WINSTON
COUNTY SCHOOLS
PROVIDA FUTURI
EST. 1908

Health Services
Check Out Procedure

1. When a student is sick and needs to go home, the school nurse will call parent/guardian and let them know student needs to be picked up from school. **

2. Nurse will notify front office of parent contact and student will remain with nurse.

3. Upon arrival, parent is to report to main office.

4. Front office will notify nurse when parent has arrived on campus to pick up sick student.

5. Student will be dismissed through the office unless injury requires alternate plans

*** Please Note: Due to HIPPA laws,** all students should be checked out through front office due to the possibility of additional students and student information in the nurse's office. In the event this is not possible due to student needs, alternative accommodations will be made by the nurse and school administration.

** Upon successful contact with the parent/guardian, the designated student must be picked up within a **1-hour time period**. If student has not been picked up during the **1-hour time period**, an additional courtesy call will be made and further arrangements may be made based on a case by case basis (10 minutes or less). At the conclusion of this additional time period, if applicable, the school administrator will contact the Winston County Department of Human Resources (DHR) to seek further assistance. Upon contact with the County DHR office, the student will be referred to an appointed DHR representative.

My signature below indicates my understanding of the above stated procedures and guidelines. Furthermore, I assume full responsibility for the student listed above in respect to these guidelines and agree to work with the school staff to remedy the identified situation.

_____

Student Name (print):

_____ _____

Parent/Guardian (print): **Date:**

_____

Parent/Guardian (signature):