

ROCKY HILL PUBLIC SCHOOLS  
Rocky Hill, CT 06067

Dear Parents/Guardians,

The health and safety of the students in school is of utmost concern to all of us, requiring close cooperation between parents, teachers and the school nurse. Understanding and constant communication are vital in helping the schools render the best possible care and protection to your child. Your assistance in following the instructions below will help us greatly in providing proper health services.

**WHEN TO CALL THE SCHOOL:**

**Parents must notify the school office/nurse:**

1. To report if a student will be absent from school. (Schools will explain absence reporting system)
2. To designate a responsible adult who is to be notified in case of emergency should a parent be unavailable.
3. To inform the **school nurse** if the student has:
  - a) been diagnosed with a long-term disorder, e.g., diabetes, seizures, etc.
  - b) been placed on daily medications.
  - c) had severe, known reactions to allergens, e.g., bee stings, food, etc.
  - d) had any surgery.
  - e) had a physical examination (forms will be provided for the examining doctor to complete in order to bring school records up to date ).
  - f) had hearing or sight tested, and the results of these tests.
  - g) had any update of immunizations ( e.g. DT, MMR)
  - h) has a communicable disease (e.g. strep throat, chicken pox)

**WHEN TO KEEP THE STUDENT HOME:** Parents are responsible for keeping students home when an illness is evident and are advised to keep a student home when a rash is detected. Nurses are not allowed to diagnose an illness or rash. Students should be kept home until they have been free of fever (temp below 100.5) and/or vomiting for 24 hours without the use of medication. **Parents should call the school nurse to report if a student will be absent due to illness.**

**LENGTHY ABSENCES:** Parents whose child has been absent from school because of illness or injury for a period of ten school days or longer must secure their doctor's approval for the student's readmission to school. Please discuss this with the school nurse.

**EXCLUSION FOR CERTAIN HEALTH CONDITIONS:** Students will be excluded from school for the following conditions:

- any undiagnosed rash (MD approval for re admission to school or resolution of rash)
- any untreated eye infections
- diarrhea(defined as 3 or more loose stools per day)
- temperature of 100.5 degrees or over
- suspected communicable diseases, e.g., chicken pox, etc.
- vomiting

**STUDENTS ON CRUTCHES:**

- Must have a Physician order stating crutches are needed in school.
- Parents need to report to the school nurse prior to returning to school.

**STUDENTS ON MEDICATION:** Students who require medication, including over the counter medication, during school hours may do so provided they have WRITTEN AUTHORIZATION FROM A PHYSICIAN/ DENTIST/ ADVANCED PRACTICE REGISTERED NURSE/ PHYSICIAN'S ASSISTANT. MEDICATION FORM LOCATED ON RHPS WEBSITE - [CLICK HERE](https://goo.gl/pnn3Gd) OR USE THE URL: <https://goo.gl/pnn3Gd>

THE MEDICATION AUTHORIZATION FORM **MUST** INCLUDE THE FOLLOWING:

- DATE OF DOCUMENT
- STUDENT'S NAME, ADDRESS, AND BIRTHDATE
- CONDITION FOR WHICH THE MEDICATION IS BEING ADMINISTERED
- NAME OF DRUG, AMOUNT OF DRUG, TIME OF ADMINISTRATION, RELEVANT SIDE EFFECTS, AND DURATION TO BE ADMINISTERED (date from \_\_\_to\_\_\_)
- DOCTOR'S SIGNATURE AND PHONE NUMBER

THIS FORM, MUST INCLUDE PARENT'S/GUARDIAN AUTHORIZATION SECTION COMPLETED, AND BE PRESENTED TO THE NURSE PRIOR TO ANY DRUG BEING ADMINISTERED, ACCORDING TO CONNECTICUT STATE LAW.

Students who are able to self administer their asthma inhalers and/or medication for the emergency treatment of severe allergic reactions and/or medication while on an overnight field trip, may do so provided:

- 1) THEY PRESENT A PHYSICIAN/ DENTIST/ ADVANCED PRACTICE RN/ PHYSICIAN'S ASSISTANT'S WRITTEN ORDER FOR "AUTHORIZATION FOR SELF- ADMINISTRATION"
- 2) THERE IS WRITTEN AUTHORIZATION FROM STUDENT'S PARENT INCLUDING AN AGREEMENT TO SUPPLY THE SCHOOL NURSE WITH BACK-UP MEDICATION
- 3) THERE IS A SIGNED STATEMENT OF UNDERSTANDING FROM THE STUDENT
- 4) THE SCHOOL NURSE HAS EVALUATED THE SITUATION AND DEEMED IT TO BE SAFE AND APPROPRIATE. IF THE NURSE DETERMINES THAT THE MEDICATION CANNOT BE SAFELY ADMINISTERED, THE PHYSICIAN AND PARENT WILL BE NOTIFIED. IF THE SITUATION CANNOT BE RESOLVED, THE SCHOOL MEDICAL ADVISOR WILL DETERMINE IF THE STUDENT CAN SELF-ADMINISTER MEDICATION.

ANY MEDICATION MUST BE IN A PROPERLY LABELED BOTTLE FROM THE PHARMACY. IT IS TO INCLUDE THE STUDENT'S NAME, DATE, MEDICATION NAME, FREQUENCY OF ADMINISTRATION, AND THE DOCTOR'S NAME. THE MEDICATION, EXCEPT THOSE APPROVED FOR TRANSPORTING BY STUDENTS FOR SELF MEDICATION, MUST BE DELIVERED TO THE NURSE BY A PARENT, GUARDIAN, OR OTHER RESPONSIBLE ADULT. NO MORE THAN A 90 DAY SUPPLY OF MEDICATION MAY BE BROUGHT IN.

IN THE EVENT OF ACCIDENT OR ILLNESS: Parents are responsible for contacting the school to keep updated telephone numbers and individuals responsible for transporting ill students. Nurses and teachers make every effort to ensure immediate care, comfort, and protection for students during any emergency which may occur at any school activity. The following procedures apply in all schools:

- \* School personnel will administer first aid only (reasonable and prudent) to a student whose illness or injury occurs on school premises during school hours or supervised school sponsored activities.
- \* Parents, or an individual designated by the parents, are responsible for transporting an ill student to his home or to the physician.
- \* If a parent cannot be reached in an emergency, the student will be transported to the nearest hospital (or the hospital of choice listed in Power School if appropriate), where he will remain until the parent arrives. In a life- threatening emergency the student will be transported by ambulance to the nearest hospital.

We very much appreciate your attention and cooperation in these important matters. Please do not hesitate to call your school nurse if you have any questions.

Sincerely yours,

Renee Garrahy, BSN, RN  
Nursing Supervisor  
Rocky Hill Public Schools