

Dear Parent or Guardian:

*Optimal learning requires good health. The School Nurse is proud to be part of the team effort that supports student success. As we work with you this year, we need your assistance and cooperation in preparing for the possibility that your child may need to take medication, become ill, and/or have an accident during school hours. We hope this letter will help explain some of our procedures. School health services supplement rather than replace parental responsibility. Our program is designed to assist parents/guardians in devoting attention to child health, to discover health problems early, and to encourage use of the services of their physician, dentist, and community health agencies when needed. The school nurse is a resource for health related issues and for health education. School nurses are also a liaison between education, health care agencies, and home.*

### SCHOOL MEDICATION ADMINISTRATION

**IF medications can be given at home before and/or after school hours, please do so.** However, if medications must be given during school hours please contact your child's school nurse immediately in order to complete the required *Medication Administration Procedures*.

- A parent and/or legal guardian must complete and sign a School Medication Authorization Form (this form is available in clinic & on the school website).
- A parent, legal guardian, and/or designated adult must bring in medication with the signed School Medication Authorization to the school clinic.
- Prescription medications must be clearly labeled with the pharmacy label (physician's name, medication, strength, dosage, date, time for administration).
- All over-the-counter medications must be FDA Approved and in the original containers. If a child requires an over the counter medication on a frequent basis the parent must furnish the medication. If a child requires an over the counter medication that is not listed on the school health permission form, the parent must furnish the medication and sign a School Medication Authorization Form.
- If your child has a life-threatening condition (i.e. asthma, diabetes, or allergic reaction), permission can be granted so that the student may carry his/her medications on them (inhaler, glucose tablet, Epi-pen, glucagon, and/or insulin, etc). Such permission will require a signed and completed School Medication Authorization Form, Emergency Action Plan, and Authorization for Self-Administration Form. (If a student has any of these medical conditions, a parent conference with the school nurse and staff is needed to develop a proper health plan for the student). **It is the responsibility of the Parent/Guardian to ensure the staff is aware of the child's healthcare needs.** Students with asthma or severe allergic reactions are encouraged to keep a second inhaler or Epi-pen in the clinic for emergency use during school.
- All unused and/or discontinued medications that the students received during the school year must be picked up by the parent prior to the last day of school, or they will be discarded.

### STUDENT ILLNESS/INJURY

- If your child(ren) becomes infected with any viral or bacterial illness he/she must be **symptom & fever free (temperature below 100 degrees) for 24 hours**, without being given any fever reducing medications, before returning to school. If your child has reoccurring vomiting and/or diarrhea, they must stay home.
- If your child is home with a communicable illness, please contact the school nurse so the parent(s) of other classmates may be alerted of symptoms.
- If you find head lice in your child's hair please notify the school nurse. The school nurse can advise you how to properly treat and manage head lice and treat the affected household(s). The school nurse will also check your child's hair before returning to class.