



The greatest wealth is health.

The Health Office is staffed Monday through Friday 6:45 am to 3:15 pm and can be reached by calling 262-670-3200 extension 4065.

The following is a partial list of the most common procedures used in the HUHS Health Office:

1. All prescription medications that a student is taking **MUST** be given to the Health Office prior to the start of the school day/year. The prescription medication will be kept locked in the Health Office. All over-the-counter medication must be supplied in the original, unopened manufacturer's package.
2. Prior to administering any **prescription or over-the-counter medication(s)**. A medication card must be filled out and signed by a parent/guardian and prescribing physician (when applicable) along with dosing instructions. Forms can be found in the Health Office or online by going to www.huhs.org. Choose the District tab then Health Services tab. All health forms including medication cares can be found on the right side of the Health Service page.
3. Students may care over-the-counter medications such as Tylenol, Midol, Ibuprofen (Advil), Tums, etc. in their possession. OTC medications must be in the original container with a signed OTC medication form signed by parent/guardian. Students are not to share OTC medications with others. A copy of the OTC permission note is located online. If student requires an OTC medication not held at school a parent/guardian must administer that medication.
4. Students are required to come to the Health Office if they are ill and need to go home or if they need to talk to their parent(s)/guardian(s) for other health matters. **Students should not contact their parent/guardian with texts, phone calls or through social media prior to reporting to the Health Office.** The nurse/aide will contact the parent/guardian for the student for security and safety reasons. The nurse/aide must speak with the parent/guardian or an emergency contact prior to the student leaving school. If they leave school without talking with a staff member and obtaining the needed documentation, they will be considered truant. For obvious safety reasons, there are not exceptions to this rule.

We encourage each family to have at least two nonparent emergency contacts listed on their registration paperwork. Please remember to notify HUHS if you change emergency contacts and add/change a phone number or contact information. We will **NOT** call any phone numbers that are not on the registration sheet that is submitted by the parents for security reasons.

5. If a student has been found to have a communicable or contagious disease or illness such as chicken pox, lice, ringworm – please notify the Health Office as soon as possible. All medical information and concerns are held to the highest standard of confidentiality



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unless the student is in danger to themselves or someone else whereby a referral will be made to the appropriate agency or personnel.

Please contact me regarding your child's health concerns at 262-670-3200 ext. 4065. The Health Office phone is available 24/7 and I will always return any message left before the end of the day. Please feel free to email at kristy.hecker@huhs.org. The fax number is 262-673-8943.

Kristy Hecker, RN, BSN