



Ballston Spa Central School District Health Office Procedures

The health office staff is eager to cooperate with you, as parents, to be sure that your child is healthy and ready to learn. The following information is provided to acquaint you with the staff, activities and services of the health office at your school.

STAFF: Our school physicians are provided by Scotia-Glenville Family Medicine. Each of the schools has a full time registered nurse who cares for student illnesses and accidents, which occur in school. Please do not request that the school nurse diagnose or treat a child for something that happened at home.

SPECIAL CONSIDERATIONS: A confidential Exceptional Children list is compiled by the nurse and provided to appropriate staff on a “need to know basis”. Please keep the health office informed of changes in your child’s health, allergies, limitations, etc.

ATTENDANCE: When your child is absent or late for school, please call the school and give the reason. When the child returns to school, he/she must bring in a written excuse signed by the parent or guardian giving the dates and the reason for the absence or tardiness. When deciding whether or not to send your child to school, the following guidelines may be helpful.

Please keep your child home if:

1. A fever (100) is present or has been in the past 24 hours
2. The child has a cold with a heavy nasal discharge and/or a persistent cough
3. The child has a sore throat, vomits before school, has an unidentified rash or is tired and generally not well.

GYM EXCUSES: If, due to accident or illness, you feel that your child is unable to participate in physical education, you must request in writing that the child be excused from gym. A physician’s excuse is required if the child is to be excused for more than one week. Physical Education is a requirement for all students, even those with limitations, where a modified gym program, which is approved by the child’s physician, is provided.

MEDICATION: If your child needs to take medication during the school hours, it is necessary that both the physician and the parent provide written permission. This must include the name of the drug, dose and time to be given. The medication must be in the original labeled container and brought in to school by the parent. **Please ask your pharmacist to label an extra bottle for your child so that medication may be taken on field trips.** Children are not allowed to transport medication to and from school due to the danger of loss or accidental overdose by your child or another. NO medication will be administered unless the correct procedure is followed. These regulations apply to all drugs, including non-prescription drugs. Whenever possible, please try to administer medication outside of school hours. Please do not send cough drops, ointments or other over the counter products to school.

EMERGENCY CARE: The nurse, or another staff member, is responsible to provide first aid should an emergency occur at school. It is necessary to inform the health office of telephone numbers where parents may be reached if an emergency arises. We also request names and

phone numbers of two reliable friends or relatives who could assume temporary care of your child if illness or injury should occur and you cannot be reached.

EARLY DISMISSAL FOR MEDICAL REASONS: The student must provide a note stating the reason and time of dismissal. Notes should be brought to the office at the beginning of the school day. At the high school, all written excuses must contain the phone number where a parent may be reached for verification of the appointment.

TRANSPORTATION: The school is responsible for routine transportation. Parents are responsible to provide transportation if it should be necessary due to illness or injury.

PHYSICAL EXAMINATIONS: All students new to the district and those in grades K, 2, 4, 7 and 10 are required to have a physical examination. It is suggested that the physical exam be performed by the child's own physician who is aware of his/her health history. Physicals will be done at school for those students who do not furnish health certificates from their private physician. Physical exams are also required prior to participation in interscholastic sports.

WORKING PAPERS: All students requiring a physical exam for working papers should contact the school nurse for information.

SCREENING ACTIVITIES: Height and weight, hearing, and vision screening are conducted annually. Scoliosis screening (checking for spinal curvature) is done each year on all students ages 8 through 16. Referrals for further evaluation are made if there is a deviation from normal.

COMMUNICABLE DISEASE: Students who have a communicable disease such as chicken pox, impetigo, pink eye, pediculosis, scabies, or an undiagnosed rash must be excluded from school. If you are suspicious of such problems, please do not send the child to school for diagnosis. Please report any suspicions to the health office so that epidemics can be avoided.

Thank you for your cooperation and support. Please do not hesitate to call the nurse at the school your child attends if questions or problems should arise.

Ballston Spa High School	884-7150 Ext. 2370
Ballston Spa Middle School	884-7200 Ext. 4320
Malta Avenue Elementary School	884-7250 Ext. 1381
Wood Road Elementary School	884-7290 Ext. 3325
Milton Terrace North Elementary School	884-7270 Ext. 3320
Gordon Creek Elementary School	884-7270 Ext. 3375