

**EFFINGHAM COUNTY BOARD OF EDUCATION
SCHOOL HEALTH SERVICES**

Dear Parent/Guardian:

As the school staff works with you this year, we need your assistance and cooperation in preparing for the possibility that your child might need to take medication, become ill, or have an accident during school hours. We hope this letter will explain our procedures.

Health Information

You will need to update your child's Health Information Form yearly. **If your child has any chronic health condition (such as Asthma, Diabetes, Seizures, etc.) you MUST provide an Action Plan signed by the student's doctor at the start of each school year.** *Failure to provide these necessary doctor's orders by the end of the second week of school will result in the student being excluded from school.*

Emergency contact information should be updated annually by sending the information to the school or calling the school office. When you receive a Student Contact Form, please update it and return it to the school within five (5) days.

Current, accurate information will enable us to contact you. If any information changes during the school year, contact the school immediately.

Prescription/Non-Prescription Medication

Medication time schedules should be set so that, when possible, medicine is taken at home rather than at school. However, if medication must be taken at school, the following procedures apply.

1. Medication Authorization Form – The parent/legal guardian must complete an authorization and instruction form entitled "Permission for Administration of Medication at School. **Cough drops ARE permitted.**
2. The medicine, in the original container (along with authorization form), must be taken to the school office/clinic by an adult. The parent/guardian should take the medication to school. **Students are NOT allowed to transport medication or carry in bookbag.** This is a violation of the county drug policy. Under no circumstances should medication be shown or shared with other students.
3. At the designated time, the student will go to the office/clinic to take the medication. Assistance/supervision will be given in accordance with the instructions on the authorization form. Medication is a parental responsibility; school employees will not assume any liability for supervising or assisting in the administration of medication.
4. Unused medication should be retrieved from the school office/clinic within one week after medication is discontinued; otherwise the school will dispose of the medication.
5. Medication is a parental responsibility; school employees will not assume any liability for supervising or assisting in the administration of medication.

Student Illness/Injury

Sick students who are contagious with active symptoms such as vomiting, diarrhea, congested cough, rashes, and/or fever must not be sent to school. Students with a fever of 100.2 or above must be excluded from school, and should not return until they are fever free or active symptom free for 24 hours without fever reducing medication. Students returning too early may be sent back home. When a student becomes ill or injured at school, or is required to be sent home from school due to a health issue, the parent must be able to be contacted and arrange for the student to be taken home.

****All school health forms are available on the ECBOE web site at www.effinghamschools.com/health-forms (under**

"Departments" tab and select Health Services) or from the school nurse. By working together, we can strive to insure the health and well being of every student so that he/she can benefit from the educational program.