

Humphreys County Board of Education  
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Welcome back to school! Hopefully this student health manual *will* answer some frequently asked questions from parents and guardians about their child's health care at school. This manual will also provide necessary health forms needed to ensure your child receives optimal care at school. Also each year there are a number of questions regarding board policies about issues such as medications, staph infection and lice. These policies are included in this manual and will be strictly enforced this year. Please read each policy carefully so you understand what we expect from you and your child and what you can expect from us. Enclosed is information about the following:

1. Staph Policy: Each year we have a problem with staph. It is very common and we deal with it the same way in each school. The problem with staph is that it can be anywhere. If there is an outbreak at school, we will notify parents on a need to know basis. This means we may contact parents with students in the same classroom of the infected child, but not the whole school. Parents will be notified at our discretion. Also, we will not tell the names of students with staph, so please don't call and ask! Remember the most important safeguard against staph: good hand washing!
2. Lice Policy: All schools follow the same policy. No nits or lice may be present. Please read the policy to understand the steps that must be taken if your child has lice. Also, please note the excused absences related to lice. If your child misses more than the allotted days, the principal will refer them to the attendance review committee.
3. Medication Policy: This is our policy regarding medication. Please read carefully!
4. Allergy Cover Letter for Health Care Providers: If you indicate your child has a food allergy on the student health information form, you will need to take this cover letter along with the allergy form letter to the health care provider caring for your child's allergies.
5. Student Food Allergy Form for Health Care Providers: According to state law, students with food allergies must have an allergy action plan in place. The information listed on this form is what is required by the state. The HCP does not have to use this form, however, they will need to provide all the information listed.
6. Medication Consent Form: If your child has to take prescribed medication or over the counter (OTC) medication such as Tylenol, Ibuprofen, or Benadryl, at school, they must have this parental consent form on file in the nurse office prior to receiving any medication! This includes epinephrine pens. The only exception will be in the event of an emergency. Also, no over the phone permission unless it is an emergency! Please read the schools policy regarding medication being sent to school. Students may not bring any type of medication to school. A parent, guardian, or designated adult must check in medication with the school nurse or designated staff. Medication has to be counted and recorded by the school nurse or designee for legal purposes, and the safety of your child. If you are having difficulty getting medication to school, please call me and we will try to help solve that problem. However, if you send medication to school by a student, they will not be able to take it and a parent, guardian or other designated adult will have to come to the school to sign in the medication. This strict policy is for the safety of all students.
8. Student Health Form: Each student needs to have this completed and sent back ASAP. Please list accurate contact numbers, *diagnosed* medical conditions *and prescribed medication* your child may take for that condition. (Your school nurse will work with all parents/guardians to set up a schedule for students who need to take medication at school.) Please fill out the allergy section completely. If you state your child has a food allergy, you will need to take the allergy cover letter and allergy form letter to your health care provider and have them complete it. According to state law, any student with a diagnosed food allergy must have an allergy action plan in place at school. This is a safety measure and we must have a health care provider statement prior to making a plan. A statement by a HCP must be issued each new school year. The allergy form is completed by your MD yearly, and the parent gives this along with prescribed medication to the school nurse.

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