

## HEALTH OFFICE REGISTRATION INFORMATION & FORMS

Dear Parents/Guardians:

Welcome to Queen of Heaven School! Enclosed in this packet are forms that are needed for new students and additional information regarding our health services & medication policy.

Explanation of the contents:

- Health services information
- Student Health History – to be completed by the parent/guardian
- Health Appraisal Form – to be completed by your physician if he/she does not have their own form
- Dental Examination Record – to be completed by your dentist if he/she does not have their own form
- NYS Guidelines for Administration of Medication at School – the parent/guardian completes the bottom portion

Missing in this packet is an immunization form which must be provided by your physician.

**The following must be returned to the health office: Health History, Health Appraisal, Dental Exam, Medication form and an Immunization Record.**

Thank you!  
School Nurse

## HEALTH SERVICES INFORMATION

**PHYSICAL & DENTAL EXAMS:** Physical examinations are required for students in grades Pre-K, kindergarten, 2<sup>nd</sup>, 4<sup>th</sup> and 7<sup>th</sup> grade, and any student new to Queen of Heaven School. Dental exams are required for the same grades.

**PREVENTATIVE SCREENING:** During the school year students are screened for possible difficulties in the following areas: Vision (New students & grades PreK, K, 1, 2, 3, 5, & 7); Hearing (New students & grades PreK, K, 1, 2, 3, 5, & 7); Postural Defects (Scoliosis for grades 5-8).

**NOTIFICATION OF DEFECTS TO THE PARENTS:** Parents are notified of failures on vision, hearing and scoliosis screening by a paper referral sent home with your child. This notification should be returned as soon as possible stating the action taken by the medical examiner. The Health Office Staff welcomes information relative to your child's health. We are willing to assist you in referrals for health care, health education & health insurance.

**CONTINUOUS HEALTH RECORDS:** Please assist us in keeping your child's health record up-to-date by notifying the health office of any new physical condition, treatments, or immunizations for your child.

**NOTIFICATION:** Parent's will be notified of serious injury or illness. Parents are responsible for the transportation of ill children to home. Emergency phone numbers and details will be obtained from the student's emergency information sheet. **PLEASE NOTIFY THE SCHOOL OF ANY CHANGES IN YOUR WORK OR HOME PHONE NUMBERS.** If the parents are unable to be reached, the emergency contact sheet should reflect who is allowed to pick your child up if we are unable to reach you. Please make sure that these adults as listed HAVE ACCESS TO A CAR AND ARE AVAILABLE DURING SCHOOL HOURS.

**ATTENDANCE:** Please encourage regular school attendance as each day adds a step in his/her total development. However, please keep your child home if he/she shows any suspicious symptoms such as: sore throat, rash, colds, persistent cough, fever (anything over 100 degrees), "weepy lesions" around the nose or mouth, inflamed eyes or symptoms of a contagious disease. Please call the school if your child is absent.

**MEDICATION POLICY:** If it is necessary for your child to take medication during school hours, New York State Law requires a written NOTE FROM THE PARENT, and a written NOTE FROM THE DOCTOR. The supply of medications must be brought to the Health Office BY AN ADULT IN THE PHARMACY CONTAINER. The law applies to all medications including INHALERS, PAIN MEDICATION, COUGH DROPS, AND ALL OVER THE COUNTER MEDICATION.

**PHYSICAL EDUCATION PROGRAM:** Please inform the school if your child is unable to participate in a full physical education program (gym and swim). New York State Law requires a DOCTOR'S WRITTEN STATEMENT if a child is to be excluded from gym for a length of time (i.e. over a week). A doctor's permission is required for re-entry into the physical education program after a serious illness, sutures, surgery, fractures or other injuries.

**CARE FOR INJURIES:** School authorities may provide emergency care for illness & injuries which occur while the student is in school. Treatment is limited to first aid only. Home injuries are the responsibility of the parents/guardians.

If you have any questions regarding the health or health care of your student, feel free to call your School Nurse.

**\*\*Thank You\*\***