



UNION COUNTY VOCATIONAL - TECHNICAL SCHOOLS

1776 Raritan Road, Scotch Plains, New Jersey 07076-2997
(908) 889-8288 Ext. 405 Fax: (908) 889-1599 www.ucvts.org
Nurse's Office

Dear Parent/Guardian,

Please ensure that the school nurse from your child's previous school transfers/forwards all original student medical records to the UCVTS Nurse's Office at the end of the school year.

If your student has any medical condition that the nurse should be aware of, especially one that may require urgent treatment during school (for example: diabetes, seizures, heart problems, asthma, severe allergies), please contact the nurse's office as soon as possible in June or September. The phone number is 908-889-8288 ext. 405. Your input is important to help the school staff meet your student's health care needs most effectively.

Laws in New Jersey protect the privacy of health information. **The nurse is not permitted to notify your student's teachers about health conditions without your written permission, which must be renewed each year.** You, however, may notify the teachers at any time.

The UCVTS Board of Education medication policy states that students are not allowed to take any medication, whether prescription or over-the-counter, in school without proper authorization. Please be sure your child does not bring medicine to school. Most medications can be administered at home before and/or after school.

In certain circumstances, the well-being of a student would be jeopardized if the student could not receive medication during school hours. The Board policy provides that a school nurse will administer medication only if the parent/guardian provides the nurse with a signed order from the student's health care provider stating the diagnosis, the name of the medication, the dosage, the time at which the medication is to be administered, the length of time the medication is to be administered, and potential side effects. The parent/guardian must also provide a written request for the medication to be administered in school. Arrangements can be made for students with potentially life threatening conditions such as asthma or severe allergic reactions to self-administer medication in school under specific conditions. Please note that the same medication policy covers field trips and other school activities that may include hours when the student normally takes medication at home.

Forms explaining the above information are available in the nurse's office and on the school website under Nursing Services. The parent/guardian and the student's health care provider must complete the forms if the student is to receive medication in school. If your student requires medication in school, please call the nurse's office promptly so appropriate arrangements can be made.

Sincerely,

Johanna Sherer, RN, BSN, CSN
School Nurse