

## **HEALTH ROOM PARENT VOLUNTEER PROCEDURES**

### **MORNING**

1. Student's tardy sign-in and take a "tardy pass".
2. Record students name whom you have received a written notice for medical/dental appointments in the Medical/Dental Binder. Contact student's teacher 5 minutes before to send child to health room to wait for parent to pick-up.
3. When a parent arrives to pick-up or drop-off their child ask parent to sign the child in or out. Please be careful to indicate whether or not the child has explicit permission to leave the school on his/her own. If a child is arriving from a medical/dental appointment give them a "medical pass".
4. Retrieve list from Mrs. Finnegan or Mrs. Perez of students who are absent. Before calling parents check to see if child was absent day before or check if child went home ill the day before (check for dismissal slip). If there is no sign of previous absence/dismissal then proceed to contact child (s) home. If there is no answer leave message on behalf of St. Anne School to send note with child upon return.
5. During recess, you may be busy with children coming in with cuts, bumps, or minor injuries. Be prepared with ice packs (kept in faculty freezer).

### **AFTERNOON**

1. Replenish Ice Packs in cooler (kept in faculty freezer). It can be busy with children coming in with cuts, bumps, or minor injuries while playing during the lunch period.
2. Repeat of #3 or morning procedure.
3. At times take messages for administration during lunch break. For emergency calls seek assistance in the Faculty Lounge.

### **RULES FOR TREATING CHILDREN**

1. All children must be logged in the Health Records Binder when seen in the Health Room.
2. If a child feels sick and wants to go home, take temperature and call parent. It is the parent's decision if the child should go home. If the child is sick (e.g. vomiting, fever, flu symptoms), the child must be sent home. If a child is sent home an Early Dismissal Slip must be filled out and signed by the teacher, person picking up the child, and the Health Room Volunteer. Slip is then placed in the box on the bookshelf.
3. Cuts and scrapes are cleaned with Hydrogen Peroxide or warm water with antibacterial soap. Then cover with a band-aid. Bumps are treated with an ice pack. Notify Mrs. Perez or Mrs. Finnegan for extreme injuries.
4. Blood injuries (use gloves). Blood splattered on bathroom floor must be cleaned with Hydrogen peroxide.

### **MEDICATION**

According to Education Code school personnel will only administer medication if the following guidelines are followed (including aspirin or over the counter medication):

1. If a letter is sent from the child (s) physician addressed to the school stating the child (s) name, the diagnosis of the illness, the name of the medication, and how and when it is to be administered.
2. If a letter is sent from the parent requesting medication be administered. Only medication in its' container issued and labeled by a pharmacist can be administered by the school.