



## Medical Information Policy Letter 2024-2025

Dear Parents/Guardians,

The following information should be helpful to you for Registration. All information requested is **required by** the RI Department of Health. **Your child will not be able to attend school if the requirements are not met.**

1. A new immunization record is required for new students as well as students entering Pre-K3, Pre-K4, K, 7th & 8<sup>th</sup> grade. The required immunization form for these grades is enclosed in this packet.
2. A physical exam dated within the last year is required at the time of registration and an updated one as soon as it is available for the following students: new students, Pre-K3 or Pre-K4, K, 4<sup>th</sup> and 7<sup>th</sup> grade.
3. Kindergarten students are required to have an updated immunization record. There are shots that your child will receive between Pre-K and Kindergarten. We do understand that some children will be visiting the doctor after Registration. You will receive another reminder as soon as we return back to school in the fall. You may also forward this information to the school as soon as you receive it.
4. Grades 3 and 6 students will receive a physical form to be completed for the upcoming school year.
5. Incoming Grade 7 students are required to get a Tdap booster, 1 dose of HPV, and a Meningococcal vaccine upon entry to school.
6. Incoming Grade 8 students are required to get a second dose of HPV.

**Please Note: All updated health information should be forwarded to the School Nurse in order to keep students' health records current! Health records may be faxed, e-mailed or brought to the school.**

### MEDICATIONS

Listed below is the Medication Policy. Please review it. If your child needs to take non-prescription medication during school hours, consent to administer medication must be given by a parent or guardian. Prescription medications will only be given with parent or guardian consent and a physician's order. Children will not be allowed to carry medication to school, unless they have a doctor's order to self-carry. (Middle School ONLY) The School Nurse must check and manage all medications brought in by a parent or guardian. A *Medication Consent Form* is available on the website under the *Forms* tab. Medication orders may be faxed to the school by your child's physician, the **fax number is 401-944-3019**. Please contact the School Nurse with any health information you consider important for her to know or any questions you have concerning medications.

\*Students are **not allowed** to self-carry an **Epi-Pen** or other **medication** during school hours.

\*Students **may** self-carry an **inhaler** during school hours with a Physician's order.

**\*Remember, a new doctor's order is required each school year for medications.**

### ALLERGIES

Please let us know upon Registration if your child has a food or environmental allergy that is severe enough to need emergency medication (Benadryl or Epi-Pen). Again, the medication policy will apply. Emergency medications are kept accessible to only school faculty and staff. As always, an updated doctor's order and plan of care apply.

**OVER**

## POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

1. All medications brought to school must be in their original container with a pharmacy label displaying child's name.
2. Except in the case of an emergency situation, only a school nurse or a student's parent or legal guardian is authorized to dispense medication to students. In a life-threatening situation, any personnel may administer emergency medication.
3. Prescription and non-prescription medication will be dispensed by the School Nurse only when:
  - a written order is provided by the licensed health care provider, and/or
  - it is authorized in writing by the parent or legal guardian, and/or
  - medication is received in the original labeled container.
4. All medication dispensed in school must be done in accordance with the Procedure for Administration of Medication in school
5. Inhalers, Epi-Pens, or other medications may be self-administered with written authorization from both parent and physician. These medications are to be stored in the health room unless written authorization from a licensed health care provider states otherwise. Epi-pens will be kept by homeroom teachers and will be sent with student to each class room throughout the day. If the child attends Extended Care the Epi-pen will be brought there as well and the teacher will return it to the child's homeroom teacher. Students may self-administer medications in the presence of the School Nurse or a school employee.
6. No student will be allowed to transport medication to and from school unless accompanied by a doctor's order. All medications must be transported by a parent or another adult.
7. Controlled substances (i.e. Ritalin, Dexedrine, etc.) must be brought into school by a parent or another adult and the medication must be counted as outlined in the Procedure for Administration of Medication in School.
8. All medication will be kept in a secure cabinet, with the exception of emergency medication. Emergency medication will be stored in a predetermined location.
9. In the case of field trips, inhalers, EpiPens or other medications will be carried by the teacher or the assigned chaperone of the student. Teachers may carry medications only when:
  - it is requested in writing by the licensed health care provider, and
  - it is authorized in writing by the parent/legal guardian, and
  - it is in consultation with School Nurse and administration, and
  - medication is provided by the parent/legal guardian in original labeled container, and
  - it is done in accordance with the field trip section of the Procedure for Administration of Medication in School.
10. Medication sent in a plastic bag with a note will **NOT** be administered by the Nurse. Parent/Guardian will be contacted to come in and to administer the appropriate dosage to the student at the appointed time.

\*After reading this, please confirm acceptance with your **required signature**  
on the enclosed "**Signature Form**" included in this packet.

Thank you,

*Ms. Regina M. Hand & Mrs. Cheryl Boscia*

Ms. Regina Hand, Principal & Mrs. Cheryl Boscia RN, School Nurse

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**CHRIST** is the reason for this school.  
~in our minds, on our lips, and always in our hearts~

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