

**Nashoba Regional School District
Health and Wellness Administrative Protocol**

Health and Safety

1. As warranted by medical information from the parents and documented by a licensed practitioner, individual healthcare plans will be written by the school nurse in collaboration with parents and teachers.
2. For each classroom in which a child with an individual health care plan is in place, the school nurse will provide training for the child, parents, teachers, staff and other students as necessary to keep individual students safe.
3. Teachers will be required to note in their SUB FOLDER any precautions that must be taken for specific students in that classroom. It will also include the school nurse's phone extension and recommend that the substitutes call the nurse if they have any questions or concerns.
4. Training will be provided for all employees and students to keep their learning, teaching, and workspaces clean and to the best of their ability, free from pertinent allergens. This training will occur at the beginning of the school year and be ongoing as changes in student individual health care plans occur.
5. Hand washing with soap and water is recommended by CDC and other experts as a sensible strategy to promote good hygiene and to prevent the spread of illnesses. Students and adults should routinely wash their hands and their instructional areas to decrease the risk of infection and to eliminate substances known to cause allergic reactions that may have made surface contact.

Nutrition and Wellness

6. Realizing that healthy school meals provide energy and nutrients necessary for children to grow and learn, the NRSD will provide school lunches that meet the school meal nutrition standards developed by the U.S.D.A.
7. Vending machines available to students will contain only snacks and liquid refreshments approved annually by the Superintendent of Schools.
8. As an integral part of teaching health for grades PK -8, parents and students will be provided with information stressing the importance of proper nutrition, routine exercise, and the need for adequate sleep. Additionally, reminders about healthy lifestyles will be shared throughout the school year. The goal is to encourage students to become self-directed with regard to healthy lifestyles.
9. Physical activity should be promoted through all curricula where appropriate.

10. Students K-8 will have a daily recess period outside, weather permitting and should be dressed appropriately to participate fully in this activity.
11. Counseling services will be provided to improve students' mental, emotional and social health when requested by students, parents, or staff.

Instruction

12. When food is the focus of the curriculum activity and its presence is central to the understanding of the concepts, themes, or objectives, it is incumbent on the teacher to inform the parents and to make an alternative plan as necessary. The curriculum activity should be planned so that all students can participate.
13. Teachers may plan celebrations in which food is consumed; however, each student is responsible for bringing his/her own food to the event. If held in the classroom teachers are responsible for ensuring tables and chairs are cleaned and that students wash their hands. Such events must be communicated in advance to all parents, administration and school nurse.
14. The building principal and/or assistant principal will promote no sharing or trading of food or utensils in all schools with particular focus at the elementary level.
15. Birthday celebrations will focus on the child and be celebrated without food.

After school and Extracurricular Activities

16. Groups sponsoring after school events and who are using school space must post a sign on the door of the room being used, or on the main door if in hallways, if food is being served. Maintenance will be notified of rooms where food is being consumed and will clean after the event is finished.

Prevention and Supervision

17. An area in each cafeteria must be designated as food_allergen free. Cafeteria workers and supervisory staff must be trained by the food service director to keep the area safe, clean, and allergen free, to the best of their ability.
18. All employees who are working in the cafeteria will receive training from the food service director and school nurses as to what precautions will be necessary to ensure that students and staff will be able to protect themselves and be a part of the cafeteria environment.
19. The proper cleaning fluids, paper products and other materials necessary for students and adults to properly wash their hands and keep their areas clean will be provided.
20. Food may not be consumed or exchanged on the school bus for runs to and from school.

21. If meals or snacks need to be scheduled during travel time for extended field trips, arrangements need to be made in accord with this protocol for students in grades PK-5. For students in grades 6-12, trip advisors will need to be sure that planned sharing of food does not compromise the health and safety of students by reviewing such plans with the school nurse or the nurse who is on the trip.
22. Student fundraisers should be planned consistent with not making unhealthy food or snacks made available during school hours or on the ride to or from school on the bus.
23. The Principal will review this policy and protocol annually at the beginning of the school year with all faculty, instructional support staff, custodians, and cafeteria staff.