

## North Canaan Elementary School Health Office

August 2025

Dear Parents/Guardians:

Welcome to the new school year! Starting the school year necessitates providing important information for the health care needs of your child. Please follow directions below to ensure a safe and healthy beginning:

1. **Forms are now available online through Powerschool under the Enrollment tab: Medical / Health Information and Medical / Health Authorizations.** Please be sure to complete the **Current Health Care Plan** which includes a list of products that may be used in the school health office. Please note any products **you do not want used** to care for your child and sign the bottom. Be aware that the EpiPen listed would only be in the event of a life threatening allergic reaction and would be administered by trained personnel. Please update your child's school cumulative health record if your child has had any immunizations, significant injury, surgery or other health concerns develop since last school year. Note any allergies your child may have; including those to pets, medications and environment. Please review the Confidential Emergency form as well and update contact information to ensure the safety of your child.

2. **Call 860-824-5149 and press 2** if your child will be absent. You may leave a message on the answering machine. This is done to assure the safety of your child and to allow for monitoring of illnesses in our school. You may also report absences to me by email at [lfoley@ncschool.org](mailto:lfoley@ncschool.org).

3. **Any medication** (prescription or non-prescription) in school must have:

A completed **Medication Authorization Form** (available in the school nurse's office or on the school website nurse's notes under forms), which includes written authorization from a physician and parental permission. This is needed at the beginning of every school year and when there is a change of dosage or medication.

**Medication** must be delivered directly to the school nurse by an **adult** and not the child.

Medication must be in its **original container** from the pharmacy, properly labeled with name, dosage, strength and directions for administration.

All medications will be administered by the school nurse or appropriate staff. Children with asthma may carry and administer their own inhaler if stated on the authorization form. Children who need to carry an epiPen for severe allergic reactions may do so with proper written authorization also. In both instances, the doctor, parent and school must agree the child is responsible to do so.

4. Children with injuries must have a note indicating the level of activity (gym, sports, recess) and any specific orders for their care while in school from their physician.

5. **Reminder:** New students, students entering Kindergarten or 6th grade require a physical exam. Any students in grades 6-8 who plan to participate in sports must also have a physical that is dated within the last year and that will not expire during any sport season your child is participating in. Physicals must be on file in the school health office before the start of play.

**All school policies are available for your review on our school website. Please be sure to review attendance policies: Any absences after nine require specific documentation.**

Any questions or health concerns please call the health office at **860-824-5149/ extension 108**. Forms may be mailed into the school, emailed to me, dropped off or faxed to 860-824-4879. My door is always open so stop in anytime. Let's have a great year!!

Lori A. Foley, RN