

**2019-2020 SCHOOL YEAR
HEALTH SERVICES INFORMATION**

Dear Parent/Legal Guardian:

As we welcome you to the 2019-2020 school year, 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 and the Department of Safety & Security, Student Health Services works to ensure children stay healthy, safe and ready to learn. Our Registered School Nurses and Clinic Assistants work together as a team to manage health services at school and serve as the key resource for health-related matters. This letter will explain some of our health services policies, procedures and guidelines. We recognize that in order to be successful, we need your assistance and cooperation in preparing for the possibility that your child may become ill or have an accident at school, need assistance with a medical condition, procedure or require medication administration.

EMERGENCY INFORMATION / HEALTH CONDITIONS / CHRONIC ILLNESSES / HEALTHCARE PLANS

Emergency contact and health information should be updated annually by the parent or legal guardian at the beginning of the new school year (as well as upon entering a Fulton County School). Please list relatives/friends as emergency contacts for your child in the event you cannot be reached. Please list your best contact information such as a cell phone number. Updated health information enables the school to contact you in case of an 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 child has a medical condition or chronic illness, or if a child requires assistance for any medical procedure or treatment. Healthcare Plans and the appropriate district Authorization Medication Forms (SHS-1 / SHS-2) are required for chronic illnesses and other conditions that necessitate care at school (i.e. – diabetes, asthma, severe allergies, seizure disorder, etc.). The school should also be informed if a child takes daily medications, has a severe allergy, or if the child 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. Inhaler, Epinephrine, Diastat, etc.) or has any serious health conditions that the bus driver should be aware of (i.e. diabetes, seizure disorder, asthma, allergies), 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, illness or emergency 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 ill, has a fever of 100.4° or greater orally and/or may have a contagious illness (potential or actual) **MUST NOT** be sent to school and will not be permitted to remain in 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 and a note must be provided (i.e. contagious illnesses, chronic diarrhea or recurrent fever). **When a student becomes ill at school, has a fever, a potential contagious/communicable illness, a serious health problem or is impaired while at school, the parent/legal guardian will be notified to pick up their child immediately. The parent/legal 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 T.W. Lord & Associates. The insurance covers accidents during school time (School Time Coverage), 24-hours a day (24-Hour Round The Clock Coverage) and High School Football. Dental coverage is also available. There are currently three (3) Plan Options: Premier, Preferred, and Basic. For more information, contact the Risk Management Department at 470-254-2174, or T.W. Lord & Associates at 770-427-2461.

MEDICATIONS

When possible, medication should be taken at home, including all non-essential medications, such as vitamins, herbals, essential oils, and prescribed pain medications. However, if medication must be taken at school, on a field trip or during a "before or after" school chaperoned activity, parents must provide all medications (prescribed and over-the counter) and the following policies and procedures apply (Fulton County Schools reserves the right to decline administration of nonessential medications). Medications must be listed individually on the appropriate required district Authorization Form and it is the parent/legal guardian responsibility to send the appropriate form to the school.

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 healthcare provider must also sign the form.** A faxed copy of the form from your doctor's office that also contains the parent/legal guardian's signature is acceptable. For your convenience, all schools have copies of the form on-site, or you can access the Student Health Services website. **The school cannot give medications without the authorization form. The same form is used for prescription and non-prescription medications.** Medication Authorization Forms are only valid for **one/current school year.** A separate form **MUST** be used for each medication.
2. The medication and the authorization form must 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 arrival to school. **Please instruct your child that under NO circumstances should medication be shown to or shared with another student! It is essential for the parent/legal guardian to bring controlled substance medications to the school personally.** Medications that are considered controlled substances by the State of Georgia (which includes medications for ADD/ADHD, prescribed pain medications and psychotropic medications) must be appropriately stored in the school clinic.