

**2016-2017 SCHOOL YEAR
HEALTH SERVICES INFORMATION**

Dear Parent/Legal Guardian:

As your student heads back to school, Fulton County School System's Office of Student Health Services has developed this letter to help families prepare their children for a safe and healthy school year. In collaboration with the schools, Student Health Services works to ensure children stay healthy, safe and ready to learn. Our School Nurses and Clinic Assistants work as a team to manage the health care services at school, and serves as the key resource in caring for your student. This letter will explain some of our health services policies, procedures and guidelines. We also need your assistance and cooperation in preparing for the possibility that your student may need to take medication, need assistance with a medical condition or procedure, become ill, or have an accident during school hours.

EMERGENCY INFORMATION / HEALTH CONDITIONS / CHRONIC ILLNESSES

Emergency contact and health information should be updated annually by the parent or legal guardian within 5 days of the beginning of the new school year (as well as upon entering a Fulton County School) by completing and returning the Emergency Contact Information Form (EMG01) to the school. On the Student Enrollment and/or Emergency Contact Form, please list relatives/friends as emergency contacts for your student in the event you cannot be reached. Please list your best contact information such as a cell phone number. Current contact information and accurate health information enables the school to contact you in case of emergency, accident or illness. If any information changes during the school year, please contact the school immediately. **It is the parent or legal guardian's responsibility to keep the student's health and contact information (telephone numbers, address, etc.) updated.** The school should be informed if a student has a medical condition or chronic illness, or if a student requires assistance for any medical procedure or treatment. The school should also be informed if a student takes daily medications, has a severe allergy, or if the student has a disability that requires a special diet. *For special diet requests, please contact School Nutrition at 470-254-8960.* In addition, *if your child rides the bus and carries any emergency medications (i.e. an inhaler, Epipen, Diastat, etc.) or has any serious health conditions that the bus driver should be aware of (i.e. diabetes, seizure disorder, asthma); please notify Transportation Services.* You can contact North Transportation Services at 470-254-2970, and South Transportation Services at 470-254-6060. **In case of a serious accident or illness at school, your child will be transported by ambulance to an emergency medical facility. The parent/legal guardian is responsible for all expenses and transportation.**

STUDENT ILLNESS / INJURY

Students who are sick, contagious (potential or actual) and/or have a fever greater than 100.4° orally **MUST NOT** be sent to school. In order to return to school, a student should be free of fever, vomiting and diarrhea for at least 24 hours/a school day, and not require medications to reduce fever. In some cases, students must be cleared by a healthcare provider before returning to school. In addition, there may be other health issues when the student may not return to school unless cleared by a healthcare provider and a note must be provided (i.e. contagious illnesses or chronic diarrhea).

When a student becomes ill at school, has a fever, a potential contagious/communicable illness or a more serious health problem while at school, the parent/guardian will be notified to pick-up their child immediately. The parent/guardian MUST ARRANGE for the student to be taken home. A note from a healthcare provider may be requested by the school before your child can return to school.

STUDENT ACCIDENT INSURANCE

Student Accident Insurance can be purchased through Fulton County Schools. The insurance covers accidents during school time (School Time Coverage) or 24-hours a day (24-Hour Round The Clock Coverage). There are currently three plan options: Premier, Preferred, and Basic Options. For more information, contact the Risk Management Department at 470-254-2180.

MEDICATIONS

When possible, medication should be taken at home, including all non-essential medications, such as vitamins, herbals, essential oils, and narcotic pain medications. However, if medication must be taken at school, on a field trip or during a "before or after" school chaperoned activity, the following policies and procedures apply: (Fulton County Schools reserves the right to decline administration of nonessential medications).

1. **Authorization for Medication Form** – *The parent/legal guardian must complete an authorization and instruction form* entitled "**AUTHORIZATION TO GIVE MEDICATION AT SCHOOL SHS-1 Form**". **For all prescription medications, a physician must also sign the form.** A faxed copy of the form from your doctor's office is acceptable after the parent/legal guardian's signature. All schools have copies of the form on-site for your convenience, or you can access the Student Health Services website to obtain a copy of the form. The school cannot give medications without the authorization form. **The same form is used for prescription and non-prescription medications.** Medication Authorization Forms are valid for **one school year**. A separate form **MUST** be used for each medication.
2. The medication and the authorization form **SHOULD** be taken to the school clinic/office by the parent/legal guardian. However, if this is not possible, the student should be instructed to take the medication and the authorization form directly to the school office/clinic upon

