

**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.

NOTE: In High Schools the Authorization for Medication Form must also be used when supervision, storage, or administration by the school is required. We encourage all medications to be kept in the clinic unless it is an approved emergency medication or over-the counter medication and the student has permission to carry the medication on his/her person during school hours (See paragraph below on “Authorization for Students to Carry Approved Emergency Medications, or Other Approved Medication”).

3. **Only medication in its ORIGINAL container from the store or pharmacy is accepted.** Non-Prescription medications in small-sized containers are preferred due to limited storage space. Both prescription and non-prescription medications sent to the school must have current labeling on the container. Medication in containers that have expired labeling **will not** be given to the student. **The medication in the container must MATCH the label. The label must MATCH the student and the instructions on the authorization form. The prescription label on the container must be CURRENT.** A new prescription container with correct labeling is required for any dosage change. **The school cannot alter dosages without a new authorization form from you and/or your doctor/healthcare provider.** At the designated time, the student will go to the clinic to take the medication. Assistance/supervision by the school clinic personnel will be given in accordance with the instructions on the authorization form. **Medication is a parental responsibility. Fulton County School System employees will not assume any liability for supervising or administering medication. Fulton County School System retains the privilege of refusing to supervise/assist in administering medication, except where otherwise required by law.**
4. Discontinued medication should be retrieved from the school office/clinic within one week after the medication is discontinued and any unused medication should be picked up by the end of the school year. Any discontinued, unused or expired medication left in the clinic at the end of the school year will be discarded.

AUTHORIZATION FOR STUDENTS TO CARRY A PRESCRIPTION INHALER, EPIPEN, INSULIN OR OTHER APPROVED MEDICATION SHS-2 FORM

If you have a child who has asthma, a severe allergy or another health-related condition that requires self-administration of medication, or needs to carry an emergency medication (Epinephrine, Diastat, inhaler, glucagon, etc.), or if a student has an approved legitimate reason to carry a medication on his/her person, you must complete and submit to the school clinic an **Authorization for Students to Carry a Prescription Inhaler, Epinephrine, Insulin, or Other Approved Medication SHS-2 Form.** Fulton County School System retains the privilege of refusing certain medications be carried, except where otherwise required by law. You may obtain a form from your child’s school. This form requires a physician, parent/legal guardian, and student signature if the medication is a *prescription* medication. You are **strongly encouraged** to keep a “back-up” supply of any emergency medications such as an inhaler, Epinephrine, Diastat, Diabetes medication, etc. in the school clinic. For further instructions, please call or visit your school clinic. **Over-the-Counter (OTC) medications have different requirements. Elementary School students** must store all OTC medications in the clinic which may only be administered with parental permission (SHS-1 Form); **Middle School students** may carry *Fulton County Schools approved medications* with them during the school day, on field trips or during other school-related activities if parental permission is provided in advance on the district approved form (SHS-2 Form). **High School students** may carry *Fulton County Schools approved medications* with them during the school day, field trips or other school-related activities and **no form is necessary.**

- ***Fulton County Schools approved medications: acetaminophen, antacids, aspirin, cough or throat lozenges, ibuprofen, Midol and oral antihistamines (Please note – these medications also need to be in the original container and not expired)***

IMMUNIZATIONS

For enrollment in Fulton County Schools, **ALL** certificates of immunization must be marked “**Complete for Attendance**” or **have a future expiration date.** Expired certificates are unacceptable. **Effective July 1, 2014,** all 7th grade students who were born on or after January 1, 2002 and for new students grade 8-12 who are enrolling into a Georgia school for the first time will be required to have 1 dose of Tdap and 1 dose of Meningococcal Vaccine. There are also specific immunization requirements for Pre-K, Kindergarten, Rising Sixth Graders and all new students. Georgia law allows for two types of exemptions from the immunization requirements: medical and religious. Every child must have one of the following items on file: either a valid Georgia Immunization Certificate (Form 3231) or a signed, notarized Department of Public Health Form 2208 – Affidavit of Religious Objection to Immunization. Please contact your healthcare provider or local health department if you have questions. A detailed description of the immunization policies and changes can be found at <http://dph.georgia.gov/immunization-section> and can also be found on the Fulton County Schools website at www.fultonschools.org. **The parent/legal guardian is responsible for securing and maintaining a copy of the mandated Georgia Public Health 3231 Immunization Form, and the Vision, Hearing, Dental and Nutritional Screening Form 3300.** **Students who are not compliant with Georgia’s immunization requirements will be excluded from school until the appropriate updated certificate/form is submitted as specified by law.** Please note effective July 1, 2020, all students entering or transferring into the 11th grade will need proof of a meningococcal booster (MCV4), unless their first dose was received on or after their 16th birthday.

EMERGENCY PREPAREDNESS

In the event of an emergency, we want to ensure we are adequately prepared to appropriately care for your child if we need to “*shelter-in-place*” or stay at school for an extended period. This is a precaution aimed at keeping our students and staff safe during an emergency. If your child requires any medication, especially emergency medications, whether they are scheduled to take it during school hours or not, or if your child requires a special medical procedure, please alert the school clinic so we can plan accordingly. We certainly want to make sure we have an adequate supply of any ***emergency and/or required daily medication(s)*** that your child may need if they must be *sheltered-in-place*. Should the decision be made to shelter-in-place, information will be provided to you from your child’s school as well as the district and local authorities. It is important for you to follow instructions from the school district and local authorities so you will know what to do if we are advised to shelter-in-place. Feel free to visit Ready.gov for more information about how you can prepare for an emergency.

By working together, we can ensure the health and well-being of every student so that he/she benefits from the learning environment. Should you have any questions or need additional information, please contact your Cluster School Nurse, Special Education Nurse, Clinic Assistant or call the Office of Student Health Services at 470-254-2177.

Thank you.