

MAPLE ROAD SCHOOL HEALTH OFFICE

36 Maple Road
West Milford, NJ 07480

Dear Parents/Guardians:

September 2018

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. Christie at 973-697-3606 ext 4300.
- 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 change of information. Also update your changes in the Honeywell system.

Attendance Policy:

- Parents are requested to communicate with the school by telephone 973-697-0482 or email maryelise.norrell@wmtps.org to alert the school of any absences.
- In accordance with board policy and NJ statute, the parent must provide a written statement of the cause of such absence on the student's return to school. **If you visited the doctor please bring a note from the doctor or dentist.**
- In the event of planned absences for personal reasons, a letter should be sent prior to the absence to the attention of the school nurse.

Parent/Guardian will be regularly notified of cumulative absences for each half year as follows:

- After five days – parent/guardian notified by letter, a phone conference, or a conference with the I&RS committee
- After ten days – parent/guardian notified by letter, a conference with the I&RS committee, and a complaint may be filed with the municipal court
- After fifteen days – parent/guardian notified by letter, a conference with the school I&RS committee, and a complaint may be filed with the municipal court

Tardy Students:

- **Students arriving to school after 8:35 a.m.**
- **Students arriving to school late must be escorted into the main office and signed in.**
- **Students then report to the health office for a tardy slip to enter the classroom.**

Kinsa:

- You can still register for the app and receive a **free** thermometer. In the next few weeks the app will be updated and if you were enrolled last year your child will be moved up to the next grade level automatically.

- When your child is out sick please update the app and it will anonymously update the health profile for your class and Maple Road.(Flu, lice, fifth disease, strep throat, pink eye, impetigo, etc..) You can also just enter symptoms.

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 WMTPS website under Maple Road 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.
- **PARENTS/GUARDIANS MAY ADMINISTER MEDICATION TO THEIR CHILD AT ANY TIME DURING SCHOOL 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 Maple Road 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 allowed on 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.**

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 100.2 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 shall 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.

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 to.

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 consistently be checking their child's head and treat, if necessary.
- 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 update Kinsa if your child has lice.

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 Maple Road 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.

Sincerely yours,

MaryElise Norrell, BSN RN CSN-NJ
Certified School Nurse
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