



May 2018

Dear Ivymount Parents/Guardians:

In preparation for the 2018-2019 school year, the Nursing Staff at Ivymount would like to share some important policies and reminders. Your support of these policies and prompt attention to our required forms helps us to provide the best possible care for each student.

Health Inventory

- Submit your child's fully completed Health Inventory to the nurses after their annual physical.

Immunization Forms

- If your child has received any new vaccines since admission (e.g., Tetanus, PPD or Influenza), please submit official documentation.

Medication to be Administered at School

- If your child will be administered any medication (including over the counter medications such as Tylenol, Ibuprofen and Benadryl) during the school day, a medication order form must be completed and signed by both the parent/guardian and physician.
- Medication order forms are good from the time they are filled out through the end of the school year. They **do not** carry over to the next school year. **In order for your child to continue receiving medication in the 2018-2019 school year, new medication forms must be turned in before July 9th.**
- 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.
- If your child has any remaining medication(s) as of June 13, 2018 (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 9, 2018. 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 medication orders we cannot administer your child's medication when school resumes.
- Medication can be dropped off at the front desk anytime during office hours prior to the start of the school year on July 9th (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.
- The nurses cannot administer any emergency medications that have expired. This includes EpiPens, inhalers and seizure medications. One month prior to the expiration of the medication, 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 (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 arrives to school late, or there is a delayed school opening due to inclement weather, you **MUST** notify the nurses about any changes that need to be made in medication administration for that day.

Medical Clearance

- 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 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 *2018-2019 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,

Lynn Walven, R.N.

Laura Tribble, R.N.

Lisa Orcutt, R.N.

The Ivymount Nurses