

**MOUNTAINSIDE SCHOOL DISTRICT  
MOUNTAINSIDE, NJ**



**2025-2026  
HEALTH OFFICE POLICIES**

**Lisa Bruno, RN, Beechwood School Nurse: 908-301-9104, ext. 202  
Sonia Branco, RN, Deerfield School Nurse: 908-232-8828, ext. 304**

## REQUIREMENTS FOR ADMISSION

### **IMMUNIZATIONS**

A child must have written proof from their doctor or health clinic, including complete dates, of the following immunizations, and must be received **prior** to the first day of school for admission to school:

- Immunization against Diphtheria, Pertussis, and Tetanus (4 doses) with the fourth dose after the 4<sup>th</sup> birthday or any five doses.
- Three doses of Polio vaccine with the third dose after the 4<sup>th</sup> birthday or any 4 doses.
- Immunization against Measles given after 12 months of age - 2 doses or laboratory evidence of immunity is acceptable.
- Immunization against German Measles and Mumps after one year of age.
- Three doses of Hepatitis B vaccine.
- Every child from 12 - 59 months of age must have received at least one dose of HIB vaccine on or after the first birthday.
- Minimum of one dose of pneumococcal vaccine after first birthday.
- One dose of the Varicella vaccine or documentation of your child having had the chicken pox.
- TB testing is administered only for children entering the US from a high-risk TB country, (see nurse for specific information).
- Other immunizations the child has had, although not required, should be noted on the school record.

Kindergarten registrants will include this information with the doctor's physical examination report, as required by the Mountainside Board of Education. ***The original copy only will be accepted. This examination must be done no more than 365 days prior to entry into school.***

All other admissions will have this information on the school transfer record or the parent will supply this from an ***original signed*** doctor's record.

## **HEALTH APPRAISALS AND SCREENINGS**

### **SCOLIOSIS EXAMINATION**

Examinations for scoliosis of all children between the ages of 10 and 18 takes place every two (2) years. The school doctor or nurse will perform the examination, as required by New Jersey State Law. This is a preliminary screening for curvature of the spine. Any child needing further evaluation will be referred to their doctor.

### **PHYSICAL EXAMINATIONS**

Physical examinations are required on all students new to the district. The examination must be done no more than 365 days prior to entry. It is recommended that children be examined at least one time in each developmental stage, Pre-school-grade 3, grades 4 through 6, grades 7 through 12.

A sports physical is required before a student is able to participate in a school sport at Deerfield School. The physical must be dated within 365 days of the sport try-out. Please note the new cardiac module requirement for your physician on the Sports Physical form. In addition, a health history update completed by the parents is required before each new sports season. These forms are available in the Deerfield Health Office or on the District website at [www.mountainsideschools.org](http://www.mountainsideschools.org).

### **HEIGHT AND WEIGHT**

K-8 pupils shall be weighed and measured annually. Students above 95% or below 5% for height or weight, according to the National Center for Health Statistics, shall be referred for further medical evaluation.

### **AUDITORY SCREENING**

Auditory screenings will be done in at least grades pre-K, K, 1, 2, 3, 4, 6, 8, and transfer students each year. This consists of a sweep screening at a normal hearing range on an audiometer. Parents will be notified by letter of any child requiring further evaluation by their doctor.

### **VISION SCREENING**

Vision screenings will be completed on each student in at least pre-K, K, 2, 4, 6, and 8. All new students and teacher-referred students will be screened. Parents will be notified by letter of any child requiring further evaluation by their doctor.

### **BLOOD PRESSURE SCREENING**

Blood Pressure screening will be done on each student above age 3. Referral will be made if blood pressure exceeds 95% for age and sex, as determined by the National High Blood Pressure Educational program, on at least three occasions.

## **GENERAL MEDICAL INFORMATION**

### **GOOD RULES TO FOLLOW**

Children should be dressed appropriately for the weather and for the activities they will be involved in during school. Children should have clothing that they are able to put on by themselves.

It is Board policy to keep your child home if he/she has a fever, vomiting, diarrhea, or signs of a contagious disease. ***Children experiencing any fever should remain home for 24 hours after the temperature returns to normal without the use of fever reducing medication. Children must remain home for 24 hours after their last vomiting and/or diarrhea occurrence.***

### **ATTENDANCE**

**If your child will be absent, notify school through the school information system,**

**GENESIS:**

**Here is what to do if your child will be absent:**

1. Enter into the Genesis parent portal under the "Student Data ->Attendance -> Notify Office" tabs. Read detailed instructions on the following page.
2. In addition to the above, please also email your teacher and enter in PUP (Pick Up Patrol—you'll receive an invitation to enroll just before school begins-Beechwood only).

**Here is what to do if your child will be picked up early:**

1. Enter into the Genesis parent portal under the "Student Data ->Attendance -> Notify Office" tabs. Read detailed instructions on the following page.
2. For Beechwood- If your child will not be returning, update in PickUp Patrol (PUP) by clicking into "Plan Changes" and select "early dismissal."
3. Park in the parking lot and ring the bell at the main entrance to come in and sign your child out.

**Here is what to do if your child will be arriving late:**

1. Enter into the Genesis parent portal under the "Student Data ->Attendance -> Notify Office" tabs. Read detailed instructions on the following page.
2. Park in the parking lot and ring the bell at the main entrance to come in and sign your child in.

## Reporting a Student Absent on Genesis

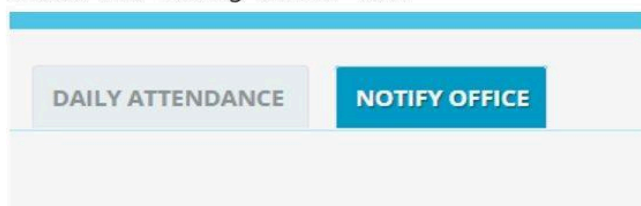
### **Step 1:**

Select the "Attendance" tab at the top of the "Student Data" section:



### **Step 2:**

Select the "Notify Office" tab:



### **Step 3:**

Fill out the "Notify Attendance Office" box in the middle of the screen:

**Notify Attendance Office**  
*You may only notify the attendance office about today and/or future dates.*

\*Student will be:

\*On Date:

Up through and including (may leave blank):

\*Check off each student for whom this pertains:

[REDACTED]

[REDACTED]

\*Please leave a brief reason for the attendance request:

**Submit to Office**

## **MEDICAL RECORDS**

Medical records are kept on all children. Please keep the nurse informed of any new medical information such as allergies, immunizations, special treatments, diet restrictions, injuries, medications, broken bones, contagious diseases, etc. This information should be written and sent to the nurse with a doctor's signature where applicable. It is also necessary to send a note with your child if illness requires limitations or adjustment of school activities.

## **MEDICATIONS AND TREATMENTS**

The school nurse will be responsible for any reasonable support of any health program designated by a family doctor for a pupil while that pupil is in school under the following regulations:

- Medications must be brought to the nurse before the school day begins.
- Medications must be in the original bottle.
- ***All medications including non-prescriptions must be accompanied by a Mountainside Medication form*** and must include the dose, time and reason. The frequency that the medication is to be given, for example, daily, every 4 hours, etc. must be clearly defined. This form is to be signed by the physician **and** parent. It is available in the Health Office and on the Mountainside Website, [www.mountainsideschools.org](http://www.mountainsideschools.org)
- No child should have medication in school or allowed to take any medication without the information supplied by the parent and doctor.
- ***The school nurse is not allowed to give any non-prescription drug or medication including Tylenol, ointments, pain medication, cough medicine, antacids, etc., to any pupil at any time unless there is a Mountainside Medication form prescribing such treatment.***  
The parent must provide the prescribed drug or over-the-counter medication.
- Students are not permitted to use cough drops during school hours.

## COMMUNICABLE DISEASE

If your child has a communicable disease diagnosed by a physician, the school nurse must be notified. This includes the usual childhood diseases and also infectious conditions such as strep throat, conjunctivitis, impetigo, COVID-19, flu, etc.

## SCHOOL REGULATIONS FOR COMMON COMMUNICABLE DISEASES

Students with signs and symptoms of communicable disease are excluded from school for the period of communicability and re-admitted in accordance with recommendations of the personal health care provider, state and local health agency guidelines and local school district policy.

### **COVID-19/Respiratory Viruses: Exclusion and Preventing Transmission:**

- Students with symptoms of **any respiratory virus** should stay home and away from others until:
- The individual is fever free for 24 hours without fever reducing medication **AND**
- Symptoms are improving for at least 24 hours, which means the individual is no longer feeling ill and able to participate in school and other activities as they did before they were ill.
- There is no longer a set time for students to be absent when testing positive for COVID. It's all based on symptoms.

Students can return to school once they meet the indicators above, but are highly recommended to take additional precautions for the next 5 days when they are around other people indoors. These precautions include:

- Wearing a well-fitting mask
- Practicing good hand hygiene and respiratory etiquette
- Physical distancing when around other people

### ***Streptococcal Pharyngitis (strep throat)***

Pupil may return to school 24 hours after treatment has been initiated and is fever free for 24 hours without any fever reducing medication.

### ***Chicken Pox (Varicella)***

Children are excluded from school until six days after onset of rash or until all blisters have crusted over.

### ***Fifths Disease (Erythema Infectiosum)***

Children are not excluded from school unless they have an accompanying fever.

### ***Scarlet fever (Scarletina)***

Children are excluded from school until 24 hours after commencement of antibiotic therapy, provided such therapy is continued for at least ten days.

### ***Scabies Impetigo & Ringworm***

Pupil is excluded from school until skin is clear.  
Pupil is excluded from school until a note is received from the doctor stating that the condition is under treatment or until the

skin is perfectly clear. Area must be covered if allowed to be in school.

***Pediculosis  
(Head Lice)***

Pupil is excluded from school until the hair has been treated with a FDA over the counter or prescription shampoo.

***Conjunctivitis  
(Pink Eye)***

Pupil is excluded from school until treatment with eye drops and a doctor's note is provided.

**MINOR ILLNESS**

When a check of temperature reveals a difference of more than one degree from normal, the nurse shall consider all contributing factors and decide whether to recommend that the child be sent home.

Any pupil who has a rash will be sent home. He or she may be re-admitted by a doctor's note or when he or she is considered not to present a health risk to himself/herself or others.

Any pupil who vomits during school hours shall be sent home and will need to remain home for 24 hours after the last occurrence.

**EMERGENCY CARE PROCEDURES**

All students involved in incidents requiring first aid in school must report to the Health Office and the school nurse will evaluate the injury. Minor first aid will be taken care of by other personnel if the nurse is not available. Serious emergencies needing further care shall be referred to the parent, the delegate listed on file, the child's doctor, or Overlook Hospital Emergency Room, in that order. Critical emergencies may necessitate expediting some of the preceding steps.

**TRANSPORTATION OF ILL PUPILS**

Pupils will be transported home by their parents or delegate listed on file when ill. In emergency situations, the school may call the Mountainside Rescue Squad, as well as the parent. In all other cases, parents are responsible for transporting the child ***promptly*** once notified of illness or injury.

**PHYSICAL EDUCATION EXCUSES**

A child may be excused from physical education for minor and short-term physical problems only if a note is received from the parents. A child with long-term chronic or orthopedic problems must present written instructions from a physician. If, in the judgment of the school nurse, the student is unable to participate in physical education, she may excuse the student from a given class or activity.

## **KINDERGARTEN REGISTRATION**

Registration will be held during the school year for students entering kindergarten the following September. Dates and places for this registration are advertised on the District website, [www.mountainsideschools.org](http://www.mountainsideschools.org) or may be obtained by calling the Beechwood School main office at (908)301-9104 ext. 200.

To register for kindergarten, a child must be five (5) years old on or before October 1 of that year. The child's birth certificate and *immunization* record must be presented. A current *physical exam* will be required before your child is able to begin school.

## **STUDENTS WITH SPECIAL CONCERNS**

At the beginning of the school year, the nurse alerts each teacher of any special needs of the students in their classroom. So that we may plan the best educational experience for your child, please notify the nurse of any health conditions, or change in health condition, your child might have, such as:

- Acute or Chronic diseases or conditions
- ADD, ADHD
- Allergy, i.e. foods, bee sting, environmental, medication
- Asthma
- Chronic nosebleeds
- Daily medications
- Diabetes
- Eczema or other skin conditions
- Hearing or Visual problems
- Physical deformity
- Seizure
- Special dietary requirements