



# HEALTH CARE MANUAL

## Updated 8/2011

I, Sue Pazzano, RN, have hereby read and approve Milestones Day School's Health Care Manual

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Signature

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Date

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License Number

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This Health Care Manual is intended to provide guidelines and procedures for student's receiving Health Care at Milestones Day School.

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## **GENERAL**

### **Emergency Phone Numbers**

GENERAL EMERGENCY:	911
FIRE DEPARTMENT:	781-314-3710
POLICE DEPARTMENT:	781-314-3600
AMBULANCE:	781-891-0077
POISON CONTROL	800-682-9211
CONSULTING PHYSICIAN Geoffrey Burns, MD	781-788-8444
SCHOOL'S NURSE Sue Pazzano, RN	781-895-3200 x-137



### **Narrative of Medical Facility & Nurse**

Milestones Day School has a Nurse's office located within our school facility. The Nurses office and related first aid stations are fully equipped with First Aid and CPR supplies, an AED, manuals, and quick-reference cards.

The school nurse is Sue Pazzano, RN. Sue is a registered nurse who works during school hours (generally at least 8:30-4:30pm Monday – Friday). Sue is available to students for the administering of medication, medical emergencies, and to coordinate their medical care.

### **Universal Precautions**

Based upon recommendations by the Center for Disease Control, staff are to adapt to the following practices, as applicable to their particular job responsibilities, to prevent the spread of blood borne infections.

#### **Procedure:**

1. Non-sterile disposable gloves must be worn by employees when there is a risk of contact with blood or body fluids, or handling items or surfaces soiled with blood or bodily fluids. Employees who have sores, cuts, or severe rash on their hands and are providing direct physical care to individuals should also wear gloves. Gloves are to be changed after each task is performed. Infectious, hazardous waste articles contaminated with blood, bodily fluids or tissue are considered potentially infectious. Gloves are to be worn at all times when handling these items and when emptying trash.
2. Hand washing is required before **and** after all procedures. Immediate and thorough washing is necessary if hands or other skin surfaces become contaminated with blood or bodily fluids. Staff will wash hands immediately after removing gloves. Hand washing should be done frequently throughout the day, whether procedures are being performed or not.
3. Report exposure through punctures of the skin with blood or blood contaminated instruments, and mucous membrane or open skin lesion contact with blood or bodily fluids to a supervisor, or the program nurse immediately. Follow-up with a written incident report.
4. Specimens for the lab are to be labeled and placed in a refrigerator, then transported to the lab inside specific containers.
5. Staff will place used disposable syringes and needles and other sharp items in puncture resistant containers for disposal. Precautionary measures will be used to prevent injuries when using sharp instruments.
6. A disinfectant (one part bleach to eight parts water) should be used to sanitize spills or contaminated surfaces.
7. All disposable materials, including gloves, bandages, tissues and disposable undergarments should be discarded into a plastic bag. Mops should also be disinfected with the bleach solution described above.



### **Student Illness**

Students who become ill or need medical attention should immediately be brought to the school's nurse. The Nurse will examine the student and determine an appropriate course of action, including completing any notification as necessary.

Should an illness or emergency arise, the head teacher or administrator should take over the immediate care of the person having the emergency until trained medical personnel arrives. If the illness involves vomiting or diarrhea, once the student is finished in the bathroom, assist the student with cleaning up (if necessary) and bring the child to the office where one of the directors/school Nurse can assess the child and provide first aid (if necessary). If the child needs to go home, the director will make a determination about who should contact the family (either the Principal or Nurse) and the means of transportation. If there is a visible wound or injury, a parent should be called and left a message so they don't worry when they first see the child. Once the child is feeling better, settled, or has gone home, the Principal, Executive Director, or Nurse will log the report in the first aid log. If the ailment is very small (i.e., a splinter and requires minor first aid), the head teacher will send a note home or email the parent that day to inform the parents of the incident that occurred.

### **Preventive Health Care**

At the time of intake, the school will require a complete medical history including medications, treatment of acute medical problems, known allergies, and other special medical conditions/needs, and also required physical exam form, Immunization record, and letter from his/her dentist.

All direct care staff of Milestones Day School will participate in a comprehensive medical orientation within three (3) months of hire.

### **Annual Exams:**

Milestones Day School's nursing staff will work with the student's family and/or responsible human service agency to ensure that each student receives an annual physical and dental exam. A Parent/Guardian will be asked for consent and to provide the school with a copy of the physician's report, including any recommendations for the student.

### **Vision, Hearing, and Posture Screenings:**

In cooperation with the student's public school and the student's parent or guardian a written plan will be developed at the time of intake to ensure that vision, hearing, and postural and other related screenings will be conducted on a scheduled basis. Follow up will be monitored by the program's Nurse and documented in the student's medical file.

### **Immunizations:**

Milestones Day School requires all students receive proper medical treatment and immunizations unless the student's parents object on the grounds that such treatment conflicts with a religious belief unless an emergency or epidemic of disease is declared by the Department of Public Health.

### **Communicable Diseases:**

Any student or staff member who had contracted a communicable disease shall receive written authorization by the person's physician before returning to the school. The school shall notify all parent and referring agencies of the reported communicable disease within the school.

### **Dangerous Substances:**

All toxic substances, sharp objects, medications, and matches will be kept in a locked cabinet away from students' access. Toxic Substances will be stored separately from medications. Toxic substances are labeled with contents and antidote and the phone number for poison control is nearby.



### **Family Planning Information:**

Milestones Day School will comply with all state and federal standards and have access to family planning information. Milestones Day School will obtain written consent from families to discuss health related matters regarding intercourse and related topics.

### **Allergies**

Milestones Day School will protect all students from exposure to foods, chemicals, or other materials to which they are allergic.

Prior to intake a child's parents are required to complete an application for admission which includes a medical information section. Contained in this section is a question related to any known allergies the child may have. A page in the intake form (see intake form) is used to identify the allergens, reactions, remedy, and accommodations as needed. Upon entry to our school with a student with known allergies, the Allergy and Medical Information sheet is updated.

All staff members are required to attend a medical orientation program which will include student-specific information, proactive and reactive, pertaining to allergies as well as the use of emergency interventions (i.e., epi-pen). If a student has allergies, all staff members who have direct service contact with the student will be notified and the student's allergies will be posted in the classroom, by the kitchen, and any other area that might have an allergen. Staff will be trained in the student's specific allergies and emergency procedures should the student accidentally come in contact with an allergen.

### **Smoking Policy**

The Education Act of 1993, Section 49, Subsection 37H, expressly prohibits the use of any tobacco products within school buildings, school facilities, school grounds, and school buses by any individual, including school personnel. No student shall use or possess any tobacco related products on school grounds, school related business, field trips or other school sponsored events. Staff and other adults may not smoke on any school related premises including anywhere in the building which we are located, the parking lot, vehicles, field trips, or other school sponsored events.

### **Receipt of Medical Treatment / Religious Beliefs**

Milestones Day School requires all students receive proper medical treatment and immunizations unless the student's parents object on the grounds that such treatment conflicts with a religious belief, or unless an emergency or epidemic of disease is declared by the Department of Public Health.

### **Clothing, Grooming, Hygiene, Toileting, and Nutrition**

Milestones Day School is a day school and, in general, does not keep additional clothing or belongings of students on-site. Special arrangements may be made for students with toileting issues whereby a change of seasonally appropriate clothing will be kept in the administrative office.

Milestones Day School's staff address clothing, grooming, and hygiene issues as part of a comprehensive assessment and holistic approach to the needs and issues of all students. Topics that relate to issues such as personal grooming and hygiene are addressed in Health classes as well on an individual basis. If a student(s) clothing and/or grooming are an issue (e.g., dirty clothing, weather appropriate clothing, body odor) the parents of the student will be notified of the concern. Staff will address these issues with students directly, where appropriate, and students will be involved in developing a plan to address any issues related to this area.

Milestones Day School does not have a school cafeteria. Daily snacks and lunch are provided by the student's families. Milestones Day School will encourage families to supply nutritious foods for their children. Students are given adequate time to finish meals.



The staff at the Milestones Day School understands the nutritional requirements of the students enrolled and provides an appropriate number of meals daily that constitute a nutritionally adequate diet corresponding with the five food groups. This diet includes the following food groups: dairy, vegetable, fruit, grains, meat or alternative protein, fats/oils/sweets

#### **TOILETING:**

Milestones Day School students are permitted to use the toilet anytime they need to. Toilets and washrooms are kept unlocked, fully accessible, and available for students to use at all times and are monitored, if necessary. Liquid soap is used, there is running water, and ample paper towels and toilet paper.

Milestones Day School's students are toilet trained and do not have frequent urine or bowel accidents. If there are any students with toileting issues, Milestones Day School will hold a meeting with the child's family and Team and create a specific plan regarding these issues which makes sense for the individual student and complies with the Department of Education and Public Health's regulations such as putting soiled diapers in a double bagged trash bag.

#### **Toileting Procedures:**

1. Students may use the bathroom any time they wish by asking a teacher.
2. Student uses the bathroom
3. Student washes hands
4. Student exits bathroom and returns to programming

If a student has soiled his/her pants two same sexed staff members help the child clean up and change, if necessary. All soiled clothing is doubled bagged and sent home with child

### **MEDICAL PROCEDURES AND EMERGENCIES**

#### **Where are First Aid Supplies and Written Procedures Located?**

First Aid supplies are kept in a secure cabinet in the health office. Supplies include, but are not limited to bandages, medical gloves, gauze, adhesive tape, hydrogen peroxide.

First aid kits are also located in each school vehicle in the gym, at the door to the playground, and in each classroom's emergency bag. A copy of the program's first aid procedures are kept with the first aid supplies.

#### **First Aid, AED, and CPR Training for Staff?**

Milestones provides on-going CPR, AED, and First Aid training for all direct care staff, both at the time of orientation (for Milestones Staff only) and annually as needed for re-certification. The aim of training is to enable staff to provide competent first response by:

- Recognizing an emergency situation
- Identifying the nature of emergency
- Providing initial intervention
- Contacting appropriate healthcare professionals

The program's nurse or designee will be responsible for facilitating basic and emergency First Aid and CPR trainings by a certified instructor.

#### **Medical Emergency Procedures**

If there is an emergency, staff should immediately take emergency measures (i.e., if someone needs first aid/CPR to administer that). If it is not a life or death emergency, the staff should get the school Nurse.



Definition: An emergency is something that may require hospitalization or emergency room treatment or is life threatening or if handled incorrectly can result in further injury.

- Major Emergencies include, but are not limited to, Choking, not breathing, cardiac arrest, unconscious, seizure, burn (not including sun burn), shock, insect sting (bee, wasp, not mosquito), any head injury, bleeding (severe), death, amputation of a body part, foreign object in the eye, broken tooth by accident, poisoning, dizzy, heat exhaustion, hives, (unknown and not poison ivy), broken bone or sprain).
- Student Illness include, but are not limited to, Sun burn, cut/bleeding (minor), bump/bruise, minor allergic reaction (hive without swelling), splinter, headache, throwing up, stomachache, dehydrated, diarrhea, pulled muscle.
- Environmental Emergencies include, but are not limited to, child is missing; ran away, stranger in the building, bomb scare, chemical poisoning, fire, abduction.

Medical Emergency Procedures are as follows:

- The head teacher, Nurse, or administrator should take over the immediate care of the person having the emergency. If the person requires CPR or other life saving procedures this should be implemented immediately.
- Contact 911, then locate the school Nurse if s/he is not already on the scene.
- One staff member should immediately get/radio an administrator and state the following:
  - Clearly state the emergency
  - State where s/he is (i.e, in the classroom, in the parking lot, etc.)
  - State if you believe an ambulance needs to be called immediately (or if you have already called 911)
  - Define who the person is, what the emergency is, and what the current condition of the person is
- The other teaching staff should immediately take the group/class into another safe space
- Once the Administrator / Nurse arrives s/he or they will take over the lead and give directions for how to proceed.
- The Administrator/Nurse will make a determination of who should contact the parent or emergency number for the family. This will either be the Administrator / Nurse him/herself, another Administrator, or the head teacher. The parent will then be contacted. If a parent cannot be reached the student's emergency contact will be contacted.
- If the child needs to be transported to the hospital, an Administrator or the Nurse will either ride in the ambulance with him/her or take him/her to the hospital in an Milestones, Inc. approved vehicle.
- Once the emergency is over or the child is transported to the hospital, an incident report should be written up and given to the Executive Director by the end of the school day. A copy will be mailed to the DESE with a form 2.
- If there is major emergency, all staff should plan on staying after school to discuss the situation for a minimum of one-half hour. No one is to discuss the emergency with other parents. The Administrators will discuss the emergency with the family.

### General First Aid and CPR Procedures

Emergency telephone numbers, including fire department, police station, poison prevention center, hospital emergency room, and ambulance service, are posted or located in all facility areas.

- What to do if a student is injured?
  - Check the A-B-C's / Perform CPR if necessary
    - Airway: If a person's airway is blocked with food or a foreign object the abdominal thrusts must immediately be performed
    - Breathing: If a person's breathing is not effective then little or no oxygen is getting to the brain and vital organs and this must be restored
    - Circulation: Take care of any bleeding and make sure the person's blood and air are circulating throughout the body



- Determining who to call:
  - If injury is severe, always call 911.
  - Get the Nurse involved as soon as possible
  - If injury is significant, but not life threatening and it is clear what the extent of the injury is, the school nurse or other official will take the child to the emergency room.
  
- Documenting of First Aid
  - Any first aid, no matter how insignificant, requires documentation in the first aid log
  - When possible, all injuries should be brought to the nurses attention
  - Appropriate notification shall occur including executive director, DESE, and/or parent/guardian.
  
- Types of Injuries:
  - Wounds
    - Definition: Any break in the skin
    - Types
      - Abrasions – Scrapes
      - Lacerations
      - Punctures
    - Treatments
      - Stop bleeding immediately by: (1) Direct pressure and elevation, (2) pressure point
      - Protect from contamination and infection
      - Obtain treatment from Nurse
      - Watch for infection during healing process
  
    - Signs of Infection
      - Swelling, redness, heat, and/or pain & tenderness
  - Burns
    - Definition: Injury to skin and muscles that result from exposure to heat or chemicals
    - Types:
      - First Degree: Injury to outer layer of skin only, redness, mild pain or swelling, heals rapidly. Treatment: Apply cold water or cool wet cloth
      - Second Degree: Deeper than first degree, more painful because the nerves are still intact, blisters may develop, considerable swelling for several days. Treatment: same as first degree. Do not break blisters or remove tissue. If the burn is on arm or leg, keep elevated.
      - Third Degree: Injury to all layers of skin, parts of muscles and nerves, white or charcoal appearance. Treatment: Get help as soon as possible. If burns are on hands keep them above heart level, if burns are on legs/feet, keep them elevated and do not let the person walk, if burns are on face (prop up the person and check for open airway). Do not remove dead skin or burned clothing.
      - Chemical Burns: Treatment: flush with large amounts of cool water immediately and seek medical treatment.
  - Head Injury
    - Definition: Any injury to the head (May occur from a fall due to unsteady gait (walk), seizures, or other.)
    - Treatment: If conscious allow to rest lying flat on back (check for lumps or cuts about the head), if unconscious, check ABC's and call 911. Do not attempt to move person. All people with head injuries must be seen by the nurse. More severe head injuries will require transport to the Emergency Room or calling 911.



- Shock:
  - Definition: Shock occurs when the tissue or organs are not properly supplied with oxygenated blood.
  - Sign of Shock: Eyes (vacant, lack luster), Pupils (dilated), Breathing (shallow, irregular), Pulse (weak or absent), Skin (Pale, moist, cold)
  - Treatment: Keep person lying down, raise legs above the level of heart (except if there is a head injury or if breathing difficulty occurs), keep warm, if there is bleeding use hemorrhage control.
  
- Injuries to bones, joints, and muscles:
  - Definition: Any type of injury involving a bone, joint, and/or muscle
  - Signs: Swelling, tenderness to touch, deformity, pain on motion
  - Treatment: (The only way to tell if there is a broken bone is by x-ray), immobilize the part, elevate the limb, cold wet compresses or ice bag to reduce swelling.
  
- Nosebleeds
  - Definition: Blood coming from the nose
  - Treatment: Have person sit down with head bend slightly forward (to prevent blood from trickling down the back of the throat), with two fingers pinch both sides of the nose just below the bridge for 10 minutes, if after releasing finger pressure, bleeding continues, resume pressure. If bleeding doesn't stop after 20 minutes or is severe take child to emergency department or call 911.

This health care manual contains, but is not limited to, the following procedures:

- a. Narrative description of medical, nursing, and infirmary care
- b. A written policy describing the administration of medication, per DPH regulations
- c. Administration of anti-psychotic medication including, where appropriate, "Roger's Procedures"
- d. Receipt of Medical Treatment – Religious Beliefs
- e. Toileting procedures
- f. Food and Nutrition

## **MEDICATION ADMINISTRATION**

### **Who Can Administer Medications?**

All medications (including prescription, antipsychotic, and over-the-counter) shall be administered to students by a Nurse or trained designee only.

### **Administration of Medication Procedure**

- Milestones Day school has the following administrative procedures for the administration of medication:
  - No medication is administered to a student without written authorization from a parent. Such authorization shall be renewed annually.
  - No prescription medication shall be administered to a student without the written order of the physician prescribing the medication to that student.
  - The program maintains written policies and procedures regarding prescription and administration of medication including authorization, prepackaging and staff training.
  - Any change of medication or dosage must be authorized by a new order from a physician.
  - A written record shall be maintained of the prescription of medication to students. A written record shall also be maintained of the administration of prescribed medication to students. Significant side effects of medications shall also be recorded.



- Only trained staff may administer medication.
- All medicine shall be kept in a locked, secure cabinet and labeled with the student's name, the name of the drug and the directions for its administration.
- The program shall dispose of or return to the parents any unused medication.
- Medications must be delivered to the school by a responsible adult in a container labeled by the physician or pharmacist.
- Provisions must be made for refrigeration of medications, when necessary.
- The program shall have a written policy regarding the amount of medication to be kept on the premises at any one time for each student receiving medication.
- A review of medications administered to a student shall be incorporated into all case reviews conducted at the school with staff regarding the student.

### **Administration of Antipsychotic Medications**

The school shall not administer or arrange for the administration of antipsychotic medication (drugs used in treating psychoses and alleviating psychotic states) **except under the following circumstances:**

- Antipsychotic medication shall be prescribed by a licensed physician for the diagnosis, treatment and care of the child and only after review of the student's medical record and actual observation of the student.
- The prescribing physician shall submit a written report to the school detailing the necessity for the medication, staff monitoring requirements, potential side effects that may or may not require medical attention and the next scheduled clinical meeting or series of meetings with the student.
- No antipsychotic prescription shall be administered for a period longer than is medically necessary and students on antipsychotic medication must be carefully monitored by a physician.
- Staff providing care to a student receiving antipsychotic medication shall be instructed regarding the nature of the medication, potential side effects that may or may not require medical attention and required monitoring or special precautions, if any.
- Except in an emergency, as defined in 18.05 (9)(g), the school shall neither administer nor arrange for the prescription and administration of antipsychotic medication unless informed written consent is obtained. If a student is in the custody of his/her parent(s), parental consent in writing is required. Parental consent may be revoked at any time unless subject to any court order. If the parent does not consent or is not available to give consent, the referral source shall be notified and judicial approval shall be sought. If a student is in the custody of a person other than the parent, a placement agency or an out-of-state public or private agency, the referral source shall be notified and judicial approval shall be sought.
- In an emergency situation, antipsychotic medication may be administered for treatment purposes without parental consent or prior judicial approval if an unforeseen combination of circumstances or the resulting state calls for immediate action and there is no less intrusive alternative to the medication. The treating physician must determine that medication is necessary to prevent the immediate substantial and irreversible deterioration of a serious mental illness. If the treating physician determines that medication should continue, informed consent or judicial approval must be obtained as required by 18.05(9)(e).
- The school shall inform a student twelve years of age and older, consistent with the student's capacity to understand, about the treatment, risks and potential side effects of such medication. The school shall specify and follow procedures if the student refuses to consent to administration of the medication.



## EVACUATION SAFETY FOR FIRE AND ENVIRONMENTAL EMERGENCIES

### **General Evacuation Procedures, Fire Safety, & Environmental Emergencies**

Milestones conduct evacuation drills on a quarterly basis, without warning, and under varied conditions. In every room at Milestones there is an evacuation map. The emergency drills include, but are not limited to, fire, building lock down (bomb threat, gunman), flood preparedness, use of firefighting equipment, gas leak, bomb threat, explosion, loss of heat/air conditioning during inclement months, van breaking down, or other threats/natural disasters. All students are taught the nature of the drills. All staff receives annual training and quarterly practice for evacuation and emergency procedures to assure that all personnel are trained to perform assigned tasks, are familiar with safety equipment. Documentation of drills includes type of drill, date, time, participants (students, staff, and visitors), and a reflection of drill effectiveness.

#### Evacuation Procedures:

- A fire drill will sound or announcement over pagers will be made by the first person to notice the emergency.
- Each teacher is responsible for making sure their children leave the building quickly according to protocol. All staff are responsible for making sure non-ambulatory people are removed from the building with everyone else. The Assistant Director is responsible for assuring all people are out of the school. The receptionist is responsible for taking the van keys.
- In the event of an emergency, all people will use the stairs (not the elevator) to exit the building and meet in the parking lot. All evacuation locations shall be at least 25 feet from the building.

#### If the Building's Property or the Town of Waltham is Evacuated:

- Should the entire building and its grounds need to be evacuated, we would meet in the parking lot across the street. If all of Waltham is evacuated, students and staff would be transported by Milestones vans (or other determined vehicles) to a location designed by local authorities. Students and staff will remain at the designated evacuation site until local authorities or designee authorize that individuals may safely leave the designated site. Staff will remain until all students have been picked up.

#### Reentry:

- Staff, students, or visitors will not reenter the building unless instructed to do so by the fire department or other appropriate authority.
- If it is determined that the building cannot be re-entered, or if an evacuation of the area is called by local authorities, then the building evacuation plan will be instituted.

#### Program Closing / Non-Drill Evacuation:

- If Alex Michaels and Jennifer Moran are not on site during the time of the evacuation, they will be notified immediately. If we are unable to use our premises or a portion of, Alex Michaels will notify the Department and parents/guardians immediately and an alternative plan in accordance with licensing standards and program requirements will be created.

## NOTIFICATION AND INCIDENT REPORT PROCEDURES



### **General Notification**

It is the general policy of partnership that Milestones, Inc. and Milestones Day School notify parents, as soon as possible, regarding any changes to a student's program, teaching staff, minor injuries/incidents, behavior plan change, or any other change that affects the student.

### **Incident Reports**

An official Milestones, Inc. incident report must be filled out for any student, staff member, or another other person on our property or related to Milestones, Inc. who has an injury (major or minor), major illness, hospitalization, suspicion of child abuse, runaway, timeout, restrained, fire or other disaster, medication mistake, or property destruction.

All incident reports must be completed and filed with the Human Resources Department no later then 5:00pm on the day the incident occurred.

All incident reports are reviewed at an administrative meeting and, if necessary, changes to systems are created and implemented to avoid similar situations.

### **Notification of Serious Incident (Form 2)**

In the event of a serious incident Milestones, Inc. will notify the proper authorities (i.e., DESE, sending school, family, etc.) in an appropriate time frame. We will also fill out any paperwork necessary. On the next page you will find Form 2 for the DESE which we will use if and when necessary.

### **Immediate Notification of Serious Incidents, Injuries, or Emergencies**

This policy outlines the circumstances and incidents which require Milestones, Inc.'s staff to immediately notify the parent, public school district special education administrator, and any State Agency involved in the student's care or placement, and the DESE.

Milestones, Inc. will immediately notify the parent, the public school district's placement (by telephone and letter), and the DESE (by telephone and Form 2) of the following incidents:

- The death of a student
- The hospitalization of a student (including out-patient emergency room visits) due to physical injury at school or previously unidentified illness, accident or disorder which occurs while the student is in the program
- Any motor vehicle accident causing student injury
- The in-patient psychiatric hospitalization of a student due to an emergency mental health crisis which occurs while the student is in the program
- Any student injury resulting from a restraint which requires medial attention
- Whenever any student is administered medication in an emergency situation
- Whenever any student runs away
- Emergency termination of a student including circumstances in which the student presents a clear and present threat to the health and safety of him/herself or others
  - A written termination summary explaining the reason for the emergency termination is sent to parent(s), the student (if over 14 years of age), local Administer of Special Education, officials of the appropriate Human Service Agency and the DESE
- The filing of a 51-A report with DCF, or a complaint to the Disabled Persons Protection Commission against the school or a school staff member for abuse or neglect of a student against a school staff member for abuse or neglect of a student
- Any action taken by federal, state, or local agency that might jeopardize the school's approval with the DESE
- Any legal proceeding brought against the school or employee arising out of circumstances related to the care or education of any student in the school regardless of state of residency



An incident report will be completed and forwarded to involved parties and to the DESE, attached to Form 2, when appropriate.

**Consulting Physician's Approval**

Geoffrey Burns, MD  
9 Hope Ave  
Waltham, MA 02453

781-788-8444 (office)  
617-548-5432 (cell)  
Brookline, MA

The above physician is available for referral, emergency, and consultation. Dr. Burns has read and approved our health care manual.