

HEALTH ROOM PROCEDURES

2009-2010

by Diane Myslinski, School Nurse

The school nurse is available during school hours (8 - 3p.m.) to discuss health-related issues and other problems with students. The school Health Room is located on the first floor near the dining hall. If the nurse is not in the Health Room, a note will be posted to indicate where the nurse can be located in the building. One member of the school administration serves as back-up nurse.

MEDICATION: The only medications available in the Health Room are Tylenol, Ibuprophen and Benadryl. If your child needs any other medication during the school day, please follow the procedure outlined below and on page 9 of the *Handbook for Lower School Students and Parents*. The parent must complete a "Medical Administration Permission Form" (posted under "Document Downloads" on www.friends-select.org) for any prescription or over-the-counter medication the student is to receive during the school day. These preprinted forms also are available in the Health Room. Please stress to your child/children the importance of not sharing medications with friends, especially inhalers. Each child's medication is prescribed for him or her alone, and another child could have a dangerously different reaction.

In accordance with the law of the Commonwealth of Pennsylvania, students who need to take prescription or non-prescription medication during the school day must bring the medication to the nurse upon arrival at school to be stored and locked in the Health Room. These medications may be administered only in the presence of the school nurse and must be in the original prescription bottle in order to be dispensed.

ILLNESS: As a general rule, we do not contact parents unless the child's temperature is one hundred. Some viruses, however, do not have fever as one of the symptoms. In these instances, we will access each child carefully before calling the parent. If a lower school student is determined to be too ill to remain in school, parents will be called to take the child home. If a middle or upper school student is determined to be too ill to remain in school, parents will be called and the parent will either take the child home or authorize the school to let the child travel alone. All children must see the nurse before going home, and the nurse must speak to a parent before the child leaves.

ATTENDANCE: If a child is late, fails to sign in, or is absent and the parents fail to call the school, I will call you to determine that your child is safe. Because of the number of calls I must make, **I would appreciate your making every effort to contact me first.** If a student is going to be dismissed early from school, it is essential that the parents call the Lower or Upper School office before 8:30 a.m. The school will only accept calls from parents or guardians -- not from students. Please refer to the school policy regarding early dismissal and lateness in the *Handbook Upper School Students and Parents*, page 28. For Lower School early dismissal and lateness policies, please refer to the *Handbook for Lower School Students and Parents*, page 27-28.

IMMUNIZATIONS: Each school year your child's chart is reviewed. If your child is not current in his or her immunizations, you will receive a letter from the Health Room informing you what immunizations need to be updated. All kindergarten students must have their Hepatitis B immunizations. All children must have the second MMR (measles, mumps and rubella) boosters. All students must have documentation that they have received the Varivax vaccine.

If you have any questions, please feel free to contact me at school. My extension is 114. Thank you for your cooperation in these matters.

FRIENDS SELECT
MEDICAL ADMINISTRATION PERMISSION FORM
2009-2010

In accordance with the law of the Commonwealth of Pennsylvania, students who need to take medications during the school day must bring the medication to the nurse to be stored and locked in the nurse's office. These medications may be administered only in the presence of the school nurse and must be in the original prescription bottle in order to be dispensed.

- All students taking daily medication must provide the school with a "Medical Administration Permission Form" when the medication is brought to school. Prescription medications must be in the original vial as received from the pharmacy and include a signed note from a physician giving permission to administer medication. Over-the-counter medications must be in an unopened container, clearly labeled with the child's full name.

- In addition to the dosage necessary on a daily basis, students taking daily medication for a life-threatening illness (e.g., diabetes, asthma, epilepsy, acute psychiatric disorder, severe allergic reaction, heart condition, etc.) must also bring in an additional 3-day supply to the school for use in an emergency. Each such medication must be in the original vial as received from the pharmacy and be accompanied by a "Medical Administration Permission Form," as noted above.

Student Name _____

Teacher _____

Name of Medicine _____

Time(s) to be given _____

Date(s) to be given _____

Reason given _____

Please check appropriate box below for this medication:

_____ For daily medication (*note preference for return or storage at school*)
_____ return medication at the end of the day _____ keep medication at school

_____ For 3-day emergency supply (to be kept at the school)

Comments that will help with the care of your child:

I give permission to the Friends Select school nurse to administer the above medicine as indicated.

Signature of Parent/Guardian
Printed Name of Parent/Guardian
Date
Emergency Contact #