**ROUTINE ADMISSION/DISCHARGE**

Students presenting themselves to the Infirmary will be signed into student database (Veracross) Electronic Health Portal under Add a Medical Visit, stating their major symptom, the presenting condition, the intervention provided by the Nurse and disposition to follow the visit. An Infirmary Information Sheet, for re-admittance to class will be issued to all students requesting one and will be signed by the Nurse/ Person in charge of Infirmary. The white copy will be presented to the Teacher when the student arrives.

**DISCHARGE HOME**

In the event that the student is required to, or needs to go home, at least one of the Student's Parents/Custodians will be contacted. In the event that neither parent is available (e.g., out of the country, etc.) the Adult in charge of their supervision during the parent's/parents' absence will be contacted. Arrangements for the safe transport of the Student home will be made with that person.

In the event that the Student will be driving herself home, approval by the School Nurse and the Parent/ Custodian is required. A white copy of the Infirmary Information slip will be given to the Student to deliver to the Division Office for all Middle and Upper School students, to inform them of the student's discharge.

Lower School students, and Students of the Lower and Upper School who are deemed to be contagious, or potentially unsafe without observation, will be required to wait in the Infirmary until the Parent/ Custodian's arrival, and will be signed out in the Division Office by that person.

**CAUSES FOR REQUIRED DISCHARGES**

Certain conditions may require that the student be taken home, or to a physician, if, in the opinion of the School Nurse, they appear to fall within the guidelines for that condition as stated in the Communicable Diseases/Conditions and their respective exclusion section of this manual.

Additionally, certain conditions/ injuries (e.g., Seizure with Loss of Consciousness, suspected concussion) may require emergency treatment. If a case requires 911/EMS Activation, parent(s) / Custodians will be immediately notified. If parents/custodians are unavailable initially, there will be repeated attempts to contact either them or the Emergency Contact Persons until someone is notified.

**PARENTAL/ CUSTODIAN NOTIFICATION**

In the event of any head injury known to the School Nurse or the Certified & Licensed Athletic Trainer, the parents/ custodian will be notified by phone. A description of the injury, assessment, and recommendations will be given to that person. The School Nurse and Athletic Trainer will follow the Concussion Policy in this manual, and follow up with the student, physician and guardians as needed.

In the event of any burn, facial injury, or other injury of significance the Director of Student Health will attempt to personally notify parent/custodian. In the event these persons are unavailable, an appropriate message will be left with secretary, or answering device, requesting that the parent call the Director of Student Health at school or home, to discuss the nature of the accident/ injury, and if transported to a hospital, notified of the student's location and health status.

**ILLNESS AT SCHOOL**

If a student becomes ill during the day, the school nurse or designee, Certified & Licensed Athletic Trainer may excuse her, or, in her/his absence, the Division Director or Assistant Division Director.

If health reasons limit a student's participation in physical activity on a particular day, she must bring a note from her parents or custodian.

For more information, please call the school nurse at 301-365-6002 or email Lori Herringa.