

# Runnemede Public Schools

## Health Office

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### **ALL REQUIRED FORMS MUST BE COMPLETED EACH SCHOOL YEAR**

#### **Asthma Action Plans (New Jersey Law 18A: 40-12.8)**

The Asthma Action Plan is designed to help you talk to your doctor, the school nurse, and your child about managing asthma. The New Jersey Department of Education, and the New Jersey Department of Health and Senior Services endorse the Asthma Action Plan. **According to New Jersey State Law, if your child takes medications for his or her asthma, an action plan must be completed by your child's physician and returned to the health office.** If you indicated asthma on your child's emergency card last year, I have enclosed an Asthma Action Plan. If you need an Asthma Action Plan, copies will be kept in the main office over the summer.

#### **Attendance**

If you are going to keep your child home for any reason, or if your child will be late, **please call the ATTENDANCE LINE at your child's school, and leave a message (24 hours a day).** If the school does not receive a message regarding the child's whereabouts, and we cannot locate a parent or emergency contact after several attempts, the **Runnemede Police will be notified** to perform a safety check.

If your child is sick or injured, and he or she will be absent for an extended period of time, please call the health office. Please refer to the school handbook or website for care instructions on specific diseases and conditions. As a general guideline, please keep students home for 24 hours after experiencing any fevers (100 F or greater), vomiting or diarrhea.

#### **Immunizations**

Any time your child receives a vaccine or immunization from his or her doctor, please obtain a note from your physician with the name of the vaccine administered and exact date given, and hand it into the health office in order to stay up to date with your child's immunizations. Pay close attention to 2008 requirements for the grade levels below:

##### **Pre-School**

- Influenza: 1 dose between September 1, 2009 and December 31, 2009.

##### **Entering 6th Grade:**

- Tdap (Tetanus, Diphtheria & Pertussis): for pupils entering grade 6 on or after September 1, 2008 and born on or after 1-1-97. (A child does not need a Tdap dose until 5 years after the last DTP/Dtap or Td dose)

- Meningococcal: For pupils entering grade 6 on or after September 1, 2008 and born on or after 1-1-97.

**A copy of New Jersey's Minimal Immunization Requirements for school is attached for your convenience.** Please contact the health office if you should have any questions.

### **Injuries, Casts, Splints, and Crutches**

If your child is severely injured and requires a cast, splint, sling or crutches you must **contact the health office**. When your child has injured an extremity that requires a supportive device this can pose some safety concerns during the school day. Sometimes, special care plans or safety plans need to be developed in order to provide safe passage ways through a crowded hallway, a fire exit plan, or a pass to leave class early to avoid bumping other students.

### **What do you need to do if your child has a cast, splint, sling or crutches?**

- ❖ Call and alert the health office.
- ❖ Have your doctor write a note describing the injury and follow-up care.
- ❖ A doctor's note stating whether or not your child can participate in gym or recreational time, and the dates the child's activities will be suspended.
- ❖ A doctor's note indicating any pain medication needed during the school day. (**Medication Dispense Form**).
- ❖ When your child is healed, you will need a doctor's note in order for the student to return to gym or recreational time activities.

**DO NOT SEND YOUR CHILD TO SCHOOL ON CRUTCHES WITHOUT A DOCTOR'S NOTE INDICATING USE FOR CRUTCHES. WITHOUT A NOTE YOUR CHILD WILL NOT BE ABLE TO USE THEM DURING THE SCHOOL DAY.**

Crutches can be very dangerous, not only to the injured individual, but also to those surrounding the individual. Crutches require proper instruction and demonstration in order to keep everyone safe from harm. If your child is using crutches, he or she should not carry a book bag and definitely should not attempt to go up or down steps.

### **Individual Health Forms and Emergency Forms**

If your child has any health conditions such as food or environmental allergies, asthma, seizure disorders, or any other condition requiring medication or emergency interventions please contact the school health office in the beginning of the school year, and mark this condition on the student's emergency card. Those students with severe allergies, who require Benadryl or an Epi-Pen will need a **Medication Dispense Form** and an **Allergy Form** to be filled out by the student's physician and parent. These forms are necessary for the safety of your child while in the school setting. These forms are attached to this packet for your convenience.

**No medication will be given to your child without a Medication Dispense Form completed by your physician and signed by a parent.**

## **Medications**

Students are **not encouraged** to take medication in school. If a medication is twice daily, then the student should be given the medication before school hours and later that day after school hours as prescribed by the doctor. However, if for some reason a medication must be scheduled during school hours either on a daily basis or just for the length of the prescription, you will need a **Medication Dispense Form**. This form needs to be completed by your physician. A parent signature is also required on this form. **Medication will not be given to your child without this form.** If your child does require medication to be given, **the medication must be delivered to the school nurse by a parent or adult. All medication must be in a pharmacy labeled container specifying the child's name, medication name, dosage, and frequency.** The forms can be faxed to or from your doctor's office by your request. Contact the health office or main office if you should need a form.

**Inhalers can be carried with your child as long as an Asthma Action Plan and Medication Dispense Form is filled out by your physician indicating that your child can properly dispense the inhaler independently.** All inhalers can also be kept in the health office in case of an asthma attack. **Please keep in mind that all students who have a diagnosis of Asthma should have a rescue inhaler such as Albuterol available while at school.**

## **Physical Exam Recommendations**

The New Jersey Department of Education no longer recommends physicals being performed in the school setting; therefore, the nursing staff would like to remind parents the importance of having physical examinations done by your own private physician at certain critical developmental stages. These stages include:

**Early Elementary (Grades K-2)**

**Middle Elementary (Grades 3-5)**

**Older Elementary (Grades 6-8)**

This is a recommendation not a requirement. Please obtain a copy of the exam and turn it into the school health office for your child's health record. If you would like a physical form to return to the school for your child's health record, please call the main office over the summer.

### **Reasons to take your child for a wellness exam:**

- ❑ To have a baseline exam regarding your child's overall health, nutrition, growth & development, emotional health, academic success, behavior, and or any other health concerns or questions.
- ❑ To examine basic vital signs and indicators of any early signs of obesity, high blood pressure, bone or ligament abnormalities, vision or hearing impairments, or a need for further testing such as lab work or x-rays.
- ❑ To establish a positive rapport with your child's doctor as an individual to trust and ask questions to; especially through the adolescence stages of development.
- ❑ To remain up to date with your child's immunizations, as New Jersey State mandates are always changing or being recommended.

## **Sports Physicals (4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Graders)**

Sports Physical Forms (Athletic Pre-Participation Physical Examination Forms) are **required** by the State of New Jersey. **Sport physical forms are valid for one full year from the physical examination date.** All students who would like to participate in **INTERSCHOLASTIC** or **INTRAMURAL** soccer, basketball, field hockey, cheerleading, or any other after school tournament

or games must have a physical **examination done by their own private physician prior to the first day of practice or try-outs**. Intramural activities, students competing against each other, are held in the fall and spring. All students will need a sports physical in order to sign up and participate. Pages 1, 2, and 3 in Part A will need to be completed by the child's parent or guardian, and pages 1,2,3,and 4 of Part B will then be completed by your physician including his or her signature and office stamp.

**ANY FORM TURNED IN TO THE NURSE'S OFFICE INCOMPLETE WILL BE RETURNED TO THE STUDENT IMMEDIATELY. THE STUDENT WILL NOT BE ABLE TO PARTICIPATE IN THE ACTIVITY OR SPORT UNTIL THE FORM IS COMPLETED. NO EXCEPTIONS WILL BE MADE.**

*(Dates, addresses, contact information, phone numbers, exam date, or any missing information from the exam such as vision must be filled in completely)*

### **Sports Physical Approval Process**

Sports Physical forms are first approved by your physician, and then turned into the nurse's office in order to verify the completion of the form. The physical form is then sent to our school physician's office for the final approval. At this point, the school nurse will pick up the forms, and review them to check for any additional information requested for final athletic approval. Approval or disapproval letters for your child to participate will be mailed home for the school year.

### **Tylenol**

Students in grades 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> are permitted to take Tylenol in school for minor discomforts such as headaches, cramps, or orthodontic pain. **Please complete and return the Tylenol permission form** if you would like your child in grades 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> to be able to take Tylenol during school hours if needed. A new form will need to be signed each school year.

**NO TYLENOL WILL BE ADMINISTERED WITHOUT A PERMISSION FORM.**

**Any medical forms that you may need will be available in the main office or on Runnemedes's web page, [www.runnemedeschools.org](http://www.runnemedeschools.org)**