



Parent's Guide  
to the  
School Health Office

Nancy Merwede, R.N.  
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School Nurses

Welcome, Parents and Guardians, to Link Community Charter School!

As your child begins his or her education at Link, we want to provide you with this booklet for these reasons:

- (1) to acquaint you with the School Health Office and the services we provide,
- (2) to remind you of NJ state health/medical regulations and requirements that your child must meet,
- (3) to provide some important medical forms that, if applicable to your child, you should complete and return to me as soon as possible, and
- (4) to suggest a few good common practices that will help maintain your child's health and improve his/her chances for success.

Please review the content carefully. There are some forms at the end of the booklet. Please complete and send to me any of the forms that are applicable to your child's health. The more we know about your child's health, the better we can support your child when needed.

Please feel free to contact me if you have any questions about Link's health services, the state health guidelines, or other student-related medical concerns.

Best,

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Karen Hannah, R.N.  
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**Phone:** Call the Main Office at 973.642.0529, leave a message for me and I will return your call.

## NJ STATE HEALTH REQUIREMENTS FOR STUDENTS

### **PHYSICAL EXAMINATIONS**

Medical examinations ("physicals") are required for any new student registering to attend Link Community Charter School. Subsequently, yearly physicals are recommended to monitor health and growth development. If your child was recently examined, ask the physician or nurse practitioner to complete the form. It is very important that the child receives at least one physical per each developmental age. If your child does not have a medical doctor, please contact your school nurse.



Parents should have received the Universal Child Health Record Form at registration, but a copy is included at the end of this booklet.

### **IMMUNIZATIONS**

The State Of New Jersey has revised the mandatory requirements for school attendance (N.J.A.C. 8:57-4) for children entering **SIXTH GRADE**. The new requirements are as follows:

- Children born on or after January 1, 1997 and entering sixth grade on or after September 1, 2008 shall receive one dose of meningococcal containing vaccine.
- Children entering grade 6 shall receive one dose of Tdap no earlier than the 10th birthday. There must be a span of five years between this vaccine and the last DTP/Dtap or Td does.



A copy of the meningococcal containing vaccine/Tdap form is included at the end of this booklet.

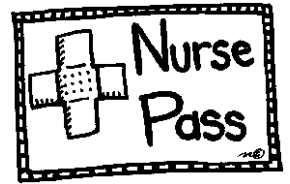
Additionally all new students are required to provide proof of immunizations upon registration. A student's place at Link could be lost if the immunization information is not on file at school before the start of the new school year. Students transferring from out of state or from another country must have this completed within thirty days of registration.

## SERVICES OF THE SCHOOL HEALTH OFFICE

The School Nurse is typically in the school building during the regular day, each day of the week. The nurse ministers to students who become ill or injured during the school day, assists students with special medical needs and provides routine screenings required by law. If the nurse is absent from school, Link endeavors to find temporary coverage. If coverage cannot be found, students will be treated minimally by the Main Office staff and parents will be called if necessary.

## "GOING TO THE NURSE'S OFFICE" PROCEDURE FOR STUDENTS

Students must have a pass from their classroom teacher in order to go to the nurse. Students may not go directly to the nurse of their own accord.



Specifically, a student is required to:

1. Obtain a pass to go to the Main Office from his/her teacher.
2. Go directly to the Main Office and sign the Health Office register.
3. An adult in the Main Office will check to see if the nurse is available and will sign the student's pass.
4. From the Main Office, go directly to the Health Office.
5. When dismissed by the nurse, return to the classroom.

## MEDICAL SCREENINGS

During the year, the school nurse will complete screenings on all students as follows, as required by state law:

- Height, annually for grades 5-8
- Weight, annually, grades 5-8
- Scoliosis, biennially
- Hearing, annually, grade 7
- Vision, biennially, grades 5-8



## STUDENTS PARTICIPATING IN AFTER SCHOOL ATHLETICS

If your child wishes to participate in an after school athletic activity (sports team,) he/she must have a pre-participation physical performed by a physician. This lets the school know that the student is physically able to withstand the rigor of a sport. The Pre-Participation Physical Evaluation form is included at the end of this booklet.

## MEDICATION POLICY

The school nurse is the only person who can administer medications, including over-the-counter medications, to your child at school. The nurse can ONLY administer medications with an Authorization to Administer Medication in School form signed by the parent and physician. (The form is included in this booklet.) Students are not allowed to carry medications in school and self-medicate, except with inhalers and epi-pens as long as the nurse has received a physician's order. (See "Severe Allergies" section.)



We suggest that, if your child is on medication, you time the dosages so that you are able to administer the medications at home.

Once you have the authorization form completed, you, the parent, must bring the form and the medication to the school nurse. It must be in the original box/container with your child's name on the pharmacy label. All medication must be picked up at the end of the school year.

## **ASTHMA MEDICATION IN SCHOOL**

Even if your child has not had an episode in a while, it is a good idea to have medical orders and medication on hand in the event of an asthma attack. Inhalers and nebulizer medications can be kept in the nurse's office as long as the medication policy is followed. (See medication policy above). Inhalers may also be self-administered and carried by the student as long as your child's doctor consents to it. Your child's nurse must be aware and have the proper documentation. (If applicable to your child, please complete both pages of the Asthma Treatment Plan form at the end of this booklet and return it to school as soon as possible.)



## **SEVERE ALLERGIES**

If your child has any allergies please notify the nurse and complete both pages of the Food Allergy and Anaphylaxis Emergency Care Plan form at the end of this booklet.



If child has had a severe allergic reaction, please provide the nurse with an Epi-pen and the appropriate medical forms at the beginning of the school year. Your child will also be assigned one or multiple designees to administer the Epi-pen when the nurse is not available. The designee will be trained by the nurse and made familiar with your child's emergency plan. If your child has an Epi-pen at school and is going to participate in any school sponsored after-school activities, please notify the nurse so that a designee can be arranged to administer the medication in case of an allergic reaction.

## **SEIZURE DISORDERS**

If your child has experienced seizures, please complete the Seizure Action Plan found at the end of this booklet, and return it to the nurse as soon as possible, so she is prepared to assist your child in the event of an emergency.

## **SPECIAL HEALTH CONCERNS**

If your child has any special health concerns, please notify the school nurse so that the appropriate planning can be arranged to best meet your child's needs.

## **ILLNESSES/ABSENCE FROM SCHOOL**

How a child feels physically will have a great impact on how they learn, perform and behave. We ask that you keep your child at home if his/her illness is, or may be, contagious. We also ask your cooperation by calling the school and informing us of the illness by 8:30 AM. When your child returns to school, please send in the Absence Form that you will find at the end of this booklet. (Please check the Link Community Charter School Parent-Student Handbook for more information on Absences.)



If your child becomes ill at school, the school nurse will call you to pick him/her up. You or the emergency contact person must sign your child out in the Main Office. Your child will only be released to the emergency contacts specified by you at the start of the school year.

#### **GUIDELINES FOR WHEN TO KEEP YOUR CHILD AT HOME**

- Temperature: Your child *must* remain home if he/she has a fever of 100°F. Your child must be fever-free without medication for 24 hours before returning to school.
- Diarrhea or Vomiting: Your child should be free of vomiting and/or diarrhea before returning to school.
- Contagious Diseases: Your child must remain home when he/she shows symptoms of a contagious disease such as: strep throat, flu, impetigo, conjunctivitis (pink eye), ringworm, head lice, etc.
- Continuous cough or nasal discharge: If your child has copious uncontrollable nasal discharge or cough, this increases the risk of exposure to other children and staff. Please keep your child at home until symptoms are more controlled.

#### Enclosed Forms:

Meningococcal containing vaccine/Tdap letter/form (1 page)  
Pre-Participation Physical Evaluation (2 pages double-sided)  
Authorization to Administer Medication in School form (1 page)  
Asthma Treatment Plan form (2 pages)  
Food Allergy and Anaphylaxis Care Plan form (2 pages)  
Seizure Action Plan form (1 page)  
LCCS Absence form (two forms on 1 page)