



Memorandum

To: HACD Parents

From: Health Office

RE: Health Forms for the 2011/2012 School Year

Maintaining health records is an important part of your child's permanent school record. Attached are medical forms that must be completed by you and/or your child's physician. All forms should be returned to the HACD no later than **August 19, 2011**.

YOUR CHILD WILL NOT BE ABLE TO START SCHOOL WITHOUT UP-TO-DATE IMMUNIZATIONS.

This packet includes the following forms:

- Information on absences, guidelines for illness, health forms, immunizations and medication in school.
- **Emergency Health Form** – to be completed by parents for *each child enrolled*.
- **Medication Authorization Form** – *for parents and physician*, please complete only if over the counter/as needed or daily medication is needed.
- **Physical Form** – to be completed by **primary physician only if your child is entering grade Kindergarten, 2, 4 or 7.**

Absences

In order to facilitate the proper keeping of attendance records required by New York State, parents are asked to observe the following procedures:

1. Call the school nurse the morning of your child's absence stating the reason for his/her absence. This is necessary so that we can monitor any contagious illnesses and avoid potential problems.
2. When your child returns to school, please provide a note giving the date and reason for his/her absence from school.
3. Send a written excuse to the school one day prior to necessary absences, even if your child will be absent only part of a day (i.e. for medical/dental appointments, etc)

-Over Please-

ACADEMIC EXCELLENCE ROOTED IN TRADITION

54 Sand Creek Road Albany, New York 12205

518-482-0464 phone 518-482-0129 fax

www.hacdalbany.com hacd@hacdalbany.com

Guidelines for Parents

If your child complains or shows signs of the following symptoms at home, please refer to these guidelines:

1. Rash or eye inflammation – Any child with an unexplained rash or eye inflammation should be kept home until the condition is diagnosed by a physician.
2. Fever – If a fever is present for any reason, a child should be kept home until the temperature has returned to normal for 24hrs and all symptoms have disappeared.
3. Cold – A child with acute early symptoms of a cold should stay at home to prevent serious developments and to protect classmates and teachers from exposure to infection. If this practice is followed, fewer absences due to respiratory illness will occur.
4. Stomach ache – Any child who has vomited during the night or the morning of school is required to keep their child home. Occasionally a young child may experience a stomach ache before leaving for school, parents are asked to use their judgment as to whether this is simple anxiety or an actual illness.

Health Forms and Immunizations

Health appraisals are required for all students who are new to the school and students who are entering **Kindergarten, 2nd, 4th, 7th and 10th grade** (this is a change to NYS regulations as of 2006 school year). Please return forms to the Health Office as soon as possible. New York State Law requires that all children attending school must be immunized against Polio, Diphtheria, Pertussis, Tetanus, Chicken Pox, Measles, German Measles, and Mumps. Proof of this with a physician's signature must be on file in the child's permanent school record.

Students who are entering 6th grade or a comparable age-level, special education school or program on or after September 1, 2007 and who are 11 years of age or older must receive an immunization containing tetanus toxoids, diphtheria, and acellular pertussis (Tdap). If a student has received a Td, DT, or DTaP vaccination within the last two years, the student's Tdap vaccination should be deferred (with rare exceptions) until a period of two years has elapsed.

Medication in School

No medicine may be given in school unless a written note is on file from both the physician and the parent. Even common over the counter medications such as Advil, Motrin, Tylenol or similar products will not be given without both the physician and parent's written permission. The parent must provide the product and deliver it to HACD. If you anticipate that your child might need these products, please send in the required notes along with the medication labeled with your child's name in the original container. **This is required by New York State Law for either prescription or over the counter medication.** *Please feel free to call the nurse to discuss any questions regarding medication in school.*

ACADEMIC EXCELLENCE ROOTED IN TRADITION

54 Sand Creek Road Albany, New York 12205

518-482-0464 phone 518-482-0129 fax

www.hacdalbany.com hacd@hacdalbany.com