

Health Office Handbook

My name is Laura O'Leary ! Although I am new to Snipes I have been a nurse for 7 years. I believe passionately in promoting the health of students to ensure they are able to succeed in school. Please reach out with any concerns you may have regarding your student's health or additional needs.

Contact:

2150 Chestnut Street

Office hours: Monday-Friday, 7 a.m. to 3:30 p.m.

Phone number: 910-251-6175, ext. 75777

When Should My Child Stay Home?

Many times families wonder if their student is well enough to go to school or staff needs to decide if a student is well enough to stay in school. The following are guidelines for which illnesses or conditions require a student to stay home or be picked up from school:

- The student has a fever with a temperature greater than 100 degrees. A student should stay home until the temperature is normal for 24 hours without the use of fever-reducing medication such as Tylenol or Ibuprofen.
- The student has vomited or had diarrhea in the past 24 hours.
- A student diagnosed with strep throat may return to school when s/he has had treatment for at least 24 hours.
- Skin lesions that are draining must be completely contained within a bandage.

Emergency Contact Information

If a student becomes ill or has a serious accident at school, a parent or guardian will be notified immediately. It is very important that the school is able to contact you or someone close to you.

- Make sure you complete contact information during enrollment and that all information is accurate, complete, and up-to-date. Notify the school office when there is a change in any of the information.
- Include phone numbers of friends, relatives, and/or neighbors who can be contacted and can pick up the student if a parent cannot be reached in an urgent or emergency situation.
- Inform those listed that this has been done.

- Pick up your ill/injured student as soon as possible, no longer than 1 hour after notification from the school.
- Update health information when appropriate.

Medication

New Hanover County Schools has a written policy to assure the safe administration of medication to students during the school day. After consultation with your child's physician, medication that cannot be administered outside of school hours may be administered by school personnel or the school nurse.

- In order for medication to be administered at school the following must be completed:
 - Your child's physician must complete a ***Physician's Authorization for Medication at School*** form. Parent signature is also required. This form is valid for the current school year only.
 - The medication must be in the original pharmacy container with a pharmacy label with your child's name, medication name, dosage, date of prescription, and directions for use. All medication/refills brought to the school must be in the original pharmacy container.
 - The parent/guardian must bring in and pick up all medication. Students are not allowed to transport medication.
 - Medication will be counted in your presence by school staff and you will be asked to sign the Medication Check-in Log.
 - ***Short-term medication*** (2 weeks or less) may be administered at school without a signed Physician's Authorization for Medication at School form. The medication must be in the original pharmacy bottle with a pharmacy label. A parent note is required which must state your child's name, time medication to be administered at school, and any possible side effects.
- The ***Over-the-Counter Parental Permission Form*** lists the over-the-counter medications that may be administered at school, and must be completed and signed by the parent/guardian. Families are responsible for providing over-the-counter medication and it must be in the manufacturer's original, unopened container.
- At the end of each school year the parent/guardian must pick up their child's medication by the last day of school or it will be discarded, unless other arrangements are made by the parent/guardian and the school.
- A copy of the Administration of Medication Policy/Procedure is available for review at your school.

Screening Programs

- Vision screening is normally provided by school health services for students in grades 1, 3 and 6th and for any other students referred by teachers or families.
- The health office will help facilitate mass dental screenings for all kindergarten students and provide follow-up and financial resource assistance on all dental referrals.
- School system speech personnel will perform hearing screenings for all students in grades 1,3 and 6th.
- Parents/guardians and teachers will be notified if a student does not pass the screening. A recommendation for further professional evaluation will be made.

Immunization

Immunization records are required for all students enrolled in New Hanover County Schools. Immunizations are required against meningitis, measles, mumps, rubella, polio, diphtheria, meningitis, pertussis, hepatitis B, and varicella (chicken pox). A student's parent, guardian, or responsible person must present a certificate of immunization within the first 30 days of school starting. Students who have not been immunized according to North Carolina health standards, or who do not provide written evidence of immunizations, will be required to obtain the necessary vaccinations unless a signed waiver is filed with the school. These requirements can only be waived for medical or religious reasons. The Principal shall exclude any student from school who does not present a completed immunization record within 30 days of school entry in accordance with G.S. 130A-155.

Head Lice

If a student is found to have live lice at school, families will be contacted and expected to treat students that night at home. Students may continue to finish out their day in school with live lice, but may be asked to tie back long hair. If families need assistance in getting lice treatment supplies, they are asked to notify the school nurse. Please notify the school office anytime your student is treated for head lice. Student's must report to the school nurse with a parent following treatment of head lice before being admitted back to school the next day. You may contact your school office or nurse for more information.

Other Health Information:

- Students with food sensitivities including food allergies require a physician signed *Guidance for Completing the Medical Statement for Students with Unique Mealtime Needs for School Meals*.
- The school encourages a health care provider note for instructions or recommendations for a child's care at school related to injury, surgical procedure, or illness.
- A written note from a health care provider or school nurse is required for exclusion and/or restrictions from physical education participation.
- All written medical notes **must** have the following:
 - Be written on official letterhead or a prescription note from the physician with your child's name and date of birth
 - Be dated and signed by the physician (electronic signatures are acceptable).
 - Include an end date****NOTES MAY BE VERIFIED WITH THE PHYSICIAN.****

Documents

- *Physician's Authorization for Medication at School* form
- *Over-the-Counter Medication Parent Permission* form
- *Medication at School: A guide for parents*
- *Short-Term Prescription* medications
- Mutual Exchange
- *Guidance for Completing the Medical Statement for Students with Unique Mealtime Needs for School Meals*