



# CENTRAL JERSEY COLLEGE PREP

CHARTER SCHOOL

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## Welcome to the 2023-2024 School Year!

Dear Parents/ Guardians,

We ask that you please inform the health office of all health conditions whether or not they require treatment or medication during the school day. This includes but is not limited to asthma, severe allergy with potential for anaphylaxis, seizures, diabetes, and blood disorders. These conditions require an emergency action plan completed by the physician and the parent, to be **renewed each academic year**. All health forms are located at the school website under the Parent- Nurse-Forms tabs.

### Immunization and Health Physicals

A copy of your child's health **physical examination** and **immunization records** are required at the time of enrolment (forms attached). Health physicals are valid if conducted within a year. If your child's immunization record is not up-to-date, he/she will be **excluded** until it is updated. For children without health insurance, please visit [www.state.nj.us/health](http://www.state.nj.us/health).

### Emergency Action Plans

- ❖ Please complete only the health forms which apply to your child. The forms must be signed by the parent and physician and returned to the school nurse with medication(s) in the original pharmacy labeled container(s).
- ❖ Students with diabetes must provide a management plan signed by their physician. If insulin is a part of the management plan, complete both forms for insulin and glucagon.
- ❖ For students with asthma, an action plan completed by a physician should indicate if the student can self-administer treatment.
- ❖ Students at risk for anaphylactic reaction ex. food allergies, must complete an allergy action plan, medication form and provide EpiPen to the Nurses` office. The doctor must indicate what table your child should sit at.
- ❖ Students who need to take over the counter medication at school, must also have their doctor complete the medication form.

If your child must self-administer and/or self-carry emergency medications including EpiPens, and inhalers, both you and the physician need to sign off on the emergency action plan. If your child is certified to self-carry medications, they may self-carry emergency medications only. For students not certified to self-carry, emergency medication will be kept at the nurses` office.

If you need to discuss specific concerns about your child`s health, please contact the School



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Nurse at 732-649-3954 to arrange a mutually convenient time to speak. If your child was on a 504 plan in a previous year and/or in a previous school due to their health status, inform the nursing office, and we will arrange a meeting with you to reevaluate your child's 504 Plan.

## Medication Policy

Over-the-counter medication must be supplied by you to the nurse's office in a labeled original unopened container, with the child's name written on it. This includes but is not limited to Tylenol, Advil, Cough Syrup, Midol, etc.

Prescription medication must be clearly labeled by the pharmacy. An order must be provided including name, dose, length of time prescribed, dose intervals, potential side effects, interactions, and expected outcome from the healthcare provider.

All medication forms must be signed and filled out completely by the child's healthcare provider, including OTC medications, in order to be administered. If you are unable to obtain a signed form, you may bring the medication to school and administer it to your child yourself in the nurse's office. If your child requires medication during an overnight school trip that would not normally be given during the school day, please inform us ahead of time so that special arrangements can be made.

## Sports

Students who intend to participate in competitive sports during the academic year, should visit the athletic department tab on the school website. All forms are due **two weeks** prior to trials.

## Emergency Contact/ Health insurance Information

This form is located on genesis (under student data-forms tabs), it should be completed before the first day of the school year and updated as needed during the school year.

Sincerely,

School Nurse