



Health Office Policies and Procedures 2021-2022

The following information pertains to Immaculate Conception High School's *general Health Policies and Procedures*. Any changes related to Covid-19 will be clearly communicated to you when we receive updated guidance from State, County and Local Health Officials.

- **PHYSICAL EXAMS:**

We require a yearly Physical Exam for **all** students attending ICHS. A complete physical exam must be conducted by a private physician between **June 1st and Labor Day**. It is recommended to schedule an appointment early, as the summer months are very busy in most health care provider's offices. *The attached form is the only form that we accept.* It can also be found on our website under Student Life- Health Services. The completed physical, including **most recent vaccinations**, signed by both the physician and parent/guardian, must be submitted to the Nurse's Office, **prior to the first day of school.**

- **IMMUNIZATION RECORDS:**

All incoming Freshmen and Transfer Students must submit valid immunization records to the Nurse's Office, prior to enrollment. OUT-OF-STATE/FOREIGN STUDENTS- Immunization Record and valid Mantoux Test. **Immunization Records must be received prior to the first day of school in order to be admitted to school. No exceptions.**

- **ATHLETES:**

All Athletes at ICHS must have a **current physical exam/sports clearance on file BEFORE** practice begins. There will be **NO** exceptions to this rule. The physical exam expires **365** days after the exam, therefore must be submitted annually. The only form that will be accepted is the attached mandated *New Jersey Department of Education Athletic Pre-Participation Physical Exam Form*. It is also available on our website. Please hand in or mail directly to the Nurse's Office. **Please do not give to coaches.**

A **Concussion Fact Sheet** must be signed by Parent and Student before participating in any school sports. Any student who suffers a head injury during practice or a game must be removed from play until evaluated by either a Certified Trainer on site or MD. The athlete may not return to practice or games without written clearance from their physician.

****Sports Physicals for Fall Athletes are due to the Nurse's Office prior to first practice in the summer.****

- **MEDICATIONS:**

If it is necessary for a student to receive **any** medication during school hours, including over-the-counter medications such as Tylenol/Advil, or prescription medications, the **Medication Authorization Form** must be signed by both the parent and physician. The medication must be sent to school in its original container and will be stored and dispensed by the School Nurse. If the School Nurse is absent, a parent must come to school to administer the medication.

Students may not have in their possession, at any time, any medications. All medications are to be given through the Nurse's Office with the correct paperwork on file. Medication Forms can be found on our website under Student Life, Health Services.

- **ALLERGIES:**

If your daughter has severe allergies and requires an **Epi-Pen**, please send it in together with the **Medication Authorization Form** and **Allergy Plan** from the physician. The nurse will keep the Epi-Pen in her office.

- **ASTHMA:**

If your daughter has Asthma and carries an **inhaler**, she may keep it with her for emergencies, as long as the **Self-Administration of Medication Form** is signed by the parent and physician. All students with Asthma should have a current **Asthma Action Plan** on file.

The **Self-Administration of Medication Form** is only used for Emergency medications such as Albuterol inhalers.

OTHER HEALTH POLICIES:

- It is important to please update the nurse on any new health problems, medications, allergies, surgeries, vaccinations, etc.
- If your daughter will be absent or late, a parent/guardian must call the School Nurse, with a reason, by **8:30 am**. A doctor's note, if applicable, should be submitted in order to excuse the absence or late arrival to school.
- If your daughter is sick, she may not return to school until she is fever free for **24 hrs** (without the use of fever-reducing medicine such as Tylenol or Advil) and has no vomiting or diarrhea for **24 hrs**. (Covid-19 exclusion will be explained in more detail)
- Although discouraged, if you need to pick up your daughter from school early for a doctor's appointment or other reason, arrangements should be made **24 hours in advance** by either phone call or email.

If you have any questions, please don't hesitate to call the School Nurse, Mrs. Kedersha, at **973-836-4579** or email **skedersha@ichslodi.org**.

