

### **ABSENCES:**

**To report your child's absences call the attendance office at your child's school.**

Please send a note with your child when they return to school explaining the reason why they were absent. If the child is absent more than 3 days, please bring a note from the Doctor.

### **EMERGENCY CARDS/EARLY DISMISSAL CARDS:**

Emergency/ Early Dismissal Cards are filled out at the beginning of each school year in September or when a student enters during the school year. It is the parent's responsibility to make sure the numbers are kept up to date. Any changes in contact information should be given to the Main Office. It is very difficult for us to reach the parents of a sick child if the numbers aren't up to date.

### **MEDICATION IN SCHOOL:**

1. The Doctor must give a written order for **ANY** medication; this includes Over The Counter (OTC) medications like Advil, Motrin, and Tylenol etc to be given in school. The dosage and the times to be given must be included in the Doctor's order.
2. The Parent must also give written permission for the medication to be given.
3. The Medication **MUST** be brought to the Health Office by the Parent in the **ORIGINAL** container received from the pharmacy. All medications will be kept locked in the Health Office.
4. If your child takes daily medication in school and is going on a school trip: It is the parent's responsibility to send the medication in a sealed labeled envelope for the child to take on the trip with the Teacher's supervision. Please discuss any school trips with the Nurse or the Teacher well before the day of the trip.

### **PLEASE KEEP YOUR CHILD HOME IF:**

1. The child complains of **nausea and/or vomiting**. This will help keep the spread of stomach viruses down.
2. The child has a **fever of 100° F** or more the night before or the morning of school. **Please keep the child home until the temperature is under 100 for 24 hours without Tylenol or Motrin.**
3. The child has **red eyes and cannot open his eyes** because of discharge. This is a contagious eye condition. Please see the Doctor for evaluation and treatment. **Student may return to school after a full 24 hours of treatment began (usually eye drops) AND a note from the Doctor with the diagnosis on it.**
4. The child complains of a sore throat **AND** you are waiting for the results of a Throat Culture from the Doctor. If the Doctor starts them on Antibiotics, **Please make sure your child has had the medication for a full 24 hours and they are FEVER FREE!** Please bring a note from the Doctor if it is Strep Throat.