

July 25, 2011

### WHEN YOU NEED THE HEALTH TECHNICIAN

The Health Room is located in the Attendance Office and is staffed Monday through Friday from 6:45 a.m. until 3:15 p.m.

The following is a list of procedures used in the Health Room:

1. All prescription medications brought to school must be delivered to the Health Room prior to the start of the school day. The prescription medications need to be kept in the Health Room unless prior arrangements have been made with the Health Technician. Medications that need refrigeration are also kept in the Health Room.
2. Prior to administering any prescription medication, a *Prescription Medication Card* needs to be filled-out and signed by a parent/ guardian and the prescribing physician, along with any written instructions. A student needing to take his/her medications needs to report to the Health Room where the Health Technician will administer the medication as prescribed and document the date and time.
3. Students may keep over-the-counter medications, such as aspirin and ibuprofen, in their possession, but it must be kept in the original container. School personnel will dispense no over-the-counter medications.
4. Students are required to come to the Health Room if ill and are not to stay in the restroom. If a student is ill, he/ she must report to the Health Room before the bell, just like any class. **Students should not contact a parent prior to reporting to the Health Room. The Health Technician will make contact to the parent/ guardian.**
5. **Parents must be notified by the Health Technician prior to the student leaving the building. If a parent is not readily available, please provide the school with an alternative name and phone number to contact.** There are no exceptions to this rule.
6. If a student is injured in school, he/she needs to be reported to the Health Technician as soon as possible. If it is during a sport or physical education, the coach or teacher should be notified first. If the student is unable to report to the Health Room, please ask a staff member to contact the Health Room and we will go to the area where the student is located.
7. If a student has questions regarding topics such as eating disorders, drug or alcohol abuse or other problems, they may come to the Health Room for information or they will be referred to the correct agency. Everything discussed in this office is strictly confidential, unless it could endanger that student or another person.
8. If a student has a communicable disease, such as chicken pox or measles, please notify the Health Technician – ASAP.
9. **“Home or Back to Class”** is an often used phrase in the Health Room. Either a call *Home* is made for a student if he/she is ill, or the student is sent *Back to Class*. There is no place for the student to “rest” except one of the chairs in the Attendance Office. Please provide an alternative name and number on your child’s emergency card, so if he/she is ill and needs to go home, the Health Technician can contact someone.

*Please do not hesitate to contact me regarding your child's health concerns at  
262.670.3200 # 203 (Health Room) or 262.673.8945 (Attendance Office).*

Ms. Laurell Halvorson  
Health Technician