

Dear Parents/Guardians,

The following is information about the School Health Office and role of the School Nurses. Please keep in a safe place available for reference during the school year.

EMERGENCY CARDS

Emergency cards must be completed and signed each year by a parent/guardian. If we are unable to reach you in an emergency, a copy of this card will be sent to the hospital with your child. Please notify the nurse about updates/changes throughout the year as they occur. If your child wears contact lenses or glasses, please note this on the card and have them carry the appropriate case.

ADMISSION TO THE HEALTH OFFICE AND HEALTH APPRAISALS

First aid and emergency treatment shall be given for health problems occurring at school or while the student is engaged in a school activity. Personnel shall not treat injuries or diseases suffered by the student at home or elsewhere, and in no case shall treatment go beyond first aid. State law prohibits school nurses from making a diagnosis. Therefore, please do not ask the school nurses to evaluate your child's symptoms. If your child becomes ill/injured during the school day, transportation is a family responsibility unless it is life threatening.

If your child needs treatment during school hours for an injury/illness previously treated at home (ex: ice for sprains), please send a note or call the health office directly, requesting that specific care.

For the well being of all, please keep your child home when he/she is ill and until 24 hours after a fever (100 degrees or more) has returned to normal, and/or vomiting/diarrhea has stopped. If you think your child may have a contagious condition (ex: strep throat, chicken pox, pink eye, etc.), please do not send him/her to school he/she is evaluated by his/ her healthcare provider (HCP). Any child sent home ill or with a fever, who returns to school the next day, will be sent home again per the above 24-hour policy.

MEDICATIONS

All medications required by students shall be given by parents/guardians whenever possible. We realize there are occasions when it is necessary for a student to take medication during school hours. Medications given 3x/day or less should be administered at home, unless your HCP specifically writes a time during school hours or if your child participates in an after-school activity. Please indicate the activity on the note. The following requirements must be met before medications can be administered at school:

Daily, Temporary/Short-Term Prescription and Homeopathic Medications

1. Prescription medication may be given by school health office personnel in school only when a physician's written statement (signed, not stamped) which shall include a diagnosis, type of medication, dosage, instructions for administering, and possible side effects, is on file with the school nurse. The parent shall be responsible for supplying the labeled medication and the physician's written statement.
2. A parent/guardian note for medication administration as prescribed by the HCP must be provided, and include a parent phone number for immediate contact.
3. Medications must be in the most recent, clearly labeled pharmacy container with the student's name, medication, dosage, administration instructions, date and HCP's name.
4. For short-term medication use, send in only the doses needed at school in the original container. (Ask the pharmacist if he/she would give you a second bottle for school use.)

Non-Prescription/Over-The-Counter (OTC) Medication

1. A parent/guardian note requesting medication administration with instructions, including student's name, date, dose, time of administration, and the reason it is to be given at school must be provided, and include a parent phone number for immediate contact.
2. Medication must be in the original, labeled container with the expiration date clearly evident.
3. Only OTC drugs listed in the current edition of the PDR for Non-Prescription drugs will be given.

All medications are to be kept and administered in the School Health Offices. Students are to bring the medicine to the nurse immediately upon arrival to school, before going to the classroom. Medicines must be in original container/packaging (no baggies, foil packets, etc.). No medications will be administered unless the above instructions are followed.



Students are not permitted to carry any medications with them in school. Exceptions: Inhalers/*Epipens* that are properly labeled, including the student's name on the canister/*Epipen*, only when the HCP and parent/guardian notes are on file with the school nurse. By PA state law, no one other than a parent/guardian or nurse is allowed to dispense medications. Any additional doses needed after school must comply with the above instructions.

PHYSICAL EXAMS

Physical exams are required by the PA School Health Law for all students entering kindergarten, newly entering 1st grade students who did not attend kindergarten, 6th and 11th grade students, and any student without an exam in their school health file. The Private Physician's Report of a Physical Examination, completed, signed and dated by the HCP, is due in the nurse's office no later than April 30th. These forms are available on the Collegium website and are sent home with 5th and 10th graders in June. We suggest you make and keep a copy of this physical form at home before sending the original to school. Students will be excluded from school beginning May 1st for failure to provide this report of physical examination by the April 30th deadline.

DENTAL EXAMS

Dental exams are required by the PA School Health Law for all students entering kindergarten, newly entering 1st grade students who did not attend kindergarten, 7th grade students, and any student without an exam in their school health file. Only dental exam forms completed after June 30th of the year entering school are acceptable. If a form dated prior to June 30th is received, an update is required from the next 6-month check-up. Report of a dental exam, completed, signed, and dated by the dentist, is due in the nurse's office no later than April 30th. These forms are also on the Collegium website and are sent home with 6th grade students in June. Students will be excluded from school beginning May 1st for failure to provide this report of physical examination by the April 30th deadline.

SCREENINGS

State mandated screenings include height, weight and vision for each student annually, hearing for grades K-3, 7 and 11, and scoliosis for grades 6 and 7. The scoliosis screening is very simple and can be done in less than one minute. 6th grade screenings should be done with their physical exams. 7th grade screenings, as well as any follow-up 8th graders, will be done in the nurses' office at the time of their other screenings. It is assumed that your permission is granted for this screening unless the school nurse is notified otherwise, in writing, by the first week of school. The initial screening should be completed by mid-December. If necessary, a rescreening will be completed later in the school year. You will be notified if there is any reason to have your child evaluated by his/her HCP.

IMMUNIZATION REQUIRMENTS

1. DPT/DT – 4 doses (4th dose by 4th birthday).
2. Polio – 3 dose series with a 4th dose recommended.
3. MMR (Measles, Mumps, Rubella) – 2 doses (1st dose after 1st birthday).
4. Hepatitis B-3 Dose Series – Must be 28 days between 1st and 2nd doses, 2 months between 2nd and 3rd doses, with a minimum of 4 months between 1st and 3rd doses. Must also be completed after 6 months of age.
5. Varivax or verified Chicken Pox Disease – 2 doses, 1st dose after 1st birthday.
6. Menactra – One dose required for 7th grade entry.
7. Tdap – One dose required for 7th grade entry.

Thank you for your cooperation with the above laws/policies. If you have any questions, please contact the Health Office. We look forward to another healthy year!

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