

Friends Select School
HEALTH ROOM PROCEDURES
2011-2012

The school nurse (Dana Rothman) is available during school hours, 8 a.m. to 3 p.m., to discuss health-related issues. The FSS health room is located on the first floor across from the dining hall. If the nurse is not present, a note will be posted to indicate the time of her return. The phone number to the Health Room is (215) 561-5900, ext. 114. Calls will be returned as promptly as possible. All policies outlined below are fully disclosed in the *Handbook for Students and Parents*.

MEDICATION: Tylenol, Ibuprophen and Benadryl are available in the Health Room. If your child requires other medication during the school day, the parent must complete a Medical Administration Permission Form available on the home page Forms/Documents at www.friends-select.org. Parents should deliver medication to the nurse upon arrival at school so it can be secured in the Health Room. These medications may be administered only in the presence of the school nurse. Prescription medications must be in the original prescription bottle in order to be dispensed.

ILLNESS: Parents/Guardians will be contacted if a child's temperature is 100° Fahrenheit or greater, or if clinically indicated. Your child may return to school after 24 hours without a fever. If a lower school student is determined to be too ill to remain in school, a call will be made to arrange pick up of the child. If a middle or upper school student is required to leave school related to illness, a call will be made for the child to either be picked or to obtain authorization to let the child travel from school alone. Follow-up calls will be made to ensure the child arrives home safely.

ATTENDANCE: If a child is late or absent from school and a call or email is not received by the school, the school nurse will call the parents/guardians to determine the well-being of the child. Please make every effort to contact either Marissa Colston, LS/MS Assistant (marissac@friends-select.org), Deneen Young, US Assistant (deneeny@friends-select.org) and/or Dana Rothman, FSS Nurse (danar@friends-select.org) to avoid calls to your home, work and cell phone. Please note, any child who fails to sign in with his or her teacher, advisor or administration will be considered absent and a call will be made to inquire regarding the student's whereabouts. It is upsetting to receive a call that your child is not accounted for when he/she is, in fact, present at school. Please emphasize to your child the importance of signing in with the appropriate faculty or staff member when they arrive at school.

EARLY DISMISSAL: If a student is required to be dismissed early from school, a call or email must be made to Marissa Colston, Deneen Young or Dana Rothman to facilitate appropriate communication. The school will only accept calls or emails from parents or guardians, not from students.

IMMUNIZATIONS: Each school year, your child's medical records are reviewed. All immunizations and boosters must be up to date in order for your child to remain in school.