

May 2017

Dear Ivymount Parents/Guardians:

In preparation for the 2017-2018 school year, all parents/guardians should be aware of several important health and medication school policies. It is very important that each student have a current Health Inventory on file with the nursing staff as well as an updated 2017-2018 Student Information Form. The *2017-2018 Student Information Form* will arrive closer to the start of school with the 2017-2018 Handbook for Families. Please be sure to complete **both** sides of this two sided form and return it promptly so that we have up to date medical and emergency contact information **before July 10th**, the first day of school.

Immunization forms do not have to be re-submitted, unless you are new to the school or have been specifically notified by the the nursing staff. Students entering the 7th grade must show proof of having received Tdap (Tetanus booster) and Meningococcal vaccines, since these are required by the state of Maryland. If your child has received any new vaccines since admission (such as Tetanus, PPD or Influenza) and you would like us to add that to our records, we welcome receiving official documentation so that we can maintain up to date records on your child.

Having current medical information on file in the health suite helps us to provide the best possible care for each student. Please be certain to submit your child's fully completed Health Inventory to the nurses after their annual physical.

In addition, if your child will be receiving any type of medication during the school day, a new medication order form, completed and signed by both the parent/guardian and physician, must be obtained before any medication can be safely dispensed. **Physician orders for routine or emergency medications dated prior to May 2017, will not be recognized as current for the 2017-2018 school year. Medication orders are good for one full school year and do not carry over to the next school year. It is of utmost importance that you obtain an updated medication order from your physician and forward this to the nursing staff before the first day of school July 10, 2017.**

In addition:

- **Parents are responsible for delivering their child's medications to Ivymount. Medication must be clearly labeled in the original pharmacy container (at least one-month's supply is recommended) and must also match the physician's orders.**
- Medication can be dropped off at the front desk anytime during office hours prior to the start of the school year on July 10th (please note that Ivymount School will be closed on July 4th). Alternatively, they can be mailed to the school, and a telephone and/or email confirmation of receipt will be sent when received. If your child has any remaining medication(s) as of June 9, 2017 (the last day of school for students) it will be safely stored in a locked medication cart so that it is available when the new school year begins

on July 10, 2017. If you prefer to have your medication returned before this date, please notify the school nurses directly. Please understand that storing the medication is just a convenience for parents and that **without NEW orders we cannot administer your child's medication when school resumes.**

- **The nurses cannot administer any emergency medications that have expired. This includes EpiPens, inhalers and seizure medications.** One month prior to medication expiring, parents will be notified in writing so that a replacement can be obtained. **Students with expired medications and/or outdated physician orders will not be allowed to participate in community-based field trips or job sites.**
- Medications for school field trips will be packed by the nurse, and given to the head teacher. Only the head teacher and/or one other designated staff member will be allowed to administer medication on a field trip.
- **Medications (with the exception of inhalers) sent in your child's backpack will not be accepted.**
- Any medication changes during the school year must be in writing from the physician and signed by the parent/guardian.

If your child has had any significant changes in his/her medical condition or required hospitalization over the summer months or any time during the school year, it is imperative that the nurses receive medical clearance in writing from the attending physician in order for your child to return to school. A physician's note should indicate if there are to be any restrictions or treatment changes at school. In addition, please contact the nurses if there are changes in your child's medical status and/or changes in medications taken at home so that the emergency forms can be updated. **For more information please refer to the Medical/Hospitalization policy in the *Ivymount Handbook for Families*.**

When you receive your *2017-2018 Ivymount Handbook for Families*, carefully read the **Health/Medication Policies**. You are welcome to contact us with any questions or concerns about your child's health. There are two nurses available at school Monday through Friday. We share a general voice mailbox to facilitate communication and can be reached at 301-469-0223, extension 152, or Nurses@ivymount.org. We look forward to caring for your child.

Sincerely,

The Ivymount Nurses