



2025-2026 HEALTH SERVICES INFORMATION

School Nurse

SPCPA contracts with an outside agency for services provided by a Licensed School Nurse. If you need to contact the nurse, please call the main office (651-290-2225) for assistance.

Health Emergency Information

To ensure the safety and well-being of your child, please complete and submit the enclosed Annual Student Data and Student Health Information forms. SPCPA keeps this information confidential. When a potentially life-threatening condition exists, SPCPA only shares pertinent information on a need-to-know basis with staff working directly with your child as part of a health plan. SPCPA may also provide this information to emergency responders, such as paramedics.

Illness or Injury

Staff refer students who are ill or injured during the school day to a school attendance office. SPCPA attempts to contact parents/guardians if a student is unable to remain at school or requires emergency services. If the school is unable to reach a parent/guardian, the student's emergency contact information will be utilized. If the school cannot contact anyone on behalf of the child, the city or county emergency or social services resources may be utilized depending on the situation. Students will need to be picked up from school within a reasonable amount of time if they are ill. Students will not be released to ride Metro Transit home without parent permission.

Communicable Diseases

Please contact the school if your child develops symptoms of a communicable disease (sore throat, rash, flu, or COVID-19 symptoms). SPCPA needs to take precautions to minimize the exposure of other students and staff to illness. Students should stay home for 24 hours after their temperature returns to normal (less than 100.4 degrees) without fever reducing medication or complete 24 hours of antibiotic treatment before returning to school.

Administration of Medications and Treatments

SPCPA requires a completed medication order signed by a licensed practitioner (MD, CNP, DO, or DDS – SPCPA cannot accept orders from chiropractors), and written permission from parents or guardians, in order to administer prescription or over-the-counter medications to a student during the school day. SPCPA does not administer medication without a doctor's order. All medications brought into school must be in the original container. A current asthma plan must be on record, for each new school year for students wishing to carry asthma inhalers.

Complete medical orders (name, dose, time, amount, reason) and written parent or guardian permission is required for all prescribed treatments such as blood glucose testing and nebulizer treatments. The Licensed School Nurse has primary responsibility for administering this policy, with the assistance of teachers and staff. Herbal preparations and over-the-counter medications will not be given without a medication order.

Only the Licensed School Nurse (or staff designated by the Licensed School Nurse) may legally dispense medication or supervise treatments. The nurse or parent/guardian trains assigned staff members in carrying out prescribed health treatments. The nurse is informed of all medications or treatments. SPCPA requests physician orders or management protocols for all chronic illnesses, such as asthma, severe allergy, seizure disorder, and diabetes to maintain continuity of care between home and school. Please consult the nurse if you need more information or to plan for your child's health needs at school.

Immunizations

Minnesota State law requires students enrolled in Minnesota schools to be immunized against certain diseases by the first day of school. In most cases, SPCPA receives students' immunization records from their previous schools. If your child's file does not contain immunization records or the records are incomplete, we will ask you to provide evidence that your child is immunized according to law or submit a waiver. **Failure to provide the requested information results in your child's exclusion from school until we receive (1) documentation that your child received the required immunizations or (2) a notarized vaccination waiver.**

If you do not intend to immunize your child due to medical or conscientious objection, a notarized vaccination waiver must be submitted to the school's main office. Please obtain a written Physician's note for any medically deferred or waived vaccinations. Uninsured students receive immunizations at no cost from the local health department.

You may contact your health care provider and ask them to send immunization records to the school (a Release of Information form is not required for records limited to immunization status).

Your child's immunization records, or a notarized vaccination waiver should be submitted to the school's main office (16 W 5th Street, St. Paul, MN 55102) or sent via fax (651-290-9000). Enclosed is a copy of the Student Immunization Form for your convenience.

RETURNING STUDENTS ONLY:

Please note that it is not necessary for you to complete the Immunization Form or have your clinic send immunization records *unless* your student received any additional immunization since the start of last school year or you were notified that your child's records are incomplete.