

**Tools for Schools (TFS)/Indoor Air Quality
(IAQ) Did You Know...? Illness Concerns
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Did you know...that the Westport Public Schools *Indoor Air Quality (IAQ) Control and Improvement Procedures* include a mechanism for reporting health concerns to the school nurse by staff, parents and students?

If there is a health concern that may be related to indoor air quality, it must get reported directly in person by a staff member or student and in person or by phone by a parent to the school nurse to be entered into the health electronic record system called SNAP. This allows for accurate and confidential record keeping as well as tracking of such concerns within a school and across all schools in the district. Identifying information such as names and specific medical history will only be in the confidential health record in SNAP.

When shared, such concerns generally trigger a “mini”- TFS team walkthrough of the classroom or area of concern. Outcomes of such a walkthrough may include: Submission of a work order for an identified issue, a full TFS team meeting and walkthrough, review of health office data by the school nurse and Health Services Supervisor, or ongoing monitoring of related concerns and physical symptoms of students and staff. The staff member, parent or student who shared the concern will receive feedback information on the action taken. In all cases, communication is key. See the most up to date *IAQ Control and Improvement Procedures* (August 2018, pages 7-11) for further details. The procedures are available on the district website at www.westportps.org under District – Tools for Schools or in the TFS Binder at your school.