



Harbor Country Day School  
*Embracing the extraordinary in every child.™*

## HEALTH OFFICE PROCEDURES AND GENERAL INFORMATION

Please take a moment to read this notice and put it in a safe place for future reference. Each year there are questions regarding immunizations, physicals, referrals, medication policy, etc. The following is for your information and use.

**Physical Examination:** Harbor Country Day School **requires all students to submit a new physician's examination report at the beginning of each school year.**

Students will not be permitted to participate in sports or attend field trips until their physical has been reviewed by the Health Office. **NOTE: If Harbor has a copy of your child's last physical on file and it is dated less than one year from the start of school he/she does not need to submit a new copy. If you do visit the doctor and your child does receive any immunizations, please send in the updated copy.**

**Immunizations:** Prior to admission to school, every child must be properly immunized according to New York State Law specifications. The dates of immunization must be documented by a licensed physician.

**Medication:** All medication (**INCLUDING OVER-THE-COUNTER DRUGS**) must be accompanied with specific written instructions by your Doctor; written parental permission is also required. Forms for this purpose are available in the Health Office and in the Harbor Backpack online. Grades 5-8 will need a second inhaler and/or EpiPen for the coach for after school sports. For your child's safety, only an adult may bring in or take home medication.

**Physical Education Exclusion:** A Doctor's note is **required** if your child is to be excused from physical education class. This note must indicate the reason for exclusion, as well as the duration. Children excused from physical education class may not participate in recess, or any after school sport programs.

**Cast/Crutches:** If your child has either a cast, immobilizer, or must use crutches, you will need to drive your child to and from school or your physician may request special transportation. This Doctor's note must indicate your child's diagnosis, request for special transportation, and duration (exact date of the service). (This does not apply if your child rides a mini-bus.)

**Vision and Hearing Screenings:** Screenings for each grade will be done as per NYS guidelines. Parents are notified only if the student does not pass the screenings and further medical intervention is recommended.



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**Attendance:** If your child is going to be absent from school, please call the office in the morning 631-584-5555 or email [nbusa@hcdsny.org](mailto:nbusa@hcdsny.org).

**Illness:** School policy requires all students to be fever free for 24 hours before returning to school. Students with rashes will be sent home and require a note from a physician stating the diagnosis and that he/she is not contagious and may return to school.

If your child has special health needs or is taking any medication, please call the Health Office. I would also appreciate being kept informed of any health concerns or medical problems that may arise throughout the year.

HCDS fax is 631-862-7664. This may be used anytime you wish for sending doctor notes, health forms, or medication information to the Health Office.

Thank you for your attention and cooperation with these matters.

Sincerely,

Nancy Busa, RN  
School Nurse