

# Nurse Notes

*Hello, Tell City Marksmen!!*

Welcome back to the 2019-2020 school year! For those of you that do not know me, I am the Head Nurse for the Tell City-Troy Township School Corporation and the full-time elementary School Nurse here at WTE. I have been a nurse for 15 years and I have experience in all different areas of nursing. I have been employed with Tell City School Corporation since April, 2017. This school year will be my 3rd year as the Head Nurse. I have two boys who also attend school in Tell City. Nolan Gebhard is 12 and going into the seventh grade at Tell City Jr. Sr. High School and Nathan Gebhard is 9 and going into the fourth grade at WTE. I am once again eager and excited to start this new school year and to be able to work with all of you and your children.

A few reminders as we start this school year:

- All students are required to have an updated immunization record on file in order to stay in school. These immunizations **MUST** be completed prior to the first day of school. You can find all immunization requirements and clinic locations on our school website at <https://www.tellcity.k12.in.us/2/Home>. This information can be found under **Quick Links** and **Nurse Notes 2019-2020**.
- Make sure to talk with the school, the teachers and nurse about any medical condition or health concern you may have involving your child.
- Reminder to bring updated medical orders from your child's physician for any treatment and medications that are to be done while at school. Some important information regarding medications that are to be given at school are:
  1. All medications must be brought in its originally provided container with instructions by a licensed health professional.
  2. The first dose of a new medication **WILL NOT** be given at school.
  3. Duplicate bottles may be requested from your pharmacy.
  4. Medications should be scheduled so that as many dosages as possible are given at home. **Example:** 3 times a day can be given before school, after school and at bedtime.
  5. All medications must be reported to the school nurse.
  6. All medication must be accompanied by a written administration request or a medication permission form from the parent/guardian before any medication can be given by school personnel. You can find blank copies of medication permission forms on our school website at <https://www.tellcity.k12.in.us/2/Home> This information can be found under **Quick Links, Nurse Notes 2019-2020**, and **Medication form**.
  7. All medication needs to be brought in the health office by a parent/guardian/adult. This applies to all refills being brought in as well. We **cannot** accept medication from students. All parents/guardians will need to sign off on all medication (including refills) that are brought in for their child. The same applies when picking

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up prescription medication.

8. A new medication administration form must be completed at the beginning of each school year, for each medication, and each time there is a change in dosage or time of administration of a medication.
  9. Non-prescription (OTC) medication must be in the original container with the label intact, and will also need a medication form completed and turned in to the school nurse before any medication can be administered to your child. Also, please make sure to provide this medication, such as, ibuprofen, Tylenol, etc.. As we have a limited supply.
  10. Medications that have expired, are completed, discontinued, or are no longer being used at the school, should be returned to the parent or guardian. If the medicine has not been picked up within one week of the date of the request, and by the last day of the school year, then medication must and will be disposed of by a medication trained person or the RN, according to established procedures.
- All Allergy and Asthma medications, rescue inhalers, and Epi-Pens are a necessity, and may save a life! These medications also require an updated order **every year**. There are samples of different asthma and allergy health care plans in the nursing office and also on our school website at <https://www.tellicity.k12.in.us/2/Home> The forms can be found under **Quick Links**, and then under **Nurse Notes 2019-2020**. Please feel free to print one off of our school website, or stop by the nursing office to pick one up and take to your child's physician if they do not already have something like this at their facility. Please return these forms to school ASAP once they are completed by the prescribing physician.
  - If your child has a history of seizures it is important for the nurse and his teacher to know. If your child has a history of seizures **and** requires medication to be given during a seizure, the same paperwork used for all other medications given at school will apply as well. Also, in addition to the permission form and doctors order, your child' physician will also need to fill out a seizure action plan which can also be located on our school website at <https://www.tellicity.k12.in.us/2/Home>. The form can be found under **Quick Links-Nurse Notes 2019-2020**. Please feel free to print one off of our school website, or stop by the nursing office to pick one up and take to your child's physician. This form will need to be turned back to the school Nurse ASAP once it is completed by the prescribing provider.
  - If your child has any special dietary needs, such as allergies or an intolerance, please fill out the medical form for modified meals. This can be located on our school website at <https://www.tellicity.k12.in.us/2/Home>. The form can be found under **Quick Links-Nurse Notes 2019-2020-Medical Dietary Form**. You may also pick one up at schoolone at school. Please return this form back to the school as soon as possible.
  - If your child has a health condition or needs special care during the school day, such as, medications, treatments, or monitoring, please inform the school nurse or office. Individual health care plans help keep your child safe and healthy.
  - PLEASE have a current and working phone number in the school office daily in the event your child needs your attention.

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- Keep in mind that students needing school physicals will also need to be getting those completed and turned in. You can access a physical form on our school website at <https://www.tellcity.k12.in.us/2/Home>. The form can be found under **Quick Links-Nurse Notes 2019-2020-Physical Forms.**
- Please remember that breakfast is the most important meal of the day and a great way to get your child's school day started.
- If your child needs any type of mouth care during school hours please have them bring a note from their physician. All students brushing their teeth at school will need to do this in their classrooms.
- All students will now be bringing a nurse pass with them before coming to the nurse (other than emergencies, daily medications, and chronic health care needs). This will help cut down on the traffic in the nurse's office throughout the day. The nurse note will then go home with your child at the end of the day to help keep you informed on when and why your child visits the nurse and also the comments and actions that were taken.
- Your child's physician may also fax all medication forms, vaccinations records, doctors orders, plans, etc. to me at 1-812-547-9746, Attention: School Nurse.
- Please remember that getting adequate sleep every night is very important for children and their growing minds and bodies. The Centers for Disease Control and Prevention (CDC) recommends that school age children get between 9-12 hours of sleep per 24 hours.  
[https://www.cdc.gov/sleep/about\\_sleep/how\\_much\\_sleep.html](https://www.cdc.gov/sleep/about_sleep/how_much_sleep.html)

Please know that my office doors are always open to you and that I'm always available for you and your child. Thank you for taking the time to read this important back to school information and I hope that your child/children have a wonderful school year. I am excited to see all of them and to hear about their Summer.

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Head Nurse

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