

# IMPORTANT HEALTH ROOM INFORMATION

Dear Parent/Guardian:

We need to follow the guidelines established by the St. Louis Archdiocese regarding administration of medications at school. Any medication that is given three times a day will be given at home (morning, after school, and bedtime). The school cannot administer the first does of any medication. If a medication (prescription or over the counter) must be given at school, the parents must follow these guidelines:

- An emergency authorization form must be on file in the school listing the name of the child's physician and phone numbers.
- There must be a written physician's order for the medication with the name of the student, name of the medication, dosage, time-interval to be given, and a diagnosis or reason for the medication.
- The parent requesting that the school comply with the physician's order must provide written permission.
- Prescription medication and non-prescription medications need to be in the original container.
- If there is any change in the dose or timing of the medication, the physician must submit the change in writing. This may be mailed or faxed (636-532-6502) to the school.
- Students cannot carry medication with them at school, with the exception being 4<sup>th</sup> grade and older students who may keep their inhalers with them if an order is on file.
- The school has the right to call the physician to clarify a medication order.

If your child requires Tylenol or Ibuprofen for headaches, tooth pain, braces, cramping, or needs cough syrup, or Tums, you will need a physician's order. You may want to contact your physician and have him/her mail or fax the order to the school. Having the order in place will allow your child to receive medication at school and I will inform you that I gave the medication. The over the counter medications in their original containers must be supplied by the parent.

If your child has a medical condition or takes daily medications at home, please let me know. Some medications have side effects that may affect the child at school. In case of an emergency, all medical information needs to be on file for the safety of your child. Please be assured that all student health information is kept confidential.

If your child is asthmatic, I will need an asthma care plan filled out. This will be sent out to you or one can be picked up from me. I will need this even if your child is carrying their inhaler with them. Please remember that children in Kindergarten through 3<sup>rd</sup> grade cannot carry their inhalers. They need to remain in the health room.

If your child is diabetic, I will need a diabetic care plan filled out. Blood sugar monitoring and treatment needs to be performed in the health room with the nurse's supervision.

If your child needs a prescription or over the counter medication, I need an order from the physician and from the parent in order to administer the medication. The orders must be identical and the medication needs to be in the original container. Please make sure that the medication is not expired. Orders can be mailed in or faxed to 636-532-6502. If you need a consent form, they are available in my office. I do keep a record of each student's medication use and provide teachers with medications on field trip days.

If your child has a food allergy (especially nuts), I will need a care plan filled out describing his/her allergic reaction and treatment to follow. Epi-pens must not be expired and will be kept in the health room. The allergy forms will be sent out to you or one may be picked up from me.

The general guidelines for sending an ill child home are: a fever over 100°, rash with fever, rash of an unclear cause, difficulty breathing, sore throat with fever, eye drainage, vomiting, diarrhea, sleepiness, abdominal cramping, mouth sores with inability to control saliva, and chicken pox or other communicable diseases. Please remember that children must be fever free, and not have vomited for 24 hours before returning to school.

Thank you for your cooperation with our health room policies and the state laws regarding medications. I look forward to another school year with your children. Please call or e-mail me if you have any questions or concerns. I am in the health room every school day from 9:30 a.m. – 1:30 p.m.

Carol Albertelli, School Nurse