

South Shore Educational Collaborative



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Dear Parent/Guardian:

In compliance with state regulations and to insure the health and safety of your child, we are required to have the following forms on file. This information must be received before the first day of school (**July 1st for summer program attendees**).

Please complete and return to school. This is a MUST for school placement

- A NEW STUDENT INFORMATION SHEET **annually**.
- An **Annual** physical exam with immunizations. **For Grades 5-9** please have a postural screening included in the physical exam.
- A copy of your child's dental screening including date of last exam, findings and need for re-check/referral.
- All of the required signoff sheets related to attendance at school during the COVID-19 pandemic.
- An signed Over -The- Counter Medication form if you would like your student to receive over the counter medications at school.

If any prescribed medication is to be given in school:

- A medication order form must be completed and signed by a licensed prescriber at the start of every school year (**July 1st for students attending the summer program**). This includes Asthma Action Plans and Food Allergy Action Plans. **Nursing will not be able to administer any medications without a prescribers order.**
- Authorization for dispensing medication form must be completed and signed by a parent/guardian at the start of every school year (**July 1st for students attending summer program**).
- Medicines must be delivered to the school in a pharmacy or manufacturer-labeled container by a responsible adult whom you designate.
- Ask your pharmacy to provide separate bottles for school and home. Please bring in a 30 day supply at a time to cut down the number of times medications need to be refilled.
- **It is against the DPH regulations and SSEC rules to allow students to carry medications (other than Asthma Inhalers and EPIPENS) on transportation or on their person while at school. Please make arrangements for your child's medications to be dropped off at the school building by a reliable adult.**
- Please indicate on the Student Information Sheet a complete list of all medications your child takes – including those medications administered at home. To monitor the health and safety of

your child, we need to be aware of all medications being administered.

- If your child needs a medicine to be given during the school day, please act quickly to follow these policies so we may begin to give the medicine as soon as possible.

! M P O R T A N T

ALL physician orders for medication administration are considered outdated on June 30th each year, regardless of the initial date of the order. **No medication will be administered during school hours unless we receive a new medication order before the first day of Summer Session or the traditional School Year**

The SSEC has a strict protocol regarding asthma. Any student diagnosed with asthma will not be able to attend school without the following:

- A medication order for inhaler and Asthma Action Plan completed and signed by his/her health care provider.
- An **inhaler** and **Aero chamber(spacer)** for administration at school (please check expiration date before sending to school).
- **Students may carry their own inhalers to school unless a parent/guardians does not deem them safe to do so.**
- **If you are having difficulty obtaining an inhaler for your child, please contact your programs nursing office for assistance.**

Any student requiring an Epi Pen for treatment of allergy will not be able to attend school without the following:

- A medication order signed by a health care provider and parent/guardian.
- A Food Allergy Action Plan
- An EPIPEN (please check expiration date before sending to school)
- **Students may carry their own EPIPENS to school unless a parent/guardians does not deem them safe to do so.**
- **If you are having difficulty obtaining an EPIPEN for your child, please contact your programs nursing office for assistance.**

Thank you for helping us keep your child safe at school!

The SSEC Nursing Team.