



Dear Parents and Guardians

Please take the time to read the explanation below for the health office packet sent home to you in September. It explains health office procedures and policies. **The emergency card, the green form, and the disaster kit information must be returned immediately.** If you indicate asthma, allergies, or any other severe medical problems on the **“green” form**, an Action Plan form will be sent home. The Action Plan needs to be completed by a physician with any treatment or medications needed.

The **“blue” form** is for the results of your child’s physical exam - which is mandatory in grades 2,4, and 7. Any student wishing to try out for any of our sports teams must have a current physical exam on file in the health office. **NO STUDENT MAY TRY OUT FOR ANY TEAM WITHOUT A VALID SPORTS PHYSICAL EXAM ON FILE.** More information about the physical exams follows in the packet.

The **“pink” form** explains our medication procedures (does not apply to Pre-K students.)

You will also find a copy of the **Health Office Guidelines**. Please read it carefully to familiarize yourself with the procedures. The procedures are in place to help keep the health office running smoothly and for the safety of ALL our children.

During the next few months the students in grades K-8th will visit the health office for state mandated screenings, including hearing, vision, and scoliosis (5th-8th grades). If we come across any problems in our screenings, we will notify you. We ask that you follow up these problems with a visit to your child’s physician, eye doctor, etc. Please have the doctor send us a letter informing us of his/her findings so we can keep your child’s school health record current.

Please remember to call the Health Office at 609-654-2546 ext. 213 by 9:00 AM if your child is going to be absent and/or late. At this time homework may be requested. Please do not email your requests.

Any student arriving after 8:20 AM is considered late and must report to the main office for a “tardy” slip before going to the classroom.

We request that all Pre-K and Kindergarten students keep a change of clothes in their book bags in case of “accidents”.

Thank you for your cooperation.
The School Nurses

Health Office Guidelines

1. A child with a temperature of 100 degrees or higher must stay at home until his/her temperature is normal for **24 hours** without Tylenol.
2. If your child experiences vomiting or diarrhea, he/she must remain at home until symptoms subside for at least **24 hours**.
3. If your child complains of a sore throat and strep test is done, your child must stay home until the strep culture is negative and he/she has been taking antibiotics for a full **24 hours**. If your child has a rash that lasts more than 3 days or worsens, he/she must be seen by a physician and obtain a note to return to school.
4. If head lice are detected your child must stay home and be treated before returning to school. A note must be submitted stating the dates and type of treatment. Upon return to school your child must first be examined by the school nurse, who will determine if your child is cleared to return to class.
5. Students absent for 3 or more days (in succession) must bring a note from his/her parent/guardian and a physician's note naming the diagnosis may be required.
6. If you are called to pick up your child due to illness, please make arrangements to have him/her picked up within **30 minutes**.
7. Please remember to call the health office by 9:00AM at 609-654-2546 ext. 213 to report your child absent or late. If you wish to request homework for the day please do so by 9:00AM. The work will be available in the main office after 3:00PM for you to pick up or you may send it home with a sibling or friend.
8. All **tardy** students must report to the main office for a late pass in order to be admitted into class.
9. Please notify the health office in advance if you know your child will be absent (vacations, appointments, etc) or if he/she will be late for any reason.
10. Please teach your children the proper techniques for hand washing and use of tissues/sneezing. If your child has a bad cold, excessive coughing, sneezing and/or persistent runny nose, he/she should remain at home.
11. Please make sure your children are dressed appropriately for the weather (gloves, hats, etc.)

Thank you for your cooperation. If you have any questions, please feel free to call the health office at 609-654-2546 ext. 213.