

Dear Parent/Guardian:

This booklet explains the practices and policies of the nurse's office in Stillwater School.

Please save it and refer to it as needed.

If you have any questions or concerns, please feel free to contact me at 973-383-6171 ext. 216. Please leave a message and I will return your call as soon as possible. If you prefer to use e-mail, my address is Maureen.beckman@stillwaterschool.net.

Sincerely,

Maureen Beckman, R.N., C.S.N.
School Nurse

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SCREENING PROGRAMS

The school nurse performs the following screening programs yearly:

- Vision
- Hearing
- Height & Weight & BMI
- Scoliosis (where applicable)
- Blood Pressure

Parents are notified if any problems are detected.

SCOLIOSIS SCREENING

Scoliosis screening is mandated by the State. The bi-annual screening of all students, in grades 4 and 6, for scoliosis, or curvature of the spine, is done to identify any deviation and initiate early treatment.

If a problem is suspected, parents will be notified and requested to see their own physician for an evaluation.

Please contact the school nurse prior to screening if your child has been previously diagnosed or if you have any questions.

INJURY OR ILLNESS

Whenever a child is injured or becomes ill in school, the procedure is as follows:

1. First aid treatment is administered.
2. The parent or person on the emergency card is notified if necessary.
3. The parent will be required to pick up the student or arrange for transportation in cases of illness or injury when deemed necessary by the school nurse.
4. Every effort will be made to contact a parent immediately if an emergency arises requiring special transportation.

Parents have primary responsibility for injuries sustained out of school.

PHYSICAL EXAMINATIONS

Each student must have a physical examination upon school entry. This examination must be done no more than 365 days prior to entry and must state what, if any, modifications are required for full participation in the school program.

IMMUNIZATIONS

Immunizations for certain communicable diseases are required by state law for every child attending school. When notified of any immunization deficiencies, your prompt action will assure your child's uninterrupted school attendance, as well as protect your child from certain infectious diseases.

Students transferring into the district from an out-of-state or out-of-country school have a 30 day grace period to obtain immunization records. This grace period does not apply to students transferring into the district from an in-state school.

EMERGENCY CONTACT INFORMATION

Please notify the school nurse and the main office if there is any change in the information on your child's emergency sheet. It is very important that we have current information.

ATTENDANCE

Attendance and tardiness should be reported to the school. You may call the attendance line (973-383-3227) from 4:00pm the evening before until 9:00am in the morning, to report an absence. Please make an effort to call before 9:00am the day your child will be absent or tardy.

Upon returning to school, students must submit a written excuse signed by a parent. For extended absences due to illness, please obtain an excuse note from your doctor.

MEDICATION POLICY

Whenever it is necessary for a student to take medication during the school hours, it must be brought to the nurse's office in the original labeled prescription container. When obtaining the prescription, ask the pharmacist for an extra labeled bottle. If it is an over-the-counter (non prescription) medication, it must be in its original labeled bottle.

For the nurse to administer any medication, prescription or non-prescription, a written request from the doctor and a parent is required.

The doctor's note must indicate:

1. Name of medication
2. Dose to be given
3. Time to be given
4. Reason for medication
5. Possible side effects
6. Physician's signature
7. Whether or not medication must be available to student while on class trip

The parent's note must include:

1. Permission given to the nurse to administer the medication to their child.

Only give the nurse the amount necessary for the doses to be given at school.

An adult must transport the medication to and from school. DO NOT give it to the child to bring to school. If your child will be going on a school trip, please call the school nurse a few days before to discuss options.

SELF ADMINISTRATION OF MEDICATION

A student with a potentially life-threatening illness, such as asthma or anaphylaxis, may be given permission to self administer medication.

- A physician must certify that the child has a life-threatening illness and that the child is capable of and has been instructed in the proper method of administering the required medication.
- The parent/guardian must provide written permission for the child to self administer the medication.
- If permission is granted by the school nurse and Chief School Administrator, the school district, Board of Education and its employees shall incur no liability as a result of any injury arising from the self administration of medication by the child.
- Permission may be revoked if the student proves to be incapable of safely self administering medication at the school.

MEDICATION POLICY

Please contact the nurse for information on current board of education policy concerning emergency administration of epinephrine.

PHYSICAL EDUCATION

New Jersey State Law requires all students to participate in a physical education program unless excused by a physician. However, for reasons of temporary illness or injury, a student may be excused up to 3 days, upon receipt of a note from the parent. After 3 days, a physician's note is required. If the doctor's note is not received, it is considered an unexcused absence from physical education class, and the student's grade may be affected.