 Form JGC-7

**INFECTIOUS DISEASE REPORTING PROTOCOL**

The Cobb County School District (District) takes seriously the welfare of its students and staff. Therefore, this Reporting Protocol has been developed to clearly identify when school personnel should notify the District Nursing Supervisor regarding infectious diseases/conditions. The District supervising nurse shall then notify Cobb and Douglas Public Health Department. According to the Georgia Department of Public Health (GDPH), reporting these infectious illnesses enables appropriate public health follow-up for the students/staff and helps identify outbreaks or unusual clusters of disease.

* GDPH regulation, 290-5-3-.02, identifies the “chief administrative officer” of schools, or his/her designee, as reporters for all cases of notifiable diseases or conditions to the County Board of Health.
* District Form JGC-5 states, “The District shall not disclose medical information about a student with an infectious disease without the consent of the parent/guardian/student 18 years of age or older, whichever is applicable, or only as required by law or court order.” GDPH Rule 290-5-3-.02 is the applicable state requirement for schools.

When any school staff member becomes aware that a student or staff member has or may have an infectious disease, he/she shall report that information to the Principal and School Nurse immediately.

Once the School Nurse determines if the infectious disease is one that should be reported, and communicated such to the Principal, the Principal shall then report the information to the appropriate Level Assistant Superintendent.

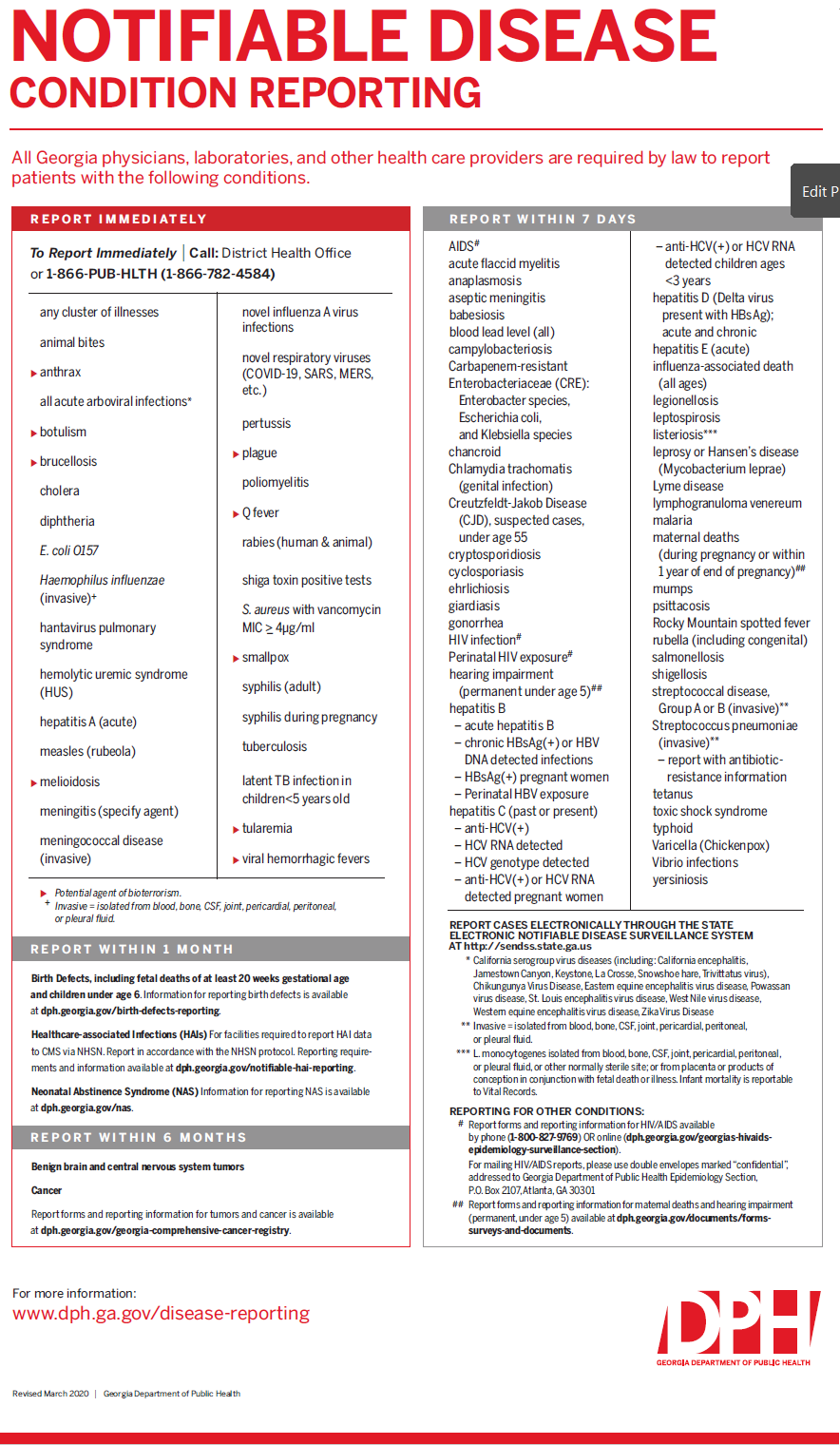
The School Nurse will determine if the infectious disease is one that should be reported to the Consulting Nurse and Supervisor of School Health Services. The information provided to the School Nurse, Consulting Nurse and Supervisor of School Health Services by the school staff member should, at a minimum, include the student’s directory information as defined in Administrative Rule JR-R (Student Records).

The Supervisor of School Health Services shall then notify Cobb and Douglas Public Health Department. Immediately following, the Supervisor of School Health Services will contact the District’s Chief of Staff.

The Level Assistant Superintendent shall contact the Chief Leadership Officer regarding the confirmed infectious disease.

* If the public health nurse confirms an infectious disease (based on lab confirmation), an appropriate notification letter to the parents/guardians/students of the affected student population should be e-mailed to the Principal by the Supervisor of School Health Services. The letter should be printed on school letterhead and signed by the Principal. The letter shall not contain any personally identifiable information about the students who are or were infected. Copies should be distributed to identified students or their parents/guardians based upon contact and mode of transmission of the illness. A copy of the letter distributed to students should also be sent to the District Communications Office, the Level Assistant Superintendent, the School Nurse, the Consulting Nurse and the Supervisor of School Health Services.
* The Consulting Nurse should assist the school administrators with control methods for the identified disease.
* When in doubt, contact the Consulting Nurse for your school or the Nursing Supervisor.

**\*The school nurse has a form to complete when reporting infectious diseases.**

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