

# Valley Christian Academy Clinic Information



## SERVICES OFFERED BY THE CLINIC

Our school clinic is pleased to offer the following services to our students:

- Administration of medications (sent in according to policy)
- First aid care
- Healthy head checks for lice
- Hearing screening
- Vision screening
- Notification of information on communicable diseases in your child's class
- Scoliosis screening for 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> graders

If there is a change in your child's health status during the year, please inform us so that we can update the Emergency Medical Authorization.

Also, if there are any changes in address, phone or pager numbers, please notify us so that we can make appropriate changes here at school.

## ADMINISTRATION OF MEDICATION

Please review the *Guidelines for Administration of Medication by School Personnel* carefully. The guidelines are given for your review in the *Parent/Student Handbook*. This policy will be strictly enforced. **Any prescribed or over-the-counter medication must be sent in with both the physician's request as well as the parent's request form.** Make sure you take the physician's request form with you to the doctor's office to have it filled out by the doctor. If you are unable to have this form with you, your doctor can fax this authorization to the school at 330-562-8192. Make sure when filling out the parent's request form that all of the blank spaces are completed. Make sure the dosage (amount to be given to your child) is filled out, the time you would like the medication given (please make sure it coincides with the time and dosage the doctor gives), the date to begin giving the medication and the date to complete the medication. The

start and stop dates must be specific calendar dates. Three physician's forms and three parent's request forms are included with the packet. **Medications sent in without proper forms will not be administered to your child.** If you happen to misplace the forms provided, please let me know and I will provide you with more forms, or feel free to make extra copies for yourself. Please keep these forms and guidelines in a handy place for future reference.

**Any medication brought to school must be in the original prescription bottle, labeled with the appropriate date, student's name, and exact dosage to be given.**

(Pharmacists may be asked to divide prescriptions into two bottles in order that the home and school each have properly labeled medications.)

**Non-prescription medications will be given only when they come to school in their original sealed container along with the physician's and parent's authorization forms filled out.**

The first dose of a new medication may not be administered at school. Parents must pick up any unused medication. We will dispose of it in 30 days after it is discontinued. Medications taken by your child at school for asthma, allergies, or on a daily basis will be sent on field trips along with a copy of the Parent's/Physician's Request Forms to be administered by their teacher as directed on the request forms.

Parents whose children will need to receive medication (Ritalin, asthma medications, medications for allergies to insect stings or other allergies, pain relievers, etc.) on the first day of school will need to have these forms with the medication to the school prior to or on the first day of school. A summer appointment with your doctor will avoid any last minute delays.

Please do not send in any medications for your child to take on his/her own. The danger of the medication being lost or

taken by another student is quite possible. Also, if your child takes a medication without our knowledge and an emergency situation should arise, we would be unable to forward this information to the EMS team. Any medication a teacher finds with a student is sent to the clinic and will not be given to your child. You will then be reminded of the medication policy. If there are any questions, please call the clinic at 330-562-8191, ext. 342.

### **ASTHMA and ALLERGIES**

The clinic has a nebulizer for asthmatic children who require this treatment. You must supply the medication (with the parent's and physician's forms) and a mask or mouthpiece. If your child uses an inhaler and is responsible enough to keep it with him, you will be given a *Self Medication for Asthma Inhalers* form that is to be filled out by the physician and you.

If your child has a life-threatening allergy, an *Emergency Plan* form will be sent to you to fill out. Please have your doctor review the information that you provided, make any necessary changes he/she feels should be made, and sign it at the bottom. Make sure that the Benadryl and/or Epi-Pen are sent along with authorization forms and *Emergency Plan* **no later than 8:30 a.m. the first day of school.** Be sure the expiration dates on the Epi-Pen and Benadryl will be current throughout the year.

### **TREATMENTS OFFERED BY THE CLINIC**

When your child is ill or injured and comes to the clinic, we are limited in the treatment we can offer him/her. Cuts, scrapes, etc., are washed with soap and water followed by a bandage. We do not use antibiotic creams or hydrogen peroxide. Bumps, bruises, etc., are treated with gel packs. Splinters can only be removed with tweezers. Headaches are only treated with a pain reliever if you have sent it in according to the *Guidelines for Administration of Medication*; otherwise a rest on the cot for 20 minutes and an ice

pack for their head is all I can offer your child for relief. If your child has a sore throat or a cold, a pain reliever, cold medication or cough drop can be given as long as it is sent in by you in accordance with the guidelines. Cough drops that are sent to school are to come to the clinic. They are to be sucked on in the clinic under supervision to help prevent choking or sharing with other children.

In the event that your child develops a rash, please send in a note stating what the cause is. If you are unsure of the cause, school policy states that until the child is seen by a physician and brings a note from him regarding the diagnosis and treatment, the child should be excluded from school. If your child is sent in with a rash and no note, we will contact you and you may have to come pick him/her up. Medication for "itchy" rashes may be applied to your child's rash when sent in according to policy.

**According to school policy, any child who runs a fever, has diarrhea or has vomited within 24 hours of the start of the school day should stay home from school that day to allow for recuperation and to prevent a relapse at school.**

If your child seems unusually uncomfortable, vomiting or running a fever, we will contact you. These problems will require you or someone you have listed on your *Emergency Medical Authorization* to come and pick up your child.

### **IMMUNIZATIONS**

Upon entering our school, your child should be up-to-date on his/her immunizations. The State of Ohio does give a grace period of 15 days after the first day of school to those whose immunizations are not current. If the necessary immunizations are not obtained by this time, your child is to be excluded from school until documentation from a physician is obtained as proof that your child received the immunizations.

By now you should be aware that the MMR2 vaccination and Hepatitis B series are required by the Ohio Department of

Health for entry into kindergarten. The MMR2 is also required for those children entering 7<sup>th</sup> grade. A Tdap booster immunization is required for children entering 7<sup>th</sup> grade as well.

If your child receives any immunizations during the school year, please send in the documentation from his/her physician to the clinic and I will update their medical file so that this information will be forwarded along with their other records to the next school they attend.

### **BIOHAZARD PRECAUTIONS**

At VCA, we are complying with OSHA's UNIVERSAL PRECAUTIONS policy regarding the handling of blood and bodily fluids. When your child loses a baby tooth, it will come home wrapped in tissue, bagged, and labeled with his/her name and a biohazard sticker affixed to the bag. When a student gets a large spill of blood on their clothing, that article of clothing will be double-bagged, labeled with his or her name and a biohazard sticker affixed. If your child comes in contact with another child's blood, you will be notified of the blood exposure so that you may notify your child's doctor.

### **SUPPLIES**

We would appreciate any help that you can give by donating any of the following items to the clinic:

- Band-Aids (large size)
- Clorox disinfectant wipes
- Flexible fabric Band-Aids for fingertips and  
knuckles
- 3 oz. Drinking cups
- Ziploc bags of all sizes
- Boxes of tissues
- Gauze sponges 2x3", 3x4"
- Liquid soap refills

(updated 04/04/15)