

Welcome to a wonderful school year. Holy Innocents' Episcopal School is dedicated to taking great care of your student each day. This commitment includes Registered Nurses on staff each day. **Nurse Green's** clinic is located in the Lower School next to administration. She will care for our students located in the Lower and Middle Schools. **Nurse Scroggin's** clinic is located in the Pre-School. She will care for our students in the Pre-School and Upper School. We would like to get you started on the right track by offering you some common frequently asked questions. Please feel free to call our offices for any further questions.

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Frequently Asked Questions

Q. Do I need to fill out a health form on my child each year?

- A.** A mandatory updated student health form **MUST** be on file at the beginning of each school year in order to attend school. This form updates health history as well as phone numbers in case of an emergency. If your child suffers from a chronic medical condition, further documentation, such as an Asthma or Allergy Action Plan, will be needed. These forms do require a physician's signature.

Q. What are the required documents for Pre-School and Lower School students?

- A.** 1. **A 2010-2011 Health Form - Gr. PS – 5th** must be filled out by the parent and or guardian.
2. **Georgia Immunization Form 3231.** This form must be provided by your child's doctor.

Q. What are the required documents for Middle and Upper School students?

- A.** If your child is in the Middle school or Upper school, **CHANGES HAVE BEEN MADE** so please read carefully to make sure your child is in compliance with these new regulations.

Students Participating in an Organized Sport for the 2010-2011 School Year - All students who anticipate participating on a sports team for the 2010-2011 school year must have an annual physical exam.

Any student who does not turn in a 2010-2011 Sports Physical Health Form will **NOT** be allowed to participate in any tryouts, practices, or games until a valid physical form is on file.

The clinic and athletic staff ask that parents go ahead and get a physical done for your student if he/she thinks they may want to participate in a sport. Please know that filling out the 2010-2011 Non-Sports Health Form will **NOT** be sufficient to participate on a sports team.

There will be **NO EXCEPTIONS** due to GHSA regulations. No physical health form = no play on sports team.

Specialized action/care plans are available on the HIES website for download. Please print all necessary forms needed **BEFORE** attending the physical so the doctor can sign all necessary forms at one time.

The nurse reserves the right to request a physical exam by a physician if the health information provided by the parent requires further medical documentation.

All other students not participating on a sports team or suffering from a medical condition and are otherwise healthy, will not be required to have a physical exam to attend school. Those students will still have to provide an updated Immunization Record (Georgia Form 3231) when vaccinations are updated.

2010-2011 Non-Sports Health Form - Health information sheet filled out by the parent/guardian and does not require a physician's signature. A new form must be filled out annually.

It is important to note that even though these students do not need a physical exam, the 2010-2011 Non-Sports Health Form is necessary for the nurses to have permission to treat students and administer over-the-counter medications. Please take the time to fill this form out **BEFORE** school begins so your student can be taken care of when he/she is not feeling well.

No treatment or over-the-counter medications will be given if the 2010-2011 Non-Sports Health Form is not on file in the clinic.

Q. Can my student carry medication on campus?

- A.** **NO STUDENT IS ALLOWED TO CARRY MEDICATION ON CAMPUS!** All medication should be brought to the clinic with proper identification for administration.

Q. If my child needs to take prescription medicine during the school day, what is the protocol?

- A.** In order for the nurse to administer any prescription medication, a signed Authorization to Dispense Medication form must be filled out and kept on file in the clinic. This form can be downloaded from the website or obtained from the clinic. All stimulants and non-stimulant medications are to be brought in by a parent. Administration of medication during school hours should occur only when medication schedules cannot be adjusted to permit administration of medication at home. The first dose of any medication must be given at home in case a reaction should occur.

Q. Can my student carry an inhaler, epi-pen, insulin, and other emergency medication?

- A.** Students may carry emergency medication on campus if an Authorization to Carry Medication form is filled out and on file in the clinic. This form must be obtained from the clinic.

Q. I forgot to send/fill out my health form and my student would like to receive over-the-counter medication from the school.

- A.** No student can receive ANY medication from a nurse while at school without an annual updated student health form filed in the clinic. NO EXEPTIONS!

Q. Do I need to turn in a yearly immunization form?

- A.** Georgia Health Laws require that all students must have a Georgia Immunization Form #3231 ON FILE upon enrollment. You are required to send an updated copy if any vaccinations are given by your pediatrician.

Q. We are new to Georgia and I don't have a pediatrician yet. Will you accept an Immunization Record from another state?

- A.** You have 30 days, without penalty to the schools, to obtain a Georgia Immunization Form #3231. You can obtain this form from any pediatrician or the local health department. Each clinic has phone numbers readily available.

Q. Can physical exams be obtained at school?

- A.** Children's Healthcare of Atlanta sponsors On-Campus Physicals every school year during the month of May. There is a fee for this service. Check the Student Health/Current Topics portion of the website for dates and times.

Q. If my child's medical conditions are under control, do I still need to see the nurse?

- A.** Yes, a current plan of care should be reviewed at the beginning of each school year with your nurse.

Q. Who do I contact when my child is injured at home?

- A.** Email is the best way to reach everyone who needs to be notified: teachers, nurse, and PE dept.

Q. Do I need to send medication from home on field trips?

- A.** Yes. You should send medication from home on field trips with specific instructions to the faculty and staff.