



HEALTH OFFICE INFORMATION AND POLICIES

The nursing staff at Innovation Academy Charter School would like to take this opportunity to share with you some important health office information and policies. Please read the following carefully. (Please note that more information is on the backside of this paper.)

Physicals

In accordance with Massachusetts General Law 105CMR 200.00 Section 100, all students entering grade 7 or grade 10 are required to have a physical exam on file dated within one calendar year from the start of school. Please forward a copy from your child's private care physician to the school nurse's office.

Sport Physicals

All students who are planning on participating in extracurricular athletic activities must have a physical examination on file (dated within the past calendar year) **prior to participating in any try-outs or practice.**

Immunizations

Prior to initial entry to Innovation Academy Charter School a copy of the student's current immunization status must be received by the school nurse. Registration for entry will not be complete and students will not be able to start school until it is received.

Crutches

No student will be allowed to use crutches at school without the written order of a physician.

No student on crutches shall use the stairs unless there is an emergency such as a fire. Students must meet with the school nurse upon return to school to discuss elevator use etc.

Medication Administration Policies

It is the policy of Innovation Academy to administer medications during the school day only when necessary. In order for your child to receive medication during school hours the following forms must be signed and submitted every year.

Emergency Information Form (Yellow sheet)

Permission to receive medication at school is found on the back side of the yellow Emergency Information Form. This section needs to be completed and signed in order for your child to receive any medication at school including but not limited to Tylenol (acetaminophen) or Advil (Ibuprofen). In addition this form provides important contact and health information. **The form is in the packet and may also be downloaded from the schools website under the "Forms" tab.**

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Prescription Medication Order Form

This form needs to be completed and returned to the school nurse only if your child will be receiving long-term prescription medications during the school day (for example Concerta , inhalers etc.) Short term antibiotics and epi-pens are the only prescription medications that do not require this separate signed medication order. For short term medications, such as antibiotics, the instructions on the bottle will be sufficient if the current label is intact, and a parent or guardian signed consent is provided. Epi-pens have their own medical form (see below). **The *Prescription Medication Form* can be downloaded from the school's website, under the "Forms" tab or may be picked up at the school.**

Epi-pens

All students who require an epi-pen in school must have an "Allergy Action Plan" completed and signed by both the prescribing physician and a parent. **The *Allergy Action Plan* can be downloaded from the school's website under the "Forms" tab or may be picked up in the Health Office.**

General Medication Information

All medication orders must be for treatment of a specifically diagnosed medical need **and must be renewed at the beginning of each school year.**

If you plan to continue to restart your child's medication treatment next year, please complete and return the necessary forms to the school nurse by the first day of school.

All medications must be delivered to the school and picked up from the school by the student's parent/adult guardian or designee. **For their own safety and the safety of other students, students are not allowed to carry medication around during school.** When a physician deems it necessary for a student to have immediate access to medication (i.e. inhaler, epi-pen), the parent will provide documentation from the student's physician on the appropriate form stipulating such necessity and confirmation that the student has been advised of cautions and proper use of the medication in school.

All prescription medications must be in a labeled bottle that includes the child's name, name and correct dose of medication, physician's name, and current date. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of medicine should be delivered to the school. All non prescription medications must be in the original manufacturer's container.

Medications may be retrieved from school at any time. Medications will be destroyed if they are not picked up within one week following termination of the order or by the last day of school. It is important for the school nurse to be informed of any medications that your child may be taking or any medication changes even if your child does not receive these medications during the school day (if not in violation of confidentiality). Please contact him/her with this information.

If you have any questions or concerns regarding this information please call the health office at 978-649-0432, x2104.