August 20, 2015

Dear St. Joseph Parents/Guardians,

I look forward to another year as the School Nurse for St. Joseph School, coordinating health care/health concerns for all St. Joseph children. Please continue to call me for any questions/concerns regarding your child’s health (for both east and west campus). You can reach me through the school office at 419-882-6670.

I would like to welcome back Mrs. Siebeneck as the health room nurse for the east campus. Mrs. Siebeneck will assist in providing on-site care, under my supervision, to children at the east campus.

Throughout the year, I will be sending out various communications with information or requests that may be of interest to you. Today I have five items that I would like to address:

1. You should have received an Emergency Medical Form for each child attending St. Joseph School on the first day of school, with a request to send the completed form back to school tomorrow. These individual emergency forms will be used throughout the year in the clinic and will be sent on school field trips. State requirements necessitate emergency medical information for transportation of school children. For children riding the Sylvania and Evergreen buses, copies of their emergency medical forms will be sent to the bus garage office. If not yet returned, these forms need to be returned by tomorrow; Friday, August 22, 2014.

2. Included in today’s Thursday envelope is a Family Emergency Form. Please note: This form is to be completed in addition to the individual emergency forms sent home with each child. These forms will be kept in the clinic at all times and will assist in notification of parents/guardian in cases of illness or injury. Please complete these forms and return by tomorrow, Friday; August 22, 2014.

3. St. Joseph School follows diocesan guidelines and Ohio School Law regarding medication administration. Medication will only be given to students by school personnel when written permission is obtained from the physician and the parent. A medication administration form can be obtained from the school clinic or St. Joseph School website. Medication should be brought in by the parent/guardian. Students
may not carry medication during the school day. All medication must be given to the school nurse. If, however, it is medically necessary for a student to store a medication in the classroom, then a special form must be completed by the parent and physician. The medication must come to school in a pharmacy-labeled container including doctor’s name, student’s name, drug, time to be given and amount. If the medication needs to be given at school, the pharmacy needs to divide the amount into separately labeled bottles for school and home. Medications are forgotten when they are brought back and forth daily, meaning an important dosage is missed at home.

4. Medication guidelines noted above apply to prescription as well as over-the-counter medications. If you feel your child may need Tylenol or other over-the-counter medications during the school year, you should have a medication form completed by your family physician and supply a container of medication to the clinic.

   The medication guidelines also apply to those students who use Inhalers.

5. Cough drops/Lozenges are considered over-the-counter medications, and written permission will be necessary for use of these. Risks of choking on these products while in a classroom setting is increased. Therefore, cough drops/lozenges will only be dispensed in the clinic. The student may return to his/her classroom once the cough drop/lozenge has been consumed.

6. Sunscreen use guidelines are available on the St. Joseph School website and require a separate consent form.

Thank you for your continued support!

Sincerely,

Therese M. Hoehn R.N., B.S.N., C.P.N.
School Nurse