

IMPORTANT REMINDERS

- **When bringing a child to school late or picking him/her up early from school – *all students must be signed in and /or out at the school office.*** Please do not take your child directly to or from the classroom without first reporting to the school's office. Teachers have been instructed not to release a child without prior approval from the office. This procedure has been established for your child's protection.
- **When you use a baby-sitter** – Many children are either picked up in the morning or dropped off in the afternoon at a baby-sitter's home. When this happens, it is very important to notify both the school and the Transportation Department so that your child can be assigned the appropriate bus route.
- **When changing after school drop off location or bus run** – Children must have a written note.
- **Please review your child's immunization status with your family physician.** Note that the tetanus booster must be updated every 10 years. Please mail or fax written documentation from the health care provider regarding new immunizations so that our official school records are current. Due to the very strict privacy laws, health care providers may not release information without written parental consent.

RULES FOR MEDICATION

The School Nurse is frequently asked to give internal medication such as aspirin tablets or prescription drugs to children during school hours. Our Health Services Program adheres to New York State Education Law. To comply with the law, special procedures established by the State are required if a child must receive internal medication during school hours:

1. The medication must be delivered directly to the School Nurse by the parent and in its original container.
2. The School Nurse must have a written order on file from the family physician indicating the frequency & dosage of a prescribed medication. The prescription bottle alone is not sufficient.
3. The School Nurse must also have a written request from the parents on file to administer the medication as specified by the family physician. **The medical release form is available on the District Website.**

The regulations have been formulated for the protection of all pupils as well as school personnel, and it is hoped that parents will recognize this need and its importance in spite of the inconveniences these procedures may cause.

EMERGENCY INFORMATION CARD UPDATE AND USE

It is vital that for every new school year, the Health Office receives any update or changes regarding a student's emergency information. These changes include: employment, home phone numbers and addresses and the names of all persons authorized to give care and provide transportation to your child or the child under your care. **It is the parent or guardian's responsibility to keep the Emergency Contact Information up to date.**