

APSHAWA SCHOOL HEALTH OFFICE

140 High Crest Drive
West Milford, NJ 07480

Dear Parents/Guardians:

September 2017

Welcome back to another school year! Here's hoping it's a healthy one for you and your family. The following is a list of important reminders that you should become familiar with regarding the health office and district policy.

Emergency Information Form:

- Please log onto the "**Realtime Parent Portal**" and check your contact and emergency contact information. You have the ability to edit and add any contact information needed. If you have no computer access, please contact Mrs. Leslie at 973-838-6515 x-4100.
- Parents/guardians are asked to provide work and cell numbers and at least two local telephone numbers of people who will be responsible for your child when a parent/guardian is not available.
- **Do not list persons who are working, unable to drive, or are unavailable during school hours.**
- Please notify the school nurse immediately of any changes in contact information. Remember to update your changes in Real time and the Honeywell system.

Attendance Policy:

- Parents are required to notify the school nurse of any absence by telephone or school email the **morning of each absence** unless other arrangements have been made.
- **Please report absences to the school nurse at 973-838-2763** (messages can be left prior to school hours on nurse's answering machine).
- In the event the nurse is not notified, the absence shall be reported to the parents by telephone or the Honeywell system.
- In accordance with board policy and NJ statute, the parent must provide a written note or a physician's note of the cause of such absence on the student's return to school.
- In the event of planned absences for personal reasons, a letter or email should be sent prior to the absence to the attention of the school nurse.
- Please familiarize yourself with the entire West Milford BOE attendance policy 5200.1 ATTENDANCE/TARDINESS GRADES K-8.
Parent/Guardian will be regularly notified of cumulative absences for each half year as follows:
 - After five days – parent/guardian notified by letter.
 - After ten days – parent/guardian notified by letter and a parent phone conference.
 - After fifteen days – parent/guardian notified by letter and a complaint filed with the municipal court after recommendation by the attendance review committee.
 - In suspension cases, only the first day's penalty shall be counted in the fifteen day application.
 - After thirty days of unexcused absence per year, the student may be retained.

Tardy Students:

- **Students arriving to school after 8:40 a.m.**
- **Late arrivals – Parents must bring their child into the main office and sign in.**
- **Students must report to the health office for a tardy slip to enter the classroom.**
- Please familiarize yourself with the entire West Milford BOE attendance policy 5200.1 ATTENDANCE/TARDINESS GRADES K-8.
 - Every third time a student is tardy without an excuse, the Principal will send a letter notifying the parent/guardian.

Medication Policy:

- All medications, including over-the-counter meds, (Advil, Tylenol, Motrin, cough medicines, skin creams, etc.) and inhalers require a written order from a licensed physician stating the name of the medication, diagnosis, dose, time to dispense, how often to give and any side effects.
- Parental permission is also required in the form of a written note. Medication forms are available online via the Apshawa page under Nurse Tab or in the health office.
- All medication must be delivered by an adult in the original prescription bottle with the proper label. Pills can be easily misplaced or lost and picked up by another student. An extra small prescription bottle can usually be obtained from your pharmacist for school use.
- All medication is to be picked up at the end of the school year by an adult.
- Cough drops must be accompanied by written parental permission for each occasion they are used in school. They may be sent in with your child and will be returned home after one week.
- **PARENTS/GUARDIANS MAY ADMINISTER MEDICATION TO THEIR CHILD AT ANY TIME DURING THE SCHOOL DAY IF NEEDED.**

Self-Administration of Inhalers/Epipens:

- NJ state law allows students to carry medication and self-medicate only for life-threatening conditions, i.e. asthma, insect sting and food allergies.
- Permission to self-medicate must be updated annually by the parent and the physician.
- Asthma Treatment Plans and Medication Form for Allergic Reactions are available online via the Apshawa page under Nurse tab or in the health office.

Gym Excuses:

- A parent may request in writing a gym excuse for a student up to three days for a medical problem that does not appear to require a physician's care. Otherwise, a physician's note is required for such an excuse.
- If your child is returning to school with an injury, obtain a note from the physician for the absence.
- A physician's note is required for use of crutches in school. It must clearly state that the student is permitted crutches in school and on the bus (if riding the bus) and the duration of time needed.
- A physician's note is required for casts, arm slings, air splints and finger splints. The note must state the nature of the injury, any limitations and restrictions and the dates the student is to be excused from physical education and recess activities.

Recess Hotline:

- Sneakers (laced or velcro) are required for full participation in recess.
- Students may bring their sneakers to school and change into them, if they wish.
- Students without sneakers will be prohibited from playground equipment and physical activity.
- Thanks to those of you who have already supported this district-wide effort! When planning for the fall, Please make sure sneakers are on your "to buy list."

Illness:

- If your child has symptoms of illness during the previous night, consider making arrangements for your child to remain at home.
- Extra rest and attention early will often shorten the illness and cut down the spreading of germs at school.
- Please remember our best defense against germs is good hand washing.
- Please encourage your child to wash their hands often with warm water and soap.

Some guidelines for when you should consider keeping your child home from school:

- 1) Fever of 100.0 degrees or higher. **Your child must be fever free for 24 hours without medication before returning.** Please do not treat a fever and send your child to school.
- 2) Persistent coughing that could be disruptive to the class.
- 3) **Vomiting and diarrhea within the past 24 hours must remain home.**
- 4) Cold or runny nose if nasal discharge is excessive and/or not clear.
- 5) Unexplained rashes, sores and crusty, inflamed eyes or other signs of contagious problems cannot remain at school.
- 6) Sore throat - **If you are awaiting strep throat results, please keep your child home until results have been obtained. Positive results must be on antibiotics for a full 24 hours and must remain home for 24 hours.** Please obtain a physician's note for your child's absence from school due to illness.

If your child has been sent home from school because of illness, please make sure they are completely recovered before sending them back.

Sending a child to school that is not in optimal health, not only endangers the health of all others they come in contact with, but also increases the susceptibility to whatever illnesses they may be exposed too.

Injury/Illness Policy: When a child is injured or taken ill at school, the following procedure shall be followed:

- 1) First Aid treatment is administered.
- 2) The parent/guardian listed on the emergency form shall be notified.
- 3) The parent/guardian will be requested to come for the student or arrange other transportation.
- 4) If no parent is available, the emergency contacts listed will be notified to assume temporary care in your absence. Students will not be able to remain in the health office all day.

Head Lice:

- It's a nuisance all schools have. Naturally, at home, at school and at play, this problem can spread.
- Parents should be consistently checking their child's head and treat, if necessary.
- If treatment is necessary, treat only infected persons, not the entire family.
- If you suspect head lice at home, PLEASE CALL the school nurse immediately.
- Parents and school need to communicate regularly to help keep this pest to a minimum.

Please remember that the school is not responsible for assessment/treatment /follow-up of injuries occurring at home or outside of school property.

Please alert the school nurse if your child is diagnosed with any communicable disease such as strep throat, pink eye, chicken pox, head lice, impetigo, ringworm, etc.

It is our hope that we have a successful and healthy school year at Apshawa Elementary School. We look forward to getting reacquainted with many of you and meeting those who are new to our school. Please feel free to call the school with any questions or come by and just say "hi".

Sincerely yours,



Stephanie Primavera
Principal

Sincerely yours,



Mia A. Paugh, BSN RN CSN-NJ
Certified School Nurse