Dear Parent/Guardian,

We are beginning a new school year and with the need for accurate health records at school each year, we would like to review a few items. This may be especially helpful to parents of new students and a reminder to parents who have had children in our programs previously.

1. **Immunization**
   All new students must bring a copy of the immunization series given during childhood, within the first week of school or indicate that a copy is being sent from the home district or former district. These immunizations are required by the New York State Health Department. Children will not be allowed to stay in school if the records are not reviewed.

2. **Emergency Medical Form**
   It is very important that we receive this form back in a day or two and filled out with current information and sufficient telephone numbers in case of an emergency.
   If your child is ill at school, it will be necessary for him/her to be picked up from school.

3. **Physical**
   All students in special education classes are required by the New York State Department of Education to have a physical exam every three years.
   During the examination the school nurse is present in the examining room to assist and observe. The school physician does a screening exam not a diagnostic exam. Notation of the examination is made on the child's health record. You will be notified by telephone or letter from the school nurse if anything shows up in the physical exam that you need to be informed of, with a recommendation for follow-up.
   If a parent/guardian does not wish to have his/her child receive a physical exam at school, the child must have a physical done at the family’s expense and the results to the school by October 7.

4. **Personal Hygiene**
   It is very important that your child come to school healthy and clean. A child's self-worth and relationships with friends can be adversely affected when a student has poor hygiene.
   If school personnel feel that a student’s hygiene is less than adequate, a note will be sent to parents. The school nurse and the special education supervisor are available to assist parents in remedying the situation.

5. **Absentee Excuses/Attendance**
   If your child is absent from school, your child must bring a signed excuse from the parent/guardian indicating the reason for being absent. This is kept on file for three years.
Sample Excuse

Child's Name ____________________________________________

Date ____________________________________________________

Date of Absence __________________________________________

Reason for Absence ________________________________________

Signature ________________________________________________

When writing the reason for absence, state the specific illness such as sore throat, cold, upset stomach, etc. If absent for a doctor's appointment, please give the name of the doctor.

Written permission is also necessary if your child is to leave school before the regular dismissal time. You must state who will be picking up your child.

Regular attendance is very important. Excessive absenteeism hinders the continuity and success of your child's education program. It is important to send in a dated, written note when you child is being picked up at school.

6. **Medication Administration**

If your child requires medication during school hours, your family physician must provide a written signed order prescribing the medication. This should include:

- name of medication
- any side effects to be observed
- dosage
- purpose of medication
- time to be given

Also, a written request from the parent for the school nurse and/or teacher to give the doctor's prescribed medication, is required.

This is required for medication given daily or medication given for emergency situations such as inhaler for asthma or adrenalin for allergic reactions.

Morning medications should be administered at home before coming to school, whenever possible. The medication should be delivered directly to the school nurse or teacher by the parent. No medication should be sent to school with the child.

A school nurse cannot give any medication without a doctor's order. This includes cough syrup or Tylenol. Do not send these to school expecting the nurse to give them. Legally she cannot do this.

The St. Lawrence-Lewis Board of Cooperative Educational Services (BOCES) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The BOCES is an equal opportunity employer. The following person has been designated to handle inquiries regarding the non-discrimination policies:

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