



UNION COUNTY VOCATIONAL - TECHNICAL SCHOOLS

1776 Raritan Road, Scotch Plains, New Jersey 07076-2997
908-889-8288 x 405

jsherer@ucvts.org or cparham-foster@ucvts.org

March, 2026

Dear Parent/Guardian,

Welcome to UCVTS! Please ensure the following is submitted to the nurses' office **prior to July 1, 2026.**

- Original medical records from your child's previous school
- Copy of your child's A45 which can be obtained from your child's middle school nurse
- Complete immunization record from birth
- A copy of your child's last physical given after September 1, 2025 (included in your Spring Orientation folder)
- Medications in their original container with the prescription can be submitted on the first day of school.

All forms are available by scanning the QR code at the bottom of this letter.

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. 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 students' 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.

If you have any questions or concerns the nurses' can be reached at jsherer@ucvts.org or cparham-foster@ucvts.org or by calling (908) 889-8288 x 405.

Sincerely,

Johanna Sherer

Johanna Sherer, RN, BSN, CSN
School Nurse

Cheryle Parham-Foster

Cheryle Parham-Foster, RN, BSN, CSN
School Nurse



Scan the QR code to access all required health forms.
Completed forms are **due by July 1, 2026.**