

Health's Office Helpful Instructions

Welcome to the Health Office at Wolcott School. The following health forms are required for the upcoming 2020-2021 school year by **August 1, 2020**. Forms are also accessible at wolcottschool.org under the Student Life tab. Health questions and all forms listed below should be directed to the School Nurse, Lindsey Quayle.

Contact Lindsey Quayle at (phone) 312-610-4910, (email) lquayle@wolcottschool.org, or (fax) 312-610-4950.

Medical Forms Needed/Checklist:

- Emergency Contact Information Form:** ALL students. Effective 8/1/2020 to 8/31/2021.
- State of Illinois Certificate of Child Health Examination Form:** ALL 9th grade and transfer students. Forms must be dated after 8/21/2019.
 - Proof of Meningitis Vaccine (MCV4):** All 12th grade students (see details page 2).
- Authorization for Administration of Over-the-Counter Medications:** ALL students. Effective 8/1/2020 to 8/31/2021.
- Authorization for Administration of Prescription Medications:** ALL students. Effective 8/1/2020 to 8/31/2021.
- Illinois Eye Examination Report:** Transfer students from outside of the state of Illinois.
- State of Illinois Proof of School Dental Examination Form:** ALL 9th grade and transfer students. Forms must be dated after 8/21/2019.
- Emergency Action Plans:** All students with medical conditions. Effective 8/1/2020 to 8/31/2021.
- IHSA Sport's Exam/Pre-Participation Exam:** Annually (every school year) for all students participating in sports.
- IHSA Concussion Acknowledgement and Consent:** Annually (every school year) for all students participating in sports.

Additional Information about Medical Forms

- **Authorization for Administration of Over-the-Counter and Prescription Medications**
 - Wolcott keeps a stock supply of acetaminophen (commonly known as Tylenol®) and ibuprofen (commonly known as Advil® or Motrin®), Benadryl, Pepto-Bismol, and Neosporin.
 - If your student requires over-the-counter medication not listed above, you may bring the medication to the Health Office. Example, Midol, Pamprin, Tums, cough drops.
 - In order to administer any medication (Neosporin, Tylenol etc.), including medication stocked by Wolcott, forms **must be signed by a physician and a parent**. This is for both over-the-counter and prescription medications.
 - If the forms are not signed by a physician, medication will not be given. The forms must be filled out in their **entirety**, including dosages, times of administration and signatures.

- All medications, both prescription and over-the counter, must be delivered by a parent/guardian directly to the nurse or Wolcott staff member in the **original packaging labelled with the student's name.**
- If students take prescription medication at home and not at school, a form does not need to be completed.
- Forms will be effective for **one year** (School year 8/1/2020 to 8/31/2021).
- For occasions when **students must take medication for a brief period of time** at school, such as an antibiotic, an authorization form to administer medication is required.
- If there are **any changes** to medications/dosages, a doctor's note and/or newly completed Authorization for Administration of Medications forms are required.

- **Emergency Action Plan**
 - If your student has a medical condition such as a food allergy, asthma, anaphylactic reaction to a non food item, diabetes, or seizure history, have your student's health care provider fill out the appropriate "Emergency Action Plan."
 - If your student has any medical condition requiring an individualized plan for assessment or treatment during the school day, please contact the nurse.
 - If a student has history of asthma, allergies, seizures, diabetes, or any other specific health concerns please **contact the nurse before August 1st.** The nurse can be reached via email or phone to discuss action plans, medications, and treatments while in school.

- **Proof of Meningitis Vaccine (MCV4) for Incoming 12th Grade Students**
 - **Proof of 2* doses** of vaccine must be received in the form of: (1) a letter/note signed by your healthcare provider identifying the date the MCV was administered, (2) a printout from your provider's electronic medical record (EMR) that indicates the vaccine was administered, or (3) a current Certificate of Child Health Examination specifying the date the vaccine was administered.
 - *Exception: if the student was 16 years old or older upon receiving his/her first dose, only 1 dose is required.

- **State of Illinois Eye Examination Report**
 - If your student is attending an Illinois school for the first time, you must submit a completed "Eye Examination Report".
 - The eye exam must have taken place within the last year.

Additional Details

- If a **new immunization** is administered at any time, documentation needs to be provided to the school.
- Following any **medical treatment**, all paperwork/information should be **shared with the nurse** to continue care. **Paperwork includes:** discharge instructions, medication changes and any physical education restrictions.
- To be **excused from physical education**, a doctor's note is required. Hard copy, email or fax are acceptable.