

Portland Public Schools

Nursing Department

Phone High School 860.342.1720 / Fax 860.342.4108
Phone Middle School 860.342-1880 / Fax 860.342.3934

Dear Parents / Guardians:

Welcome back to the new school year! I would like to make you aware of a number of health-related procedures that State law mandates we follow:

- A written order from your child's doctor or dentist for all medication, including over-the-counter preparations.
- Orders may be faxed to school. The parent / guardian's signature is required on the same form as the doctor's signature. If your doctor is going to fax the order to school, please sign it first.
- Portland Secondary School students may be medicated with acetaminophen (Tylenol) by the school nurse, if they have a signed parent or guardian authorization (enclosed).
- Prescription medication must be in a pharmacy prepared container and properly labeled. Over-the-counter medications must be left in their original containers. Pills should never be brought to school in plastic bags!
- Medication that is to be administered once, twice or three times a day should be given at home, unless the doctor specifies that it be administered during school hours.
- The parent / guardian or other designated adult **must** bring medication to and from school. Children are not allowed to carry medication.
- No more than a 45-day school supply of any medication can be left in school. Parents / guardians must pick up the medication when the prescription is finished or the medication will be disposed of by the nurse.
- If you choose to come to school and medicate your child, the above procedures would not apply. However, all medication must be dispensed in the Health Room.
- If your child is ill with a severe sore throat, fever, nausea, diarrhea, stuffy or runny nose or eyes, or any severe cold or flu symptoms, please keep the child at home and report the condition to the school.
- Please report communicable diseases to the school nurse. These include chicken pox, strep throat, mononucleosis, head lice, impetigo, ringworm, scarlet fever, pink eye, and Fifth Disease. Also, please report confirmed cases of Lyme disease and asthma attacks that require emergency treatment or affect school attendance.
- Please inform the school office of changes in your phone number(s) and individuals to be contacted, if your child should become injured or ill while at school.
- **K thru 4 Students Only** – Cough drops are **not** allowed at school. The nurse will be able to use an oral anesthetic sore throat spray or a warm salt water rinse may be done. A parent / guardian may come into the Health Office however, and dispense a cough drop to their child and stay for the duration until the cough drop has dissolved.

If you have any questions or concerns, please feel free to contact me at the numbers listed above.

Sincerely,

David Opuszynski, R.N.