

Carrie E. Tompkins Elementary School Health Office

Christine Martins, RN

914-271-5184 ext. 3216

christine.martins@chufsd.org

Dear CET Families,

I would like to take this opportunity to explain the role of the School Health Office and how that role affects you, your child, and our school.

SPECIAL HEALTH NEEDS:

If your child has any special health needs or problems, please tell the school nurse. This information is kept confidential and is vital for a successful experience in school. Example of such needs are:

- ANY TYPE OF ALLERGY (especially nut, dairy, bee sting)
- Difficulty with vision, hearing, or speech
- Any chronic medical condition (such as asthma or diabetes)
- Any medication that your child is taking routinely
- Special aids such as crutches, walkers or wheelchairs, either on a temporary or permanent basis
- Head Lice. Children should be checked periodically at home. The school nurse must be notified if head lice are found.

PARENTS PLEASE NOTE: We have a number of children with life-threatening allergies to any form of tree nut, legume (peanut), and/or dairy product. These children can react to taste, touch and/or smell/airborne contact with the allergen. We do have **nut-free** and **dairy-free** tables at lunch, but we ask that, if possible, you send in lunch and snacks with this in mind.

GIVING MEDICATION IN SCHOOL:

Every effort should be made to administer medicine at home, as it does present a disruption in the school day. However, if your doctor feels that medicine is necessary during the school day, please have him/her fill out a [Medication Administration Form](#). This form can be obtained from me or from the CET school nurse website. Parents must personally deliver all medicines to the school and hand them, along with the required forms, to me. **NO** medicine can be carried or brought into the school by students **unless** a child has been deemed to be **self-directed**. This means the child has the parent's and doctor's permission to **self-carry** and **self-administer** medicine, and has had the proper documentation filled out.

The **Medication Administration Form** must be filled out by the prescribing doctor **after** July 1st of that school year in order for it to be valid. For example, for the upcoming 2022-2023 school year, the form must be filled out after July 1, 2022.

All medicines must be in the original, sealed package (ie, Benadryl). Or, if filled by a pharmacy, labeled appropriately by the pharmacist (ie, Epi-Pen).

A new form **must** be filled out for each change of medicine, and renewed each school year. Medicines, including epinephrine pens and inhalers, **must** be picked up by a parent at the end of the school year. Any medications not picked up by parents will be discarded. Please note that the **Medication Administration Form** also pertains to non-pharmaceutical products such as cough drops, sunscreen, dietary aids...

9/29/2022

EMERGENCY TELEPHONE NUMBERS:

The importance of current Emergency Contact Phone Numbers must be stressed. More and more parents are away from home during the day. It is essential for us to be able to reach someone in case of an emergency. We ask that you provide us with this information through the [K12 Alerts parent portal system](#). If there are any changes to your email addresses or to your home, work or cell numbers, please be sure to **update the information on K12 as soon as possible**. Be sure to keep **emergency contact information** up-to-date as well.

ATTENDANCE: Please notify us if your child will be absent from or late to school. Ways to notify us of absence or lateness: Fill out an [Absence Notification Form](#) on the CET School Nurse website. Email the nurse at Christine.Martins@chufsd.org. Call and leave a voicemail on the Attendance Line; 914-271-5184 ext.3247. **Be sure to notify us before the start of the school day. If we do not hear from you regarding a lateness or absence, your child will be marked as “absent unexcused”.**

State law requires written parental explanation for all absences. Examples of **excused** absences include illness, death in family, religious holidays. Others, like family trips, are considered **unexcused**. It is important for you to notify us each day that your child is absent. Such information enables us to observe patterns of illness.

If your child has a fever or is vomiting or having diarrhea, **please keep him/her home for the duration of the illness and for 24 hours AFTER the symptoms have resolved**. Your child must be 24 hours free from fever and 24 hours without having taken any fever-reducing medicines such as acetaminophen (Tylenol) or ibuprofen (Motrin/Advil) before returning to school. For more information, please refer to my letter to CET Families explaining [when to keep your sick child home](#).

SERIOUS ACCIDENTS IN SCHOOL:

The Croton-Harmon School District maintains a Student Accident Insurance Policy which is non-duplicating. If an accident occurs during school or a school-sponsored activity, this policy will pay claims in excess of other coverage you may have on your child, up to the usual and reasonable expense as determined by the insurance carrier.

SCHOOL PHYSICALS AND DENTAL CERTIFICATES:

The New York State Education Law requires a [physical exam](#) and certain [immunizations](#) for students upon entrance to school and then in grades K, 1, 3, 5, 7, 9 and 11. **New students, including incoming kindergarteners, must have proof of current physical and up-to-date immunizations prior to entering**. For the upcoming 2022-2023 school year, a “current” physical is one performed **after** September 1, 2021.

When your child has had their physical exam completed, please provide me with a copy of the exam. This information must be kept on file. You can send me a copy of the physical exam via US Post mail (attn: school nurse), via fax to 914-271-5337, or via your child’s school folder/backpack mail.

A **dental certificate** is requested for all newly entering students and students in grades K, 1, 3, 5, 7, 9 and 11.

SCREENING PROCEDURES:

Students in grades K, 1, 3, 5, 7, 9 and 11 are screened for distant and near visual acuity, color vision, and for hearing. Parents will be informed of any abnormal findings.

POTASSIUM IODIDE:

Potassium Iodide (KI) will be available to all students (except those who have opted out) should the county and/or state recommend its use during an emergency. Additional information is available online or through the Health Office.

BODY MASS INDEX:

The New York State Education Law requires that BMI and weight status groups be included in the physical exam. The state surveys different schools annually for general information on weight groups to help them develop programs that make it easier for children to be healthy. **This is an anonymous survey, no names or identifying information is ever shared;** only a tally of weight group information is used for the survey.

I thank you for your cooperation and I look forward to working with you to make your child's school year a positive experience!

Thank you,

Christine Martins