

September, 2008

Dear Parents/Guardian,

The health office of Kingswood Regional High School welcomes you to the new school year and wishes to partner with you to provide your child with the best possible care. We are asking you to take some time to carefully review this paperwork and then complete the section on the second page that needs to be returned to the health office as soon as possible.

Last year the health office experienced high utilization during the school year. The high volume of students equals longer waiting time for medication/treatment which equals more time out of class. In order to serve all students in the most efficient manner possible, we are asking for you and your student to become familiar with the following guidelines:

- The purpose of the health office is health promotion and disease prevention. The nurse is unable to diagnose, but is able to provide minor first aid and advice on whether further medical care is warranted.
- All hospitalizations, communicable diseases and absences should be reported to the health office.
- Severe pain, infections, injuries, and rashes warrant consultation with your physician's office.
- The health office should be kept aware of a student's medical diagnosis, medications, immunization status and results of physical exams. Please be sure to forward a copy of all updates to the health office.
- Please make the necessary arrangements to have transportation available in the event that your student is ill and needs to be sent home. We are unable to keep the student in the health office for the entire school day.
- When your child sustains an illness or injury over the weekend, please do not hold off seeking medical treatment for the nurse to evaluate the student on Monday. Delay in seeking medical treatment may cause complications for your child and the nurse is not licensed to make diagnoses.
- Do not send your child to school "to try to make it through the day" when feeling ill. Students in this situation are often feeling too sick to complete their academic duties and may spread viruses/infections to others they come in contact with.
- When students are given medication prior to the start of the school day, please write down the name of the medication and send it to school with the student. It is imperative that the nurse know what medication the student has taken prior to dispensing more medicine for symptom management.
- Please make sure that your student either has money for lunch and a drink or brings one from home. This will help prevent headaches from low blood sugar or dehydration.
- All illnesses and injuries sustained outside of the academic setting should be treated prior to the student's arrival at school for the day (e.g. cuts/scrapes/burns, sunburns, headaches, upset stomachs, sore throats, toothaches, blisters, etc.) This would include care associated with new tattoos and piercings. If your student will need treatment for any of the above, please ensure that they arise with ample time to take care of their health and nutritional needs.

- To avoid spreading infection and the unnecessary disruption of your workday, please keep your child home if they have had any of the following in the previous 24 hours :
 - Fever of 100 degrees or more-remain home for 24 hours after the temperature returns to normal
 - Has vomited or had diarrhea-remain at home for 24 hours after it has stopped
 - Persistent cough
 - Open or draining skin sores
 - Inflamed or draining eyes or ears

It is a requirement that the health office receives parental permission to administer pharmaceutical items that are used to provide First Aide treatment and symptom management for our students. Please review the following and only check the items that you **are** consenting may be given to your student.

Thank you for all of your assistance. We look forward to working with you.

Sandra Babalis, RN

Andrea Keslar, RN

Linda Smith, SEC

Students Name _____

Grade _____

_____ Bacitracin (skin-antibiotic) _____ Bactine (skin-cleanser, pain reliever)

_____ Burnjel (skin-minor burns) _____ Calagel (skin-anti-itch)

_____ Cepacol lozengers (sore throat) _____ Cough drops (cough)

_____ Hydrocortisone cream 1% (skin itching-rashes) _____ Orasol (sore mouth)

_____ Sting relief _____ Sunburn Soothers _____ TUMS (antacid)

We have read and discussed the above on : _____
Date

Signature of Parent/Guardian

Student Signature

Message to the Nurse: _____

*** IMPORTANT ** All medications dispensed by the health office must be hand delivered by parent/guardian to the staff in the health office.**