



Welcome to Hunley Park Elementary School. I am your school nurse and there are some things about your school's health program that I would like you to be aware of as it relates to Charleston County School District Health Policies. I am here Monday through Friday to assess illness, injury, provide first aid in the event of an emergency and to determine the need for a child to be sent home.

1. **Medications:** If your child needs to take medication during the school day, please do the following:
 - Request a CCSD Medication Policy form from the school office. Many physician's keep these forms on file.
 - Present the form to your child's physician and request that it be filled out and signed. Fill out and sign the parent portion on the bottom.
 - Bring the completed form and the medication in a properly labeled prescription bottle to the school clinic. The prescription dosage and times must match. For example, what is written on the physician's order must match what is written on the prescription label on the bottle.
 - **Please note that the CCSD School Board policy is that ALL medication (both prescription and over the counter medicines) require a physician's form and pharmacy labeled bottle EXCEPT Advil, Tylenol, Anti-Fungal cream, Neosporin cream and Hydrocortisone cream. A supply of these medications is kept in the clinic, HOWEVER, a parent must still give consent for these medications to be administered.** This consent will be found on the reverse side of the blue School Nurse health Information/Emergency Card. **You MUST initial/check each medication** that you consent to have administered. Cold/allergy medication, even if over the counter can only be given with a doctor's order. We will not give any medication sent in envelopes, zip lock bags, etc. We cannot verify the content, therefore it is unsafe for us to give them. No exceptions will be allowed.
 - It is the parent's responsibility to transport all medicine, inhalers or medical equipment. At no time should a student ever bring medicine to school due to the dangers involved.
2. **Protocol for handling illness in school:**
 - No student is sent to the clinic without a pass from his or her teacher. This is to ensure the safety and well-being of your child in school. Parents are not notified of a visit to the health room unless there appears to be a serious illness or injury.
 - It is the parent's responsibility to come to the school to pick up their child as soon as they are notified about illness or injury.
 - Students should never remain in the clinic for more than 45 minutes. This is school policy in order to prevent the spread of disease to other children.
3. **Soiled Clothing:**
 - If your student is in PK-2, I strongly advise each child to maintain at school a large Ziploc bag with a change of clothes in it, to include socks, underwear and pants/ shorts/ skirt.
4. **Emergency Cards:** Please read and complete the emergency form on both sides (section A and section B). Both sides must be completed and signed. This form is vitally important. It provides us with names and numbers of those who are authorized to pick up your child when he/she is sick. They also authorize us to obtain emergency medical care in the event of a serious accident or injury. Any significant health problems should be noted on these cards.
5. If your telephone number changes during the year, remember to update them with the school and clinic.

Thank you so much for your support of the school health program. I am available to assist you with any questions or concerns you may have. Please don't hesitate to call or come in.

Sincerely,

Michelle Calandra, Registered Nurse
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