

Ballston Spa Central School District
Wood Road Elementary School
Health Office Procedures

The health office staff is eager to cooperate with you to be sure that your child is healthy and ready to learn. As we have returned to school, we all need to be aware of the issues that surface.

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:

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

WELLNESS: All foods to be **shared in the classroom** should follow our *Healthy School Policy*.

- All items should be store bought and packaged with ingredient labels.
- If there are students in the class with food allergies, parents will be reminded of that.
- Even though it is a party, please remember - no soda, candy, cookies, cupcakes or cakes.

Some healthy food ideas:

Drinks: sugar-free juice or fruit punch, cider, water

Foods: popcorn, low-fat cheese sticks, cut up vegetables with low-fat dip, cut up fruit with low fat dip or cool whip, cheese and crackers, dried fruit, tortilla chips with salsa, pretzels, sugar-free jello with cool whip, mini-muffins, etc.

COMMUNICABLE DISEASE: Students who have a communicable disease such as chicken pox, impetigo, scabies, or a suspicious rash must be excluded from school. If you are aware of such problems, please contact your child's doctor. To reduce the likelihood of sharing communicable diseases, we stress:

- Respiratory etiquette. We encourage everyone to cover their cough with their arm.
- Handwashing. After bathroom use and before eating, plus frequent handwashing is encouraged.
- Please help to prevent the spread of head lice by checking your children at home. Inspect the hair for the presence of lice and nits. Nits (eggs) are tiny gray/white tear shaped specks, which are firmly attached to the hair shaft. If head lice are noticed, contact your doctor or pharmacist for advice. Call the nurse's office to ask questions anytime.

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. If a student is not able to participate in PE, he/she will be excused from recess also.

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. 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. Please do not send cough drops, ointments or other over the counter products to school.

Thank you for your cooperation and support. Please do not hesitate to call if questions or problems should arise.

Patricia Bentley RN
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Wood Road Elementary School
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