

Medical/Health Procedures

All HCA teachers and staff are First Aid and AED Certified. A student requiring first-aid must report to the school office for care.

EMERGENCY FORM

At the beginning of each school year, parents are required to fill out and sign an **Emergency Form**. It has important emergency information on it that will be readily available throughout the school year for school-related trips or off-campus activities. The **Emergency Form** is also used to contact a parent in the case of an emergency or illness. It is imperative that parents keep all information on this form current.



MEDICATION POLICY

As a private school in Conewago Township, HCA falls under the Lower Dauphin School District physician. NO prescriptive or over-the-counter medication (including cough drops for elementary students) may be carried/kept in a student's pocket, purse, lunchbox, book bag, or locker. The only exceptions are a physician prescribed inhaler for asthma or an emergency anaphylactic kit with a written prescription in the office stating that the student may carry the medication with him/her. The school office staff shall observe administration of medication, including diabetic medications. Parents/guardians may personally bring medication to the school office and administer it to their child at any time.

Certain medications may be administered during the school day with parental permission but do not need a physician's signature. Parents must indicate on the **Authorization for Medication Form** which OTC (over the counter) medications are permitted to be given during the school day if needed.

Any student in need of taking a medication not on the **Authorization for Medication Form** (prescriptive and/or over-the-counter) during school hours must submit **ALL** of the following to the school office:

1. A doctor's written instructions must be on record in the school office for each medication to be administered.
2. A student's parent/guardian must provide written permission via the **Medication Consent Form**. These forms may be obtained in the office.
3. All medicine must be in the original container and labeled with: the child's name, instructions for administration, content identification, and the name of the physician who ordered the medication. We recommend that you ask the pharmacist for a school bottle with a complete label that includes the information mentioned above and the amount of medication that will be needed at school.
4. Immediately upon arrival at school, all medication is to be brought to the office by the student or parent.

STUDENT ILLNESS

1. Staying Home

- A. FEVER – If your child’s temperature is 100° or more – keep him/her home. Fever usually indicates illness. Your child may return to school when there is no fever for 24 hours without medication.
- B. COLD/SORE THROAT/COUGH – If your child is very congested and/or has frequent coughing or sneezing, keep him/her home. With a sore throat, if there is a fever or white spots in the back of the throat, keep him/her home.
- C. STOMACH ACHE/VOMITING/DIARRHEA – Keep your child home if his/her stomachache limits normal activities; if there is illness-related vomiting within the last 24 hours or if he/she has diarrhea. A child should be able to tolerate a normal diet before returning to school.
- D. ANTIBIOTICS – When a child is placed on an antibiotic, he/she may return to school after 24 hours of treatment and is fever free.

2. Leaving Early

A student who becomes ill during the school day must report to the school office. The severity of the illness and the need to leave school must be reviewed with the trained first-aid provider. If a student needs to be sent home early from school due to illness, the school office staff, or the administrator, will contact a parent. Efforts to contact a parent will be made through the use of telephone numbers provided on *the Emergency Form*. Students will be released only to the individuals named on the *Emergency Form*. Students **may not call** parents to ask to be released as an alternative to seeing the first-aid provider. In the absence of the first-aid provider, the administrator or his designee will be responsible for release of the student.

We want to try to have a HEALTHY school, so please keep your child home when he/she is ill. Children do not learn well if they do not feel well. THANK YOU for your cooperation!

RELEASE FROM PHYSICAL EDUCATION CLASSES

All written requests (physician and/or parental) for release from physical education classes shall be **submitted to the school office before morning classes begin**. Determination of the level of participation or exclusion will be made on an individual basis by an evaluation of presenting conditions. If an injury or illness necessitates an extended absence from physical education (more than two days), a written physician’s excuse is required to be on file in the school office.

*Exemptions must be submitted prior to the start of school

MANDATED IMMUNIZATIONS BY THE COMMONWEALTH OF PENNSYLVANIA

Medical records and immunizations are overseen by a Lower Dauphin School District nurse.

1. Required immunizations per the Commonwealth of PA for elementary students starting school for the first time include:
 - **4 doses of DTaP vaccine**