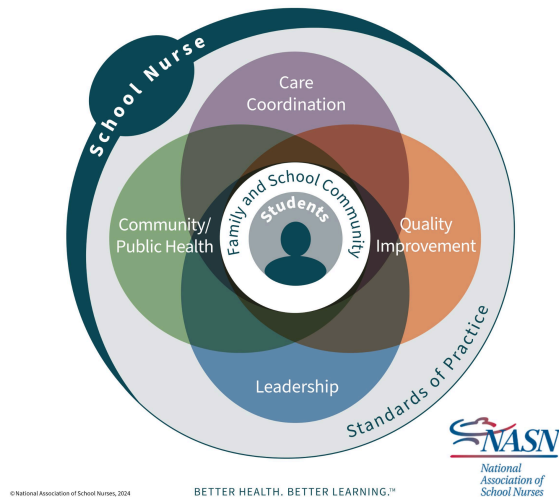


CLOVIS MUNICIPAL SCHOOLS



HEALTH SERVICES HANDBOOK

2025-2026



MISSION

The mission of Health Services is to facilitate a culturally diverse and collaborative approach while providing a comprehensive school health program that promotes the health, safety, wellness, and academic success of every student.

PURPOSE

The primary purpose of the school health services program is to promote optimal health for the school community to ensure and/or increase opportunities for learning. The program contributes to the educational success of each student by promoting a safe and healthy environment for learning.

This is accomplished by:

- Chronic health condition management
- Communicable disease control
- Coordinating school health services with families, community health care providers, and education staff
- Connecting families with community resources
- Emergency/Crisis response planning and implementation
- Encouraging consistent medical care through a primary care provider
- First Aid and medication administration
- Health screening
- Wellness promotion and health education
- Serving as the health expert in the development of 504 and Individualized Educational plans

PARAMETERS

The parameters of the Clovis Municipal Schools Health Services are listed on the following pages. While the major categories listed largely cover most health categories and consequences encountered in the school setting, it should in no way be considered all-inclusive.

IMMUNIZATION OF STUDENTS

Board Policy J-5200

New Mexico law requires that all students be immunized against certain communicable diseases. The NM Department of Health (NMDOH), in collaboration with the NM Vaccine Advisory Committee, determines these requirements using recommendations from the National Advisory Committee on Immunization Practices (ACIP). The State's official immunization requirements for schools and childcare facilities are released annually and can be accessed [HERE](#).

Kindergarten Immunization requirements:

Vaccine # of Doses

Diphtheria/ Tetanus/ Pertussis (DTaP/DT/Td) 5

Polio 4

Measles, Mumps & Rubella (MMR) 2

Hepatitis B 3

Varicella (Chicken Pox)** 2

Pre-School Immunization Requirements:

Vaccine # of Doses

Diphtheria/ Tetanus/ Pertussis (DTaP/DT/Td) 5

Polio 4

Measles, Mumps & Rubella (MMR) 2

Hepatitis B 3

Varicella (Chicken Pox)** 2

Hepatitis A 2

Pneumococcal (PCV) (0-4 doses, depending on age) Haemophilus

Influenzae type B (Hib) (1-3 doses, depending on age)

**** Required proof of Varicella immunity is receipt of vaccine or laboratory titer confirmation of diagnosis**

7th Grade Immunization Requirements:

Vaccine # of Doses

Tetanus/ Diphtheria/ Pertussis (Tdap) 1

Meningococcal Men ACWY 1

12th Grade Immunization Requirements:

Vaccine # of Doses

Meningococcal Men ACWY 2

Please contact your school nurse, or refer to the link above for more information.

In the school setting, the school nurse is best qualified to determine if students are missing required vaccinations and will subsequently notify parents/guardians. Clovis Municipal Schools will follow the current year's New Mexico Childcare/Pre-School/School Entry Immunization Requirements. Students without proof of satisfactory immunization status will not be allowed to attend school, unless he or she has a valid exemption or is experiencing homelessness. If the student is not considered 'compliant' or 'in process' by the 30th day of enrollment, they may be disenrolled until they are 'compliant' or 'in process'.

Immunization Assessment

If a student has begun the process of obtaining required immunizations/vaccinations and the process is being accomplished in accordance with the current NM immunization requirement schedules, that student meets New Mexico immunization standards and may enroll in and attend school.

If a student has no immunization record but was formerly enrolled in a school in the United States, a formal request for immunization records must be made by the district registrar to the previous school attended to be considered 'in process'. ([7.5.5 NMAC](#))

If a student was formerly enrolled in a school in another country and has no record or any contact information to acquire records, initiation of required immunizations must begin immediately or have an appointment to do so to be considered 'in process'.

The student whose immunizations are not up-to-date, but who has received all immunizations currently permissible by medical practice is considered 'in process'.

A student who was behind in vaccinations, but was considered "in process" and following a catch-up schedule and falls behind (such as missing an appointment and failing to reschedule) is no longer considered in process. A scheduled appointment to receive required immunizations can be considered in process, allowing the student to register and attend school. If proof of immunization is not presented the first school day after this appointment, the disenrollment procedure can begin. Students who are found to be 'non-compliant' in accordance with board policy and the State requirements after 30 days will be disenrolled. When any student is kept out of school longer than five consecutive days for noncompliance, the local Regional Health Officer (RHO) for NMDOH should be notified. [Immunization Act](#).

Children who are younger than five years of age and who attend childcare or early childhood development programs on school grounds are required to be in compliance with the NM-required immunization schedule for childcare centers.

NEW MEXICO ADMINISTRATIVE CODES (NMAC)

[TITLE 7 HEALTH](#)

[CHAPTER 5 VACCINATIONS AND IMMUNIZATIONS](#)

[PART 2 IMMUNIZATION REQUIREMENTS](#)

[TITLE 6 PRIMARY & SECONDARY EDUCATION](#)

[CHAPTER 12 PUBLIC SCHOOL ADMINISTRATION – HEALTH AND SAFETY PART 2](#)

[HEALTH – IMMUNIZATIONS OF SCHOOL CHILDREN](#)

NEW MEXICO STATUTES ANNOTATED (NMSA)

CHAPTER 24 HEALTH AND SAFETY

ARTICLE 5 IMMUNIZATION

Exemptions from Immunization

A student in New Mexico may be exempt from NM Public Education Department (PED) immunization requirements to register and attend school upon providing to the school a CERTIFICATE OF EXEMPTION FROM SCHOOL/DAYCARE IMMUNIZATION REQUIREMENTS. Exemptions may be granted for Medical or Religious reasons only.

Certificate of Exemption

Exemption forms may be downloaded from the New Mexico Immunization Program's [website](#) can be accessed on the CMS Health Services page, or requested from the school nurse.

- The form must be completed, signed, and notarized
- Parents/Guardians are responsible for providing an approved copy of this Exemption Certificate to their child's school.
- The request is subject to the approval of the New Mexico Department of Health.
- Exemption for obtaining required immunizations is valid for a period not to exceed twelve (12) months.
- Exemption forms (Religious and/or Medical) must be renewed yearly.
- If any case of communicable disease occurs or is likely to occur in my children's school, The Department of Health may require the exclusion of infected persons and non-immunized persons.

LEGAL REF: 6.12.2.8 NMAC

6.12.2.9 NMAC

6.12.2.10 NMAC

7.4.3.8 NMAC

[7.4.3.13 NMAC](#)

Disenrollment

The school administrative authority shall commence disenrollment proceedings if satisfactory evidence of commencement and completion of immunizations or an exemption from immunization in accordance with 6.12.2.9 NMAC is subsequently determined to be invalid for any reason and the student is unable to provide either valid satisfactory evidence of commencement and completion of immunization or a valid exemption from immunization.

Vaccines for Children Program (VFC)

There are many resources available in our community that vaccinate children every day. Contact your Primary Care Provider, the Public Health Office, or your local pharmacy for more information.

COMMUNICABLE/INFECTIOUS DISEASE

The Clovis Municipal Schools (CMS) Board of Education recognizes the importance of adhering to Public Health laws, as well as the responsibility of keeping all students and staff in a safe and healthy learning environment. In the event of an outbreak or possible exposure to a

communicable disease, CMS will refer to [7.4.3.13 NMAC](#), Notifiable Diseases or Conditions in New Mexico for guidance.

It is recommended that a parent/guardian of a child attending or enrolling in the district disclose to the school nurse or Director of Health Services, that the child is a carrier of, or is infected with, a chronic or acute communicable disease as soon as the parent/guardian becomes aware of the condition. Appropriate accommodations will be made for the child while also protecting the health and safety of students and staff. Student Communicable Disease information will be kept confidential and disclosed only to staff identified by the Director of Health Services. Parents/guardians shall not allow their child(ren) to attend school with an acute communicable disease or symptoms of an acute communicable disease. The New Mexico Department of Health will recommend appropriate district response to students who have symptoms of an acute communicable disease. (New Mexico School Health Manual, Chapter 10, Communicable Disease Control).

Guidelines to assist you to decide if your child should stay at home from school

Deciding when a child is too sick to go to school is not always easy. It's important for children to attend school consistently, but when a child is sick, they need to stay at home in the care of an adult to get well and to prevent spreading illness to others. In order for your child to be available for learning, and to control communicable diseases in school, it is important to keep your child at home for the following reasons:

- **Fever of 100.4°F or more** – Students should stay at home until he/she has been fever-free for at least 24 hours without the aid of fever-reducing medication such as Tylenol or Ibuprofen. Please do not give your child medication to treat a fever and then send him or her to school.
- **Cough**– Students with a persistent and/or productive cough should stay home until symptoms improve or subside.
- **Sore Throat** – Students with a sore throat should stay home until their symptoms improve or disappear. If a throat infection is diagnosed and antibiotics are prescribed, the child can return to school 24 hours after starting the antibiotics, provided they are fever-free and have a release from their healthcare provider.
- **Vomiting and/or diarrhea** – Students may return to school 24 hours after the last episode of vomiting and/or diarrhea if they have no other symptoms of illness and it is not being controlled with medication.
- **Eye Inflammation or Discharge** – Students with red eyes accompanied by cloudy or yellow/green discharge, matted eyelids after sleep, or eye pain should stay home. If the child is diagnosed with “pink eye” he or she may return to school 24 hours after treatment has begun.
- **Rashes** – A rash may be the first sign of a contagious childhood illness. Do not send a child to school with a rash until a medical provider has evaluated it and said it is safe to do so, especially if other symptoms accompany the rash such as itching, fever, or other signs of illness. Students who are diagnosed with scabies, ringworm, or impetigo can usually return to school after 24 hours of appropriate treatment. The affected area should be covered especially if there is drainage present.
- **Head Lice** – Any student with lice will need to be kept at home until appropriate treatment has been provided. Students who are identified with nits (lice eggs) may stay at school until the end of the day, but if your child is found to have live lice you will be

asked to pick them up immediately. Absences for head lice treatment are only excused for a maximum of three school days.

Clovis Municipal Schools will follow NMDOH and NMPED guidance for when students may return to school following symptoms.

Please keep the school office up to date with current phone numbers so you or an alternate contact can be reached if your child becomes ill or injured at school. This is most easily accomplished by keeping the most up-to-date information in Family Access.

- This form must be renewed for every student, every school year, and can be found on Skyward Family Access – please fill it out completely and sign it.
- Contact the school immediately for any change in contact information on the form.
- Ensure all telephone numbers and addresses are accurate.

CHRONIC HEALTH CONDITIONS

Responding to the needs of students with chronic health conditions, such as asthma, severe allergies, diabetes, cardiac disorders, and epilepsy (seizure disorders) in the school setting requires a comprehensive, coordinated, and systematic approach. Students with chronic conditions can function to their maximum potential if their health needs are planned for and met. The Clovis Municipal Schools and the Health Services Department will work in cooperation with parents, students, school staff, and healthcare providers to provide a safe and supportive educational environment for students with chronic illnesses to ensure their safety and educational success.

The Parent/Guardian will:

- Notify school authorities (principal, nurse, teacher) of the student’s health management needs and diagnosis as early as possible after diagnosis or enrollment in school, and whenever the student’s health needs change.
- Provide a written description of the student’s health needs at school (Action or Individualized Health Plan), including authorizations for medication administration, daily care and monitoring, and/or emergency response and treatment, signed by the student’s health care provider and the parent/guardian **prior to school attendance**.
 - All CMS-approved plans are available on the CMS website under the Health Services tab or from the nurse at your child’s school.
 - [Health Plans](#)
- Update the written plan with appropriate signatures **prior to the first day of school each school year as long as the condition persists**. Treatment and Emergency plans, medication forms, and any subsequent updates are only good for one school year including summer activities.
- Provide an adequate supply of the student’s medication – in pharmacy-labeled containers, clearly labeled with the appropriate name, medication, strength, and frequency of administration – as well as all other supplies necessary to manage the student’s care due to their specific chronic health condition.
- Replace all medications and supplies as needed
- Provide the school health office with backup medication in the event the student has authorization to “self-carry” medications and supplies specific to Asthma, Diabetes, and/or Emergency Anaphylaxis conditions.
- Provide a signed physician's statement indicating the necessity must accompany any request for a student to self-carry and self-administer any medication, whether it is a

prescription or over-the-counter medication. Some restrictions apply and are subject to approval by the Director of Health and Related Services.

The School will:

- Identify students with chronic conditions based on parent/guardian disclosure and/or by review of the Student Health History Form submitted every school year for every student.
- Establish and clarify the roles and obligations of specific school staff who will care for a student with a chronic condition, and provide education and communication systems necessary to ensure that the student’s health and educational needs are met in a safe and coordinated manner.
- Communicate with families as needed and, as authorized, with the student’s health care providers.
- Ensure that the student receives prescribed treatments and/or medications in a safe, reliable, and effective manner.
- Ensure that student has access to needed treatments and/or medications at all times during the school day.
- Be prepared to handle health needs and emergencies related to the student’s chronic health condition during the school day.
- Ensure that there is a staff member available who is properly trained to administer prescribed treatments, medications, and other immediate/emergent care during the school day.
- Ensure that all staff that interacts with the student on a regular basis receive appropriate guidance and training on routine needs, precautions, and emergency actions.
- Ensure proper record keeping, including measures to both protect confidentiality and to share information appropriately.
- Promote a supportive learning environment that views students with chronic health conditions/illnesses the same as other students, with the exception of health need responses related to the specific condition.

MEDICATION ADMINISTRATION

Board Policy J-5350 and J-5361

While it is the policy of the Clovis Municipal Schools to discourage giving any medication at school, the CMS Board of Education recognizes that some children and adolescents are able to attend school outside of the home because of the effectiveness of medications in the treatment of certain disabilities and illnesses.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medication may pose a risk of harm to a member or members of the student population.

When it is necessary for a student to take medication, whether prescription or over-the-counter, during school hours, the following is required:

All Medications:

- A medication administration record shall be available in the nurse’s office for every medication administered to the student that shall include the name of the student, name of the medication, frequency of administration, and dosage. This medication administration

- record shall be filed as a permanent record.
- The school district, its employees, or agents may confiscate a student's medication if the student's self-administration of the medication exceeds the student's prescribed dosage or if the student endangers others with their medication.
- A parent/guardian must deliver the medication to the school and pick up any medication that needs to be sent home.
- If medication is not picked up by the last day of school, medications will be properly disposed of.
- A signed physician's statement indicating the necessity must accompany any request for a student to self-carry and self-administer any medication, whether it is a prescription or over-the-counter medication.

Prescription Medications:

- A valid Medication Authorization Form from the licensed medical provider is required for every medication, every school year. The licensed medical provider's order shall be valid only for the current school year. The school year will include any applicable school-related summer activities the student may be involved in.
- The parent/guardian authorization section of any medication authorization form must be completed and signed for every medication, every school year.
- Medication order(s) must include the name of the student, the name of the medication, dosage, route of administration, and time of administration.
- Prescription medication (including samples from physicians) shall be labeled by the physician or by a licensed pharmacist to include the student's name, name of the prescribing physician physician, name of medication, dosage, and time of administration.
- Any change in the dosage or time of administration must be accompanied by written documentation from the health care provider.
- A parent/guardian must deliver the medication to the school and pick up any medication that needs to be sent home with the exception of students who are authorized to self-carry asthma inhalers or diabetic medication and supplies. STUDENTS ARE NOT ALLOWED TO CARRY CONTROLLED SUBSTANCES.
- Medication will be stored in a locked cabinet or locked medication cart stored in the nurse's office. Exceptions of this rule will be noted on the physician's order and medication authorization form and will pertain to medication that must be stored in a refrigerator or those carried by students.
- It shall be the student's responsibility to report to the school nurse's office or other designated area (to be determined by the school nurse and school principal) for their medication at the time it is to be administered.
 - When a student comes to take their medication, the following 7 Rights of Medication Administration shall be followed by the nurse or trained designee:
 - Right student;
 - Right medication;
 - Right dosage;
 - Right time;
 - Right route;
 - Right documentation
 - Expiration date
- In the event the school nurse is unavailable to administer medication, a trained designee

as delegated by the school nurse may administer the medication as ordered, or the parent/guardian may come to the school to administer the medication.

- The nurse (or district-trained designee) is unable to administer missed home doses of medication at school without a physician's order. It will be the responsibility of the parent/guardian to come to school to administer missed home medication doses.

Over-the-Counter Medications:

- There must be a Medication Authorization form completed by the physician and parent in order for the nurse to administer OTC medications to students. Medication Authorization forms can be found on the CMS website, on the Health Services Department page.
- All medications, including over-the-counter medications, must be provided by parents/guardians in the original packaging with all warnings and directions intact.

Complementary and Alternative Medications/Non-FDA Approved Substances (Herbs, Supplements, etc.)

Employees shall not administer non-FDA approved herbal/dietary supplements and essential oils regardless of delivery: orally, topically, or diffused. These substances do not have consistent and reliable United States Pharmacopeia (USP) formulation to ensure dose purity and consistency. A predictable dose calculation for herbal products has not been established in pediatrics.

Administration of any medication by licensed nursing staff shall not contradict the NM Nurse Practice Act or federal law.

Medical Cannabis:

- There must be written permission from the parent to allow the administration of medical cannabis.
 - 'Request for Giving Medical Cannabis at School' forms can be found on the CMS website, on the Health Services Department page
- Students are not allowed to carry or self-administer medical cannabis.
- Medical cannabis is not to be in smoked or inhaled as a vapor or by burning.
- The following must be provided annually, every school year, and upon renewal:
 - Current NMDOH approved Medical Certification Form for student
 - Current NMDOH Medical Cannabis Registry Identification Card for Student
 - Current NMDOH Primary Caregiver Medical Certification Form
 - Current NMDOH Medical Cannabis Registry Identification Card for approved caregiver
 - Valid NM government-issued photo ID for approved caregiver
- A written treatment plan for the administration of medical cannabis is agreed to and signed by the school principal, qualified student's parent or legal guardian, and certified medical professional. This is NOT a medical order, but a plan of treatment (SB 406, p. 17, line 6).
 - A written statement from the qualified student's parents or legal guardian releasing the school and personnel from liability as follows releases from civil liability the following persons and entities for acting in accordance with the provisions of Chapter 261, Laws of 2019 and this rule, as well as the Lynn and Erin Compassionate Use Act and applicable Department of Health rules.

- School districts, school district personnel, and volunteers, schools, school personnel and volunteers, local school boards, and local school board members; Releases the persons and entities from any liability and reimbursement claims for costs associated with accidental spillage or waste of medical cannabis;
 - Acknowledge that the qualified student shall not be entitled to the implementation of the provisions of Chapter 261, Laws of 2019 and this rule, as well as the Lynn and Erin Compassionate Use Act and applicable Department of Health rules, outside of this state.
- In the case of medical cannabis, should no school employee be willing upon designation to administer the medical cannabis, a written health management plan shall be prepared, in consultation with the parents and school authorities indicating the conditions under which the authorized caregiver may be present to administer the medical cannabis. This will include directions on where and how, as well as when the medication may be administered.

Students with Diabetes

A student who has a medical diagnosis of diabetes and complies with the New Mexico Administrative Code (6.12.8.8) to self-assess, self-carry, and self-administer prescribed medication(s) under specified conditions, shall be permitted to do so if, in doing so, they do not endanger themselves or other persons through misuse of the medication.

Students with Inhaled Bronchodilators, Inhaled Corticosteroids, and Auto-Injectable Epinephrine

A student who has a medical diagnosis of asthma or anaphylaxis-associated medical condition and complies with the New Mexico Administrative Code (NMAC 6.12.2.9 and NMAC 11.15.05) to self-assess, self-carry, and self-administer prescribed medication(s) under specified conditions, shall be permitted to do so if, in doing so, they do not endanger themselves or other persons through misuse of the medication.

VISION AND HEARING SCREENING

One of the important functions of a school health program is to promote student health through early identification and detection of health problems that may result in disability and/or interfere with learning. In collaboration with New Mexico Lions Operation KidSight, Inc., the school nurses will screen Clovis Municipal School students in Preschool, Kindergarten, 1st, 3rd, and 8th grade, and any student that is going through the SAT/MLSS process, or being reevaluated for Special Education services.

A general vision screening program is a process that allows designated trained persons to screen large numbers of students in a short period of time for the purpose of identifying vision problems. **Screenings are not diagnostic.** If your student has difficulty passing either the vision or the hearing screening, you will be notified by the School Nurse, and a referral will be sent home.

If you do not want your child to participate in the yearly vision and/or hearing screenings, please inform the nurse at your child's school that you are opting out. You will receive an email with the screening dates before the screenings begin.

MENTAL HEALTH SERVICES

Clovis Municipal Schools has Mental Health staff at each site to provide services to all students. There is a counselor, social worker, or psychologist at each site licensed to provide counseling services.

Services Available

- **Counseling** - Individual and/or group counseling
- **Family Conferences** - Meetings to discuss parenting issues/concerns
- **Consultation** - Meetings with the student's teacher(s) to assist them in working with the student's behavioral or emotional struggles.
- **Interagency Coordination** - Communication with other agencies to help the student and to allow follow-up to ensure that services are continuing.
- **Crisis Intervention** - When a student is a danger to self or others or is out of control, the School Counselor, Psychologist, or Social Worker will aid in resolving the situation or will find help for the student.
- **Behavior Management Assistance**- Behavior Aides are assigned to students whose behavior is significantly disruptive to the educational environment and who need close adult guidance to modify their behavior.

How to access services

1. A parent may request a mental health consultation for their child with any licensed personnel at the child's school.
2. Licensed personnel will inform the Principal and the Mental Health Provider.
3. School Mental Health Provider will contact the parent and discuss the next steps within two school days.

With parent approval, a mental health screening/evaluation of your child will be conducted to gather information about emotional/behavioral problems which your child may be experiencing. The evaluation will be conducted by specially trained and licensed personnel and will include a computerized questionnaire.

Evaluations often consist of various questionnaires and private interviews with the child, parent, or teacher. These methods help gather comprehensive information about the child's behavior, learning styles, and social interactions from multiple perspectives. The goal is to understand the child's strengths, challenges, and needs to provide appropriate support and interventions.

Confidentiality

As a general rule, all information shared between the student and mental health provider is confidential unless the provider has written consent to disclose certain information. However, in some situations, the provider is required by law to disclose information, whether or not permission is given.

Confidentiality cannot be maintained when:

- A student informs the provider of a plan to cause serious harm to self or others, and the provider believes the student has the intent and ability to carry out this threat in the very near future.
- A student is doing things that could cause serious harm to self or someone else, even if the student does not intend to harm self or others.
- A student discloses being abused – physically, sexually, or emotionally – or having been abused in the past. In this situation, mental health providers are required by law to report the abuse to CYFD and/or Clovis Police Dept.
- A student reports being bullied or another person is being bullied. Bullying includes, but is not limited to cyberbullying, hazing, harassment, intimidation, or menacing acts of a student. This may, but need not be, based on the student’s race, color, gender, ethnicity, national origin, religion, disability, age, or sexual orientation.
- A student is involved in a court case and a request is made for information about the student’s counseling. Information will not be disclosed without the student's written agreement unless the court requires the provider to disclose information. If the provider is required to disclose information to the court, the student will be informed of this happening.
- A student reports about another student who is in a dangerous situation (being bullied, abused, or doing things that could cause serious harm to self or others). If the mental health provider reports this further, the reporting student’s name will be kept confidential.

Emergency Procedures

Each school has a team of trained staff members to respond to mental health emergencies. Each team works together with the school’s administrative team to determine whether further assessment is needed. If further assessment is needed, it will be completed by the Guidance Counselor or Mental Health Provider. The team then meets to determine the action to be taken in support of the students and communicate recommendations to the parent/guardian. If deemed necessary, immediate action will be taken to contact emergency services by calling 911 to arrange for possible ambulance transport to the emergency room. The Mental Health Provider will determine whether emergency or short-term procedures need to be in place upon the student’s return to school to ensure the student’s safety.

If your child has been hospitalized for mental health concerns please inform school site administration prior to your child's return to school. If additional site support is needed, please provide site administration with discharge instructions from the hospital/mental health facility.