



August 2015

Dear Parents,

Please complete the attached Emergency School Health form, Permission for Over the Counter Medication form, and Special Comment form (optional) and submit them to the school nurse by the first day of school. Emergency contact and health insurance information should be updated on your Student Information Form available through the office manager, Darlene Gautreau. Students not covered by health insurance will be required to purchase accident insurance through the Crossroads Academy business office.

In an effort to comply with New Hampshire State regulations, and most importantly to assure the safety of our children, all medications, both prescription and over the counter, must be brought to school by a parent or other adult you deem responsible. Medications should not be carried in student's backpacks/pockets. All medication needs to be properly labeled with the child's name and it must be in the original pharmacy or manufacturer labeled container.

Ibuprofen (Advil), Acetaminophen (Tylenol), and Tums are available for students. If you would like the school nurse or designee of the Head of School to give your child Tylenol, Advil, or Tums should he/she need it during the school day, please complete the attached permission form. No medication will be given without parental consent.

If your child requires any other over-the-counter medication at school, please obtain a medication permission form from the health office or write a note that contains the following information:

- Name of student
- Name of medication
- Dosage to be given
- How it is to be given (ie. mouth, inhaler, etc.)
- Time or under what circumstances it is to be given
- Why the medication is being given
- Parent signature

For prescription drugs, in addition to written parent authorization, the school will also need written orders from a physician which include the following information:

- Name of student
- Name of medication
- Dosage to be given
- Time or under what circumstances it is to be given
- Why the medication is being given
- Physician's signature

A new physician's order is required for any changes in dosage or administration. Physician's orders must be renewed for each new academic school year.

This policy is also in effect for all field trips; pharmacy or manufacturer labeled medication containers must contain only the amount of medication needed for that particular field trip. When students engaging in field trips are to receive a scheduled medication, a responsible adult, designated by the Head of School, will assist the student in taking the prescribed medication.

Many students are on daily medications at home. For the safety of your child, it would be helpful to have this information on record at school. In the event of a health emergency, a student's health and medication history may provide valuable and necessary information. Efforts will be made by faculty to maintain confidentiality for all students requiring medications or special health needs while in school or on school sponsored field trips. Confidential information is shared on a need to know basis, or with your permission, and is documented in your child's confidential health file.

Lastly, as a small community, the children are often in close contact during the school day, which puts them at risk for the spread of head lice. Please check your child's head carefully for lice or nits prior to the first day of school. Children who have attended summer day or overnight camps should have an especially thorough head check. Look for small insects the size of a sesame seed that shy away from light, making them difficult to see. Nits (lice eggs) are tiny, yellowish-white oval eggs attached at an angle to the side of hair shafts. Nits are most commonly found near the nape of the neck, behind the ears, and at the crown but can attach anywhere on the scalp. Note any excessive itching of the scalp. If lice are found in your child's hair, contact your physician for instructions, or the school nurse if available. The National Pediculosis Association website (www.headlice.org) also has treatment information.

All medication and health forms are available in the office. If you have any questions or other health issues you would like to discuss, feel free to contact me.

Sincerely,

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Crossroads Academy School Nurse
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