

**2024-2025 SCHOOL YEAR
HEALTH SERVICES INFORMATION**

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Dear Parent/Legal Guardian:

Welcome to the 2024-2025 school year! The Fulton County Schools' Department of District Health Services has developed this letter to share important health-related information and policies. In collaboration with our schools, District Health Services works to ensure students stay healthy, safe, and ready to learn. Our team of licensed Registered School Nurses (Cluster School Nurses and Special Education Nurses) and Clinic Assistants provides health services at each school and serves as the key resource for all health-related matters to enhance the performance of all students. This letter will explain some of our health services policies, procedures, and guidelines. To be successful, we need your assistance and cooperation in preparing for the possibility that your child may become ill, sustain an injury during school, need assistance with a medical condition or procedure, or require medication administration. Working together is critical so that we can provide the best care for your student(s).

EMERGENCY INFORMATION / HEALTH CONDITIONS / CHRONIC ILLNESSES / HEALTHCARE PLANS

Enrollment in Fulton County Schools requires up-to-date contact and health information. Please list your best contact information (e.g., cell phone) and include relatives or friends as emergency contacts for your child in case you cannot be reached. Keeping health information current is essential for the school to contact you in an emergency, accident, or illness. It is the parent or legal guardian's responsibility to keep the student's health and contact information (e.g., telephone numbers, address, care plans) updated. Inform the school if your child has a medical condition or chronic illness, or if they require assistance for any medical procedure or treatment. Healthcare Plans and the appropriate district Authorization Medication Forms (SHS-1 / SHS-2) are required for chronic illnesses and other conditions that necessitate care at school (e.g., diabetes, asthma, severe allergies, seizure disorder). Additionally, notify the school if your child takes daily medications, has a severe allergy, or has a disability that requires a special diet. For special diet requests, please contact School Nutrition at 470-254-8960. If your child rides the bus and carries any emergency medications (e.g., inhaler, epinephrine, Diastat) or has serious health conditions that the bus driver should be aware of (e.g., diabetes, seizure disorder, asthma, allergies), please notify Transportation Services. You can contact North Transportation Services at 470-254-2970, and South Transportation Services at 470-254-6060. Per new Georgia Law HB 1183, schools must provide certain information to parents and guardians of students in grades six through twelve on Type 1 and Type 2 diabetes. This information will be shared with parents and guardians when received from the Georgia Department of Education and the Georgia Department of Health.

Parents and guardians should bring and give all medications and medical supplies directly to school personnel, not to the bus driver. For any extenuating circumstances, please contact the school clinic to make other arrangements.

STUDENT ILLNESS / INJURY

Students who exhibit symptoms such as a fever of 100.4°F or greater, diarrhea, vomiting, or any potential or actual contagious illness (including rashes) MUST NOT be sent to school and will not be permitted to remain at school. To return to school, a student should have improved symptoms and be free of fever for more than 24 hours without the use of fever-reducing medications (such as acetaminophen/Tylenol or ibuprofen/Advil/Motrin). Additionally, the student must be free from diarrhea and vomiting for at least 24 hours. In some cases, students may be required to obtain clearance from a healthcare provider before returning to school. A note from the healthcare provider must be provided for students diagnosed with a contagious illness, respiratory illnesses, chronic diarrhea, or recurrent fever. If a student becomes ill at school, has a fever, or exhibits a potentially contagious or communicable illness, the parent or legal guardian will be notified to pick up their child immediately. The parent or legal guardian **MUST ARRANGE** for the student to be taken home. The school may request a note from a healthcare provider before the child can return to school. **In the event of a serious accident, illness, or emergency at school, 911 will be called, and your child may be transported by ambulance to an emergency medical facility if deemed necessary by EMS. The parent or legal guardian is responsible for all expenses related to such transportation.**

MEDICATIONS

When possible, medication should be taken at home, including all non-essential medications such as vitamins, herbals, essential oils, and prescribed pain medications. However, if medication must be taken at school, on a field trip, or during a "before or after" school-chaperoned activity, parents must provide all medications (both prescribed and over-the-counter). The following policies and procedures apply (Note: Fulton County Schools reserves the right to decline administration of non-essential medications): Medications must be listed individually on the appropriate required district Authorization Form, and it is the parent or legal guardian's responsibility to send the appropriate form to the school.

1. **Authorization for Medication Form** – *The parent/legal guardian must complete an authorization and instruction form* titled **"AUTHORIZATION TO GIVE MEDICATION AT SCHOOL SHS-1 Form."** For all prescription medications, a healthcare provider must also sign the form. A faxed copy of the form from your doctor's office that also contains the parent/legal guardian's signature is acceptable. For your convenience, all schools have copies of the form on-site, or you can access the Student Health Services website. **The school cannot give medications without the authorization form. The same form is used for prescription and non-prescription medications.** Medication Authorization Forms are only valid for **one/current school year.** A separate form **MUST** be used for each medication.
2. The medication and the authorization form must be taken to the school clinic/office by the parent/legal guardian. However, if this is not possible, the student should be instructed to take the medication and the authorization form directly to the school office/clinic upon arrival at school. **Please instruct your child that under no circumstances should medication be shown to or shared with another student.**
3. **Parents/legal guardians are required to bring controlled substance medications to the school.** Medications that are considered controlled substances by the State of Georgia (which include medications for ADD/ADHD, prescribed pain medications, and psychotropic medications) must be appropriately stored in the school clinic.

NOTE: In High Schools, the Authorization for Medication Form must also be used when supervision, storage, or administration by the school is required. We encourage all medications to be kept in the clinic unless it is an approved emergency medication or over-the-counter medication, and the student has permission to carry the medication on his/her person during school hours (See paragraph below on “Authorization for Students to Carry Approved Emergency Medication or Other Approved Medication”).

4. **Only medication in its ORIGINAL container from the store or pharmacy is accepted.** Non-prescription medications in small-sized containers are preferred due to limited storage space. Both prescription and non-prescription medications sent to the school must have current labeling on the container. Medication in containers that have expired labeling **will not** be given to the student. **The medication in the container must MATCH the label. The label must MATCH the student and the instructions on the authorization form. The prescription label on the container must be CURRENT.** A new prescription container with correct labeling is required for any dosage change. **The school cannot alter dosages without a new authorization form from you and/or your doctor/healthcare provider.** At the designated time, the student will go to the clinic to take the medication. Assistance/supervision by the school clinic personnel will be given following the instructions on the authorization form. **Medication is a parental responsibility. Fulton County School System employees will not assume any liability for supervising or administering medication. Fulton County School System retains the privilege of refusing to supervise/assist in administering medication, except where otherwise required by law.**
5. Discontinued medication should be retrieved from the school office/clinic within one week after the medication is discontinued and any unused medication should be picked up by the end of the school year. Any discontinued, unused, or expired medication left in the clinic at the end of the school year will be discarded.

AUTHORIZATION FOR STUDENTS TO CARRY A PRESCRIPTION INHALER, EpiPen, INSULIN, OR OTHER APPROVED MEDICATION SHS-2 FORM

If you have a child who has asthma, a severe allergy, or another health-related condition that requires self-administration of medication, or who needs to carry an emergency medication (epinephrine, Diastat, inhaler, Glucagon, etc.), or if a student has an approved legitimate reason to carry medication on his/her person, you must complete and submit an **Authorization for Students to Carry a Prescription Inhaler, Epinephrine, Insulin, or Other Approved Medication SHS-2 Form**. Fulton County Schools retains the privilege of refusing certain medications to be carried, except where otherwise required by law. You may obtain a form from your child’s school. This form requires a physician, parent/legal guardian, and student signature if the medication is a *prescription* medication. Parents are **strongly encouraged** to keep a “backup” supply of emergency medications such as an inhaler, epinephrine, Diastat, diabetes medication, etc. in the school clinic. For further instructions, please call or visit your school clinic. **Over-the-counter (OTC) medications have different requirements. Elementary school students** must store all OTC medications in the clinic and will only be administered with parental permission (**SHS-1 Form**); **Middle school students** may carry *Fulton County Schools approved medications* with them during the school day, on field trips, or during other school-related activities if parental permission is provided in advance on the district approved form (**SHS-2 Form**). **High school students** may carry *approved medications* with them during the school day, on field trips, or in other school-related activities and **no form is necessary. Fulton County Schools approved medications include acetaminophen, antacids, aspirin, cough or throat lozenges, ibuprofen, Midol, and oral antihistamines (Please note – these medications must be in the original container and not expired).**

IMMUNIZATIONS

For enrollment in Fulton County Schools, Form 3231/Certificate of Immunization must be marked “**Complete for Attendance**” or **must have an expiration date in the future**. Expired certificates will not be accepted. **Effective July 1, 2021**, all students entering or transferring into the 11th grade will need proof of a meningococcal booster (MCV4), unless their first dose was received on or after their 16th birthday. We encourage you not to wait to have your student vaccinated. Georgia law allows for only two types of exemptions from immunization requirements: medical and religious. Every child must have one of the following items on file: either a valid Georgia Immunization Certificate (Form 3231) or a signed, notarized Department of Public Health Form 2208 – Affidavit of Religious Objection to Immunization. Please contact your healthcare provider or local health department if you have questions. A detailed description of the immunization schedule can be found at <http://dph.georgia.gov/immunization-section> and also found on the Fulton County Schools website at www.fultonschools.org. **The parent/legal guardian is responsible for securing and maintaining a copy of the mandated Form 3231 Immunization Form, and Form 3300 – Vision, Hearing, Dental and Nutritional Screening.** Students who are not compliant with Georgia’s immunization requirements will be excluded from school until the appropriate updated certificate/form is submitted as specified by law.

EMERGENCY PREPAREDNESS

In the event of an emergency, we want to ensure we are prepared to appropriately care for your child if we need to “shelter-in-place” or stay at school for an extended period. This precaution helps keep our students and staff healthy and safe during emergencies. If your child requires any medication, especially emergency medications, or if your child requires a special medical procedure, please alert the school clinic so we can plan accordingly. This includes any medication scheduled to be taken during school hours or not. We need to ensure we have an adequate supply of any emergency and/or required daily medications that your child may need if we must shelter-in-place. Should the decision be made to shelter-in-place, information will be provided to you by your child’s school, the district, and local authorities. For more information about emergency preparedness, visit Ready.gov.

STUDENT ACCIDENT INSURANCE

Student Accident Insurance can be purchased through K & K Insurance Group, Inc. This insurance provides protection against medical expenses resulting from accidental injury to all students during school, school-sponsored events, and athletic activities. For those who have other insurance, this program will help cover deductibles and co-insurance. For those without insurance, this coverage provides needed benefits at a reasonable cost. For more information, contact the Risk Management Department at 470-254-0422 or K & K Insurance Group, Inc. at 855-742-3135.

If you need this document or information in a different language, please send an email to districtlanguageassistance@fultonschools.org or call 470-254-6827.

By working together, we can ensure the health and well-being of students, so they fully benefit from the learning environment. Should you have any questions or need additional information, please contact your Cluster School Nurse, Special Education Nurse, school Clinic Assistant, or call the Department of District Health Services at 470-254-2177.

Thank you.