

NORTHWEST CHRISTIAN SCHOOL

HEALTH CARE PROCEDURES

1. **ALL** students must have a pass from their teacher unless bleeding or vomiting. After a pass is obtained, students are to **see the nurse FIRST** and then it will be determined if a call home is recommended. Students are not to call parents to pick them up until after the nurse is consulted.
2. **Temperatures will be checked daily** --if 100 degrees F or higher, a parent/guardian will be contacted to pick up their student. If a parent/guardian cannot be reached, an approved emergency contact person will be contacted.
3. Severe injuries will be reported to the parents as soon as possible. **Parents/Guardians: If you have a change in any contact information (i.e. home or cell phone numbers or address), please notify the school immediately. Please list at least 3 relatives or friends.** It is very important that emergency information is kept up to date and as complete as possible. If you will be out of town, please leave your contact information with the school.
4. Please report your child's absence on the **ABSENCE LINE (602-978-6953)** and follow the phone prompts. You may leave a message on the absence line during the night or early morning.
5. A current emergency form must be on file for every student.

SICK CHILDREN SHOULD NEVER BE SENT TO SCHOOL! PLEASE CHECK YOUR CHILD'S TEMPERATURE EVERY MORNING PRIOR TO GOING TO SCHOOL. IF YOUR CHILD IS RUNNING A FEVER OF 100 FAHRENHEIT OR HIGHER, DO NOT SEND HIM/HER TO SCHOOL. A child must be afebrile (fever-free WITHOUT the use of fever reducing medication) for 24 hours before her/she can return to school.

The State Department of Health does not allow the school to administer **Aspirin, Tylenol** (acetaminophen), or **Advil/Motrin** (ibuprofen) to students unless **written** permission has been given by the parent. The school will not supply any of these medications for dispensing. If your child has a need for **ANY** over-the-counter medication (this includes cough drops and antibiotic ointment), it must be sent to the school in the original container accompanied by a medication administration form. **Please ensure the medication will not expire during the school year. This form is available in the Health Office.** The school must have one form for each child and each medication to be given along with the dosage and the time of day to be given. The school may administer the medication to your child acting as your agent. **DO NOT ASK US BY PHONE TO ADMINISTER ANY MEDICATION TO YOUR CHILD. PERMISSION MUST BE GIVEN IN WRITING.**

An adult (non-student) should bring medication and forms to the office. **Please do not send in any medication with your child/student.**

The same procedure must be followed for administering **prescription medication.** The original prescription container must be sent. The State Department does not allow us to administer any prescription without the child's name on the container, current date, and doctor's name. If the student is to personally carry an asthma/allergy inhaler, the parent/guardian is to obtain the necessary documentation form available in the Health Office. The student is to carry this documentation with them at all times.

The school must follow very strict procedures in recording all medications given. Please don't ask us to make exceptions to these rules. The State Department of Health has the right to check our records and first aid procedures carefully. If you have any questions regarding these procedures, please contact Anna Johnson, RN, NCS Nurse at 602-978-5134 Ext. 523.