPen 0.3 mg. Age 9 yr. adult, Grades 4-12, Weight 65 lbs. and up

EpiPen injections may be repeated as necessary.

Symptoms of anaphylactic shock will occur in a few minutes and are as follows: apprehension, faintness, flushing followed by paleness, rapid but thready pulse, fall in blood pressure, unobtainable pulse, involuntary voiding and defecation. Urticaria (hives), rhinitis (runny nose), and asthma may occur during the aftershock phase.

Animal Bites--Wash bite thoroughly with antibacterial soap, then rinse with water. Dry with sterile gauze and apply Bacitracin Ointment on the wound. Cover the area with a sterile dressing. Contact parents; advise of medical care including contacting family physician for follow-up care and of notification of local police for follow-up on the animal if applicable.

Athlete's Foot and Plantar Warts--Restrict suspected cases from the showers and pool until lesions are treated and healed or until a physician's note states the condition is noninfectious.

Blisters--DO NOT OPEN. Apply a sterile gauze dressing. If the blister is already open, cleanse the wound with antibacterial soap then rinse with water; apply Bacitracin Ointment and sterile gauze dressing.

Breathing Difficulty/Asthma--Monitor patient's oxygen level with pulse oximetry. A pulse ox of 96% and above no treatment, 92-95% Administer rescue inhaler/treatment per private physician order if available, if none available contact personal physician. Pulse Ox less than 92% Administer rescue inhaler/treatment per private physician order if available and, if none available, call "911" and contact parents. Assess respiratory status for degree of distress: coughing, wheezing, shortness of breath, tachypnea, tachycardia, decreased breath sounds, inability to talk, blueness around lips and fingernails. If available, measure pulse oximetry or peak flow. Refer to student Asthma Action Plan and administer rescue inhaler/treatment per private physician order. Restrict physical activity, allow rest. Encourage the student/patient to breathe slowly and relax. Call 911 if the student/patient does not respond to the treatment, or as directed by the Asthma Action Plan. Contact parent/guardian.

Burn (First Degree)--Small area; (including sunburn) soak or hold the burned area under cool running water or cover it with a clean, cool, wet cloth. May apply Aloe Vera up to one time a day if needed. If warranted, may apply Bacitracin Ointment to sterile gauze dressing and cover the burned area. **(Second Degree)** Apply cool water and sterile dressing, contact parents by note. For larger second-degree burns, contact parents and advise medical care.

Chemical Burns--Wash the skin or mucous membrane, including the eye, with large quantities of sterile eyewash solution and/or water. NOTIFY PARENTS AND ADVISE MEDICAL CARE.

Cold, Coughs, Throat Irritations--Check temperature. If the temperature is over 100 degrees, send the child home. May be excluded until symptoms subside. May provide cough drops/throat lozenges 2 every 2 hours as needed for grades 2-12. Advise medical attention if symptoms continue. Follow *Emergency Guidelines for Schools* in the nurse's binder.

Deep Cut--Control bleeding by covering the area with sterile gauze and applying direct hand pressure on the wound. Cleanse with antibacterial soap then rinse with water and apply Bacitracin Ointment if feasible. Apply sterile pressure dressing, Follow *Emergency Guidelines for Schools* in the nurse's binder and complete an accident report. Steri Strips may be applied on an individual basis per nursing discretion.

Dry Skin-- Apply fragrance-free lotion designated for dry, sensitive skin in severe cases. Notify parents for continuation.

Drugs, Toxic Substance, Poisons--Call nurse. Secure name and amount of substance ingested. The school physicians authorize the school district's registered nurses and licensed practical nurses to contact and follow the recommendations of the Poison Control Center (1-800-222-1222), for emergency treatment for school students and personnel. Narcan is only located at Dover Area High School.

Narcan Nasal 4mg/spray – 1 spray in one nostril x1. May repeat dose 1x in 2-3 min until the patient is responsive or EMS arrives.

Earache--Insert cotton in the outer ear, if appropriate. Check temperature, if elevation over 100 degrees, send home. Follow *Emergency Guidelines for Schools* in the nurse's binder.

*Grades 5th through 12th — 1-2 Acetaminophen tablets, 325 mg, at the discretion of the nurse, every four (4) hours with parental consent with a maximum of eight (8) doses during the school year.

*Kindergarten through 4th grade — 1 dose Acetaminophen liquid (160 mg/5 cc) or tablet (325 mg), at the discretion of the nurse, every four (4) hours per directions on package, with parental authorization and prior written consent with a maximum of five (5) doses during the school year.

Eye (Irritation from Seasonal Allergies or Swimming Pool)--Rinse with sterile eye wash solution, administered by the nursing staff. Remove contact lenses before administering.

Eye (Severe Trauma to Eye)--Call 911 to transport by ambulance for medical care for such things as penetrating injury, loss of vision, fluid loss, etc.

Fainting--Lower to the ground or other flat surface and position on back, lying flat. Loosen clothing, Check breathing, No food or drink. If drooling or vomiting, roll on one side.

Foreign Body in Ear--For insects and flies in ear, follow *Emergency Guideline for Schools* in nurse's binder and advise medical care.

Foreign Body in Eye--Rinse with sterile eyewash solution. Gently remove with a corner of sterile gauze. If an object is present, cover the eye with dry dressing and follow the *Emergency Guidelines for Schools* in the nurse's binder.

Fracture--Apply ice or cold compress to injured part. If bleeding is present, cover the area with sterile gauze and apply pressure over the wound with your hands. Use ordinary splints to support and immobilize the injured part. Keep students warm, cover with blankets and treat for shock. Follow *Emergency Guidelines for Schools* in the nurse's binder and complete an accident report.

Headache/Generalized Pain--Check temperature, if no elevation allow child to rest if necessary. If elevation 100 degrees, send the child home following the *Emergency Guidelines for Schools* in the nurse's binder.

*Grades 5th through 12th — 1-2 Acetaminophen tablets 325 mg or Acetaminophen liquid 160mg/5cc (age appropriate/weight based dose), at the discretion of the nurse, every four (4) hours with parental consent with a maximum of eight (8) doses during the school year.

*Kindergarten through 4th grade — 1 dose Acetaminophen liquid (160 mg/5 cc) or tablet (325 mg), at the discretion of the nurse, every four (4) hours per directions on package, with parental authorization and prior written consent with a maximum of five (5) doses during the school year.

Head--Injury (*uncomplicated*)--Rest. Apply cold compress to the injured area.

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*Kindergarten through 4th grade — 1 dose Acetaminophen liquid (160 mg/5 cc) or tablet (325 mg), at the discretion of the nurse, every four (4) hours per directions on package, with parental authorization and prior written consent with a maximum of five (5) doses during the school year.

Head Injury (*complicated*)-- Conscious: Bed rest. Apply cold compress to the injured area, contact parents by telephone. Unconscious: Keep victim lying down. Cover enough to keep from losing body heat. Keep the airway open. Initiate cardiopulmonary resuscitation (CPR) when necessary. Contact "911". Contact parents by telephone. Complete accident report.

Human Bite--Wash bites with antibacterial soap, then rinse with water and apply Bacitracin Ointment. Cover with Band-Aid or sterile gauze dressing. Contact parents and advise medical care.

Insect Bites--Remove the stinger if present. Cleanse with antibacterial soap, then rinse with water and apply ice and Benadryl Cream. For insect stings, administer Benadryl liquid 12.5 - 50 mg, orally as directed on the box.

Menstrual Cramps--rest, heating pad,

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*Kindergarten through 4th grade — 1 dose Acetaminophen liquid (160 mg/5 cc) or tablet (325 mg), at the discretion of the nurse, every four (4) hours per directions on package, with parental authorization and prior written consent with a maximum of five (5) doses during the school year.

Mouth Ulcers-- Rinse with salt water.

Nausea & Vomiting & Diarrhea--Rest and nothing by mouth. Check the temperature, if the temperature is over 100 degrees, send the child home. Follow *Emergency Guidelines for Schools* in the nurse's binder. If vomiting and/or diarrhea persists, due to an infectious state, the student should be sent home. Students may rinse with alcohol free mouthwash or salty water after emesis if needed.

Puncture Wound (*pencil, etc.*)--Remove foreign bodies, if possible, cleanse vigorously with antibacterial soap and water and/or soak, apply Bacitracin Ointment.

Nosebleed--Keep child quiet in a sitting position with mouth open. Apply pressure by pressing both sides of the nose against the septum. Apply ice if necessary.

Seizure--DO NOT MOVE, DO NOT RESTRICT MOTION, MOVE FURNITURE AND KEEP AWAY FROM CHILD IN ORDER TO PROTECT FROM SELF-INJURY. AFTER THE CONCLUSION OF THE SEIZURE TURN STUDENT RECOVERY POSITION (TURN STUDENT ON SIDE). Allow students to rest. If there is no known seizure disorder, call 911 and notify parents. If known seizure disorder greater than 5 minutes, notify parents, administer emergency medication per seizure action plan private physician order (if any), and call "911"

Sore Throat--Check temperature, if over 100 degrees, send home. Follow *Emergency Guidelines for Schools* in the nurse's binder. Drink cold water or use saline gargle grades K-12, if necessary.

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Splinter--If near surface cleanse with antibacterial soap then rinse with water. Remove splinter with splinter forceps or a sterile disposable needle or lancet at the discretion of the school nurse. Do not probe deeply. Cleanse with antibacterial soap for sensitive skin, then water, apply Bacitracin Ointment, and cover with a Band-Aid.

Sprain--Follow *Emergency Guideline for Schools* in nurse's binder for notable bruising and/or swelling. Elevate the injured part and apply an ice pack. Contact parents by phone or note.

Tick--Remove tick with a steady, gradual pull using fine point tweezers. Grab the tick where the mouth enters skin, then tug straight, gently, and repeatedly until the tick opens its mouth. Cleanse the area with antibacterial soap, and then rinse with water. Apply Bacitracin Ointment and cover with Band-Aid when possible. Place telephone calls to parents if embedded; send notes to parents if removed and send tick home for potential testing. Follow current Department of Health Guidelines for reporting tick bites.

Toothache--Rinse mouth with warm water. If toothache persists give 1-2 Acetaminophen tablets. Send notes to parents.

*Grades 5th through 12th — 1-2 Acetaminophen tablets, 325 mg, at the discretion of the nurse, every four (4) hours with parental consent with a maximum of eight (8) doses during the school year.

*Kindergarten through 4th grade — 1 dose Acetaminophen liquid (160 mg/5 cc) or tablet (325 mg), at the discretion of the nurse, every four (4) hours per directions on package, with parental authorization and prior written consent with a maximum of five (5) doses during the school year.

Partially luxated permanent tooth (dislodged): Hold tooth in the socket, contact dentist.

Completely dislodged tooth: Place tooth in patient saliva or milk, if not available saline solution. Immediately, seek dental care within the hour. Follow *Emergency Guidelines for Schools* in the nurse's binder, and if unable to contact parent/guardian, follow the direction of the school dentist.

Wound (simple)--Cleanse with antibacterial soap, and then rinse with water. Apply Bacitracin Ointment and Band-Aid if necessary.

EMERGENCY

An "emergency" is an unforeseen combination of circumstances and calls for immediate action. Emergencies may be classified as potentially life threatening or life threatening.

SERIOUS OR POTENTIALLY LIFE-THREATENING EMERGENCIES

Serious or potentially life-threatening emergencies are those problems that need to be treated within a few hours, as they may soon result in a life-threatening situation or may produce damage, and include such problems as:

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| 1. Fractures and dislocations | 9. Skin and eye contact with corrosives (lye, acid) |
| 2. Severe lacerations | 10. Animal/human bite |
| 3. Third degree burns | 11. Head injury with resultant temporary loss of consciousness |
| 4. Abdominal pain | 12. Heat stroke and exhaustion |
| 5. Severe depression or anxiety | 13. Puncture wound |
| 6. Threatened abortion | 14. Threatened suicide |
| 7. Foreign body in eye (metal/wood) | 15. Frostbite |
| 8. Back or neck injuries with or without spinal cord damage | |

LIFE THREATENING EMERGENCIES

Life threatening emergencies are those problems that can cause death within minutes; require quick intervention, medical care, and usually hospitalization; and include such problems as:

- | | |
|-------------------------------------|--|
| 1. Airway obstruction | 9. Drowning |
| 2. Cardiac arrest | 10. Uncontrolled convulsions/seizures |
| 3. Hemorrhage | 11. Open chest and abdominal wounds |
| 4. Severe allergic reaction | 12. Spider/snake bites |
| 5. Choking on food or other objects | 13. Bee/wasp/hornet/yellow-jackets stings with anaphylaxis |
| 6. Attempted suicide | 14. Insulin reaction |
| 7. Poisoning and drug overdose | |
| 8. Severe shock | |

EMERGENCY CARE

When a pupil's life is obviously in danger and immediate emergency aid is necessary, do the following:

Call for an ambulance 911

Administer emergency first aid

For adults with chest pain, administer 4 baby aspirin orally

Call the school physician for additional assistance

WELLSPAN – Dr. Stacey Robert - 717-851-2521 or Mobile 717-880-9609

Contact parents

Contact school nurse

Contact principal
Contact physician or hospital, if feasible
Complete accident report

IN CASE OF ACCIDENT OR ILLNESS DO THE FOLLOWING IMMEDIATELY IF THE NURSE IS NOT IN THE BUILDING:

Apply emergency first aid, Contact the school nurse (or another school nurse) and/or school physician,

Notify the building principal or designee,

Contact parents, following student's Emergency Procedure Information,

Complete accident report.

CHECK FIRST AID BOOK FOR UNLISTED INJURIES

A school accident is reportable to Pennsylvania Department of Health if the pupil required the services of a physician or a dentist and/or if he/she is absent from school 1/2 day or more.

STUDENT TRANSPORTED BY SCHOOL PERSONNEL

If a child needs to be transported home due to lack of home-based transportation, school personnel may transport utilizing a school vehicle and MUST be with two adults.

If a child is transported by ambulance and the parent/guardian cannot be reached, a school staff member should ride along in the ambulance.

SCHOOL PHYSICIANS - WELLSPAN – Dr. Stacey Robert - 717-851-2521 or Mobile 717-880-9609

DEPARTMENT OF HEALTH, YORK (OFFICE) - 717-771-4505

EMERGENCY SERVICES 911

POISON CONTROL NUMBER 1-800-222-1222

MEDICATION POLICY #210 Resource

MEDICATION:

Medication will be administered only if the school has a written order from the physician and written consent from a parent/guardian. This includes over-the-counter medication.

Medication will be kept in the health room with the exception of emergency medication which is self-carried and self-administered, such as inhaler and/or EpiPen. A physician's order and parents'/guardians' consent must be on file in the health room.

Procedure for administering the above medication:

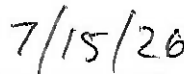
1. A written order from the physician is necessary. The order must include:
 - a. Name of student
 - b. Name of medication
 - c. Dosage and frequency of administration
 - d. Reason for medication
 - e. Any special instructions
2. Written consent from parents. The consent shall include:
 - a. Name of medication
 - b. Dosage and time of administration
 - c. Name of physician
3. The original container must be labeled with the following:
 - a. Name of student
 - b. Name of medication
 - c. Dosage and frequency of administration
 - d. *Please ask the pharmacist to dispense an additional container for school use.*
4. Parents, or other adults, are required to bring the medication to school.
5. Students may carry an inhaler with proper authorization – a written physician order and written parent permission. In addition:
 - a. The student must demonstrate the capability for self-administration and for responsible behavior in use of the medication.
 - b. The student would be required to notify the school nurse immediately following each use of the inhaler.
 - c. A prescribing physician must verify that the student is capable of self-administration.
 - d. If the school policies are abused or ignored, the school can confiscate the inhaler/EpiPen and remove the privilege to carry the medication.

Approved by school physician(s):

WELLSPAN – Dr. Stacey Robert – 717-851-2521 or Mobile 717-880-9609



Signature of School Physician



Date



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2026-2027 SY Communicable Disease Regulations

Guidelines for readmission of students, staff, and volunteers absent from school with infectious diseases or conditions:

1. **Rubeola (Measles)** - Four days from the onset of rash.
2. **Mumps** - Nine days from onset or until swelling subsides.
3. **Pertussis (Whooping Cough)** - Exclude 5 days of appropriate treatment when symptomatic. If not symptomatic and taking prophylaxis, may attend school while taking prophylaxis. If symptomatic and refuse treatment and there is an outbreak, exclude 21 days. In an outbreak, any child coughing for 2 weeks or more is considered a case.
4. **Rubella (German Measles)** - Seven days from onset of rash.
5. **Chickenpox** - Five to seven days from onset of vesicles, or until scabbed over.
6. **Respiratory streptococcal infection** (including scarlet fever) - 24 hours after initiation of medical treatment and afebrile for 24 hours.
7. **Acute contagious conjunctivitis (Pink eye)** - May return on written recommendation of family physician/healthcare provider, and/or school physician after 24 hours following initiation of treatment.
8. **Fungus infection (Ringworm)** - Cover the lesion. Must see a family physician/healthcare provider within 48 hours for treatment and provide the school nurse with written documentation of the treatment protocol of the family physician/healthcare provider, and/or school physician. Failure to comply will result in exclusion from school until seen by a family physician/healthcare provider.
9. **Impetigo** - May return on written recommendation of family physician, and/or school physician.
10. **Scabies** - May return after initiation of medical treatment. May return on written recommendation of family physician/healthcare provider, and/or school physician.
11. **Erythema Infectiosum (Fifth Disease)** - Notify school nurse. Exclusion from school is not necessary.
12. **Other diseases** (Diphtheria, Hepatitis, Mononucleosis, Polio, MRSA, and Sexually Transmitted Diseases, etc.) - May return on written recommendation of physician, and/or school physician naming treatment and restrictions, if applicable.
13. **Febrile illness** (temperature greater than 100F.) - May return after afebrile for 24 hours without the use of Acetaminophen, Ibuprofen, or other fever-reducing medications.
14. **Pediculosis corporis and Pediculosis pubis** - Until judged non-infectious by the nurse in school or a physician.
15. **Pediculosis capitis** - The AAP (American Academy of Pediatrics) recommends that a healthy child should not be restricted from attending school because of head lice or nits (eggs). Children can finish the school day, be treated, and return to school. Lice sprays are not advisable for use.

Approved by school physician(s): WELLSPAN – Dr. Stacey Robert – 717-851-2521 or Mobile 717-880-9609



Signature of School Physician

7/14/26

Date

*Contact the PA Department of Health for Communicable Disease questions or concerns. #717-771-4505

