

Cairo-Durham Central School District

HEALTH OFFICE PROTOCOL

Please retain for future reference.

Medication Administration: The guidelines for administration of medication in school issued by the NY State Education Department requires the following:

Medication must be brought into school by an adult. It may not be transported on the bus by the student. Medication must be in the original container with the student's name and pharmacy label intact. A written request to administer the medication by the parents is needed. A written order from your physician indicating frequency, side effects, dosage, time and length of time medication is to be given is also needed. Any over-the-counter medications must be accompanied by the physician's written order and parental consent.

Whenever possible, parents should give the medication to their children at home. In order for medication to be given in school, the above criteria **must** be met. **Any students who take medications regularly in school either given by the nurse or self-administered need an updated order in the health office at the start of each school year.**

If a student is found to be carrying medication to school, prescription or over-the-counter, it will be taken from him and the parent will have to come in and pick it up.

Please notify the office if your child is absent due to illness. If they have an injury or contagious disease or have been put on medication while at home, the nurse should be notified. When your child returns to school from any absence, they are required to bring a note giving the reason for their absence and submit it to the **main office**. A phone call does not take place of a note. Your child may be required to present a doctor's note if he or she is absent for more than three consecutive days.

Gym Excuses: A written note from a parent will be accepted on two occasions per month. **Excuses for more than two days per month must be written by a doctor.**

Physical Exams: The law requires students to have a physical on file in the nurse's office upon entering kindergarten and in grades 2, 4, 7 and 10, as well as **any student new to the district**. A **physical exam** is also required within 12 months prior to participation in any **school sport**. Parents are encouraged to have this done by their **own physician** if possible. Your family physician will perform a more complete physical and bring immunizations up to date as well. **Any student in need of a physical will be expected to have one with the school physician, at the time of his visit, if they have not obtained one by their family physician.** A copy of the physical exam needs to be on file in the nurse's office. If you do not want your child to have their physical exam in school, you need to notify the nurse.

Immunization should be in compliance with NY State guidelines.

Leaving school due to illness: All students are required to go through the nurse's office to be released for illness. The nurse will not give early release passes to students who choose to call their parents on their own. Keeping your child home when they are ill will avoid having to pick them up after you have left for work, etc. It also cuts down on the spread of colds and flu within the building. If your child is running a fever, he should be kept home for 24 hours after the temperature returns to normal. If your child is sent home for conjunctivitis (pink eye) they may not return for at least 24 hours and a doctor's note will be required upon returning to school.

Health Referrals: Students who receive a referral for vision, hearing, scoliosis or other health concerns need to have a copy of the medical evaluation on file in the health office. Any modifications for gym class or classroom activities need to be on file also.

Emergency Information: Emergency forms will be given to your child on the first day of school. It is vital they be returned to the office as soon as possible. It is the only way we have of reaching you in an emergency. It is important to know any development of allergies, conditions or use of medications. **It also gives permission to treat your child in the health office.**