

**PARSIPPANY-TROY HILLS  
TOWNSHIP SCHOOLS**

HEALTH SERVICES HANDBOOK

2016-2017

Dear Parent/Guardian:

This booklet explains the practices and policies pertaining to the health and welfare of your child in the Parsippany-Troy Hills School District.

Please save it and refer to it as needed.

If you have any questions or feel that we can be of assistance to you, please contact us at any time.

We are looking forward to another great year with your children!

Sincerely,

The School Nurses



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## **REGISTRATION**

### **KINDERGARTEN**

Children entering Kindergarten require the following:

1. A valid Birth Certificate.
2. Be five years of age on or before October 1st.
3. A record of required immunizations.
4. A physician's report of the child's recent medical examination.

*A dental, vision, and hearing screening is recommended.*

### **TRANSFERS**

1. Must present a transfer card from a previous school.
2. Must present proof of required immunizations.
3. Students entering a school for the first time in New Jersey from a country with a high incidence of TB must receive a Mantoux tuberculin skin test. Call the school nurse for information regarding those countries.
4. Students moving out of the Parsippany-Troy Hills School District must notify the school secretary one week in advance of the last day of attendance.

## **EMERGENCY CONTACTS AND HEALTH INFORMATION**

1. Once you are given access to the Parent Portal of Genesis, you will be able to enter *Emergency Contacts and Health Information* into Genesis. Please enter this information immediately for your child's safety.
2. In addition to parent(s)/guardian(s), please give two (2) names of persons to be called in your absence. Your child's doctor is NOT considered an emergency contact.
3. Emergency information enables us to contact you promptly should your child become ill or injured or if some other sudden situation arises.
4. **Always notify the school nurse if there is any change in the emergency information, and also review and update the information in Genesis.**

## **IMMUNIZATION REQUIREMENTS**

New Jersey State Law requires immunizations as follows:

1. \*D.P.T. series and a Booster (last dose on or after fourth birthday)
2. Tdap Booster prior to entry into grade six (not less than 5 years from last Tetanus Booster)
3. \*Polio vaccine - two doses and a Booster (last dose on or after fourth birthday)
4. Measles vaccine - after first birthday - two doses
5. Rubella vaccine -after first birthday (preferably MMR)
6. Mumps vaccine - after first birthday (preferably MMR)
7. Hepatitis B vaccine—3 doses (minimum dose spacing intervals must be followed per NJDOH regulations). Contact your health care provider.
8. Meningococcal—prior to entry into grade six
9. HIB - Preschoolers only, at least one given on or after first birthday
10. Pneumococcal—preschoolers only, at least one given on or after first birthday
11. Influenza vaccine—preschoolers only, must be given yearly in the fall
12. Varicella—after first birthday

In order to keep the health record current and accurate, when your child receives any immunizations, please provide a written copy to the nurse from your child's doctor.

**NO CHILD WILL BE ADMITTED WITHOUT  
PROOF OF IMMUNIZATION**  
(Only official documents are acceptable)

## MEDICATION POLICY

Whenever it is necessary for a student to take medicine during school hours, a *Request for Administration of Medication Form* must be filled out and brought to the Principal for approval (available online or in nurse's office). All medications must be brought in the original labeled prescription container by a parent/guardian.

In order to give **ANY** medicine, prescription or non-prescription, we must have a written request from the **DOCTOR** and parent indicating:

1. Name of medication
2. Dose to be given
3. Time to be given
4. Length of time to be given
5. Reason for medication

There are strict regulations concerning medication on field trips. Please call your school nurse for an explanation of your options.

## PEDICULOSIS INFORMATION

Pediculosis, or head lice, are small parasites that feed on warm blooded animals. Human beings are warm blooded animals and can innocently become host to this parasite. Persistent itching of the scalp is the chief symptom.

When nits (lice eggs) are found on a student in the classroom, it requires everyone's immediate cooperation to prevent the spread of the infestation. Should you become aware that your child has contracted a case of head lice, please see your doctor or pharmacist for medicated shampoo **and notify your school nurse immediately!**

(Continued on next page)

### **PEDICULOSIS INFORMATION (cont.)**

An outbreak can only be contained if we know there is one. Mutual cooperation is the first line of defense.

Today, lice are readily controlled with prompt treatment and diligent follow-up.

Your child may return to school after treatment has been completed and the student is **NIT FREE**. Parents are encouraged to continue with weekly observation of lice cases. Reinfestation can occur in some instances.

### **ATTENDANCE**

1. Absence and tardiness should be reported to the school. Schools have a Child Safe Program requiring daily calls to the Child Safe voice mail box.
2. If your child has a fever, he/she should not return to school until the temperature is normal for a 24 hour period, without the use of Tylenol, Motrin or Advil. You should not send your child to school if he/she has had diarrhea/vomited within the last 24 hours.
3. Upon returning to school, **students are required to submit a written excuse signed by the parent.**
4. If your child goes home at lunchtime and does not return, always notify your child's school.

## **PHYSICAL EDUCATION**

New Jersey State Law requires all students to participate in a physical education program unless excused by a physician.

However, for reasons of temporary illness or injury, a student may be excused for up to three (3) days, upon receipt of a note from the parent. A note from your child's physician is required for a period of time beyond three (3) days.

## **INJURY OR ILLNESS**

Whenever a child is injured or becomes ill at school, the procedure is as follows:

1. First aid treatment is administered.
2. The parent, or persons listed as CONTACTS in Genesis will be notified if necessary.
3. The parent will be required to pick up the student or arrange for transportation in cases of illness or minor injuries.
4. Every effort will be made to contact a parent immediately if an emergency arises requiring special transportation.

***The school is not responsible for injuries that occur outside of school.***



## **PHYSICAL EXAMINATIONS**

New Jersey State Law requires that physical examinations by your healthcare provider be completed on the following students:

- All kindergarten students
- All new admissions to school in Parsippany-Troy Hills
- All students applying for working papers
- All students involved in interscholastic athletics
- All students being evaluated by the Child Study Team, when necessary

In addition, although not required, we urge you to obtain subsequent medical examinations **at least one time during each developmental stage** of early childhood:

- preschool through grade three
- preadolescence (grades four through six), however, required during grade five if your child will play sports when entering middle school
- adolescence (grades seven through twelve)

## **SCREENING PROGRAMS**

The school nurse performs the following screening programs:

- Vision and Color Deficiency
- Hearing
- Height & Weight
- Scoliosis
- Blood Pressure

Parents are notified if any problems are detected.

### **SCOLIOSIS SCREENING**

Scoliosis screening is mandated by the State.

The biennial screening of all students age 10 - 18 for scoliosis, or curvature of the spine, is done to identify any deviation and initiate early treatment.

If a problem is suspected, parents will be notified and requested to see their own physician for evaluation.

Please contact your school nurse prior to screening if your child has been previously diagnosed or if you have any questions.

### **BLOOD PRESSURE SCREENING**

Blood pressure screening of all students in grades K-12 is done annually. Any deviation from normal shall be reported to the parent by the school nurse. Parents will be requested to see their own physician for evaluation.

### **SPECIAL PROGRAMS**

1. Home instruction and special transportation are available for students with special needs.
2. Free and reduced milk/lunch are available for eligible students. Applications are available online on the district website.
3. Health and Family Life Education.
4. Counseling - given on an individual basis when indicated.

Please contact your school nurse for details on any of the above.

**School Nurses can be reached at: (973)**



Brooklawn Middle School .....	428-7551
Central Middle School .....	263-7125
Eastlake Elementary.....	428-7583
Intervale Elementary .....	263-7075
Knollwood Elementary .....	263-7060
Lake Hiawatha Elementary.....	263-4344
Lake Parsippany Elementary .....	428-7572
Littleton Elementary .....	682-2847
Mt. Tabor Elementary .....	889-3361
Northvail Elementary.....	263-7070
Rockaway Meadow Elementary .....	263-7308
Troy Hills Elementary.....	428-7588
Parsippany High School.....	263-7001
Parsippany Hills High School.....	682-2815

***Listen for prompt, then dial extension #2.***

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS  
HEALTH SERVICES  
COMMUNICABLE DISEASE POLICY NOTICE

*Appendix A*

PLEASE POST

Prevention of the spread of communicable diseases in schools and other places where children gather calls for cooperation between home and school.

The first step in the control of communicable diseases is the knowledge of when and where these diseases occur. The following diseases are reportable to the school. For additional information, contact your family physician.

NOTE	DISEASE	INCUBATION PERIOD	SYMPTOMS	CHILD RETURNS TO SCHOOL
<p><b>DEAR PARENTS:</b></p> <p><b>THERE HAS BEEN A CASE REPORTED OF THE COMMUNICABLE DISEASE INDICATED (X) IN YOUR CHILD'S CLASSROOM.</b></p>	Chicken Pox	12 - 21 days	Red spots resembling pimples, which change to blisters, then to scabs. Fever, itching.	When crusts are dry. Clearance needed from school nurse. Doctor's note to return to school.
	German Measles (Rubella)	12 - 21 days	Fever, rash, swollen glands at base of skull on back of neck.	When skin is clear, but no sooner than 4th day. Doctor's note to return to school.
	Regular Measles (Rubeola)	7 - 14 days	Symptoms of common cold. Eyes red, swollen, sensitive to light. Fine red rash over entire body, probable fever.	When skin is clear, but no sooner than 8th day. Doctor's note to return to school.
	Mumps	12 - 21 days	Swelling of glands located below and in front of ear, headache, sore throat, earache, fever.	When swelling is gone but no sooner than 7th day. Doctor's note to return to school.
	Scarlet Fever or Strep Throat	2 - 7 days	Sore throat, headache, fiery red throat rash (Scarlet Fever). Positive throat culture.	24 hours after antibiotic is given and symptom free. Doctor's note to return to school.
	Whooping Cough	7 - 14 days	Persistent wracking cough with difficulty to inhale air.	5 days after beginning antibiotics. Doctor's note to return to school.
	Impetigo	Varies	Blisters with straw-colored crust on surface of skin and scab formation.	When scabs are gone following antibiotic treatment. Doctor's note to return to school.
	Conjunctivitis (Pink eye)	Varies	White of eye red, crusts on edge of eyelids, sensitive to light, itching.	When eyes are clear of symptoms. Doctor's note to return to school.
	Mononucleosis	5 - 15 days Period of communicability uncertain	Fatigue, headache, chills, fever, swollen glands, stomach pains, sore throat, positive blood test.	Doctor's note to return to school.
	Hepatitis A	2 - 6 weeks Family members should seek preventive care from physician	Fatigue, swollen glands, itching, jaundice abdominal pain, diarrhea.	Written release from physician for patient and all school-age siblings.
	Ringworm	Varies	Doughnut-shaped skin lesion, slightly brownish and scaly.	Following medical treatment with an anti-fungal agent, the wound covered and a doctor's release to return to school.
	Scabies	Varies	Surface burrows (fine, wavy lines) found on finger webs, inner wrists and abdomen, intense itching especially at night and possible secondary infection caused by scratching.	Following medical treatment with an appropriate anti-parasitic medication. Doctor's note to return to school.
	5th Disease	4 - 20 days	Red cheeks, low fever, itching, lacy rash on arms and legs when exposed to sun.	Doctor's note to return to school.
	Meningitis	2 - 10 days Rapid Progression	Flu-like symptoms: sore throat, stiff neck, vomiting.	Physician's written diagnosis and release to return to school.
Haemophilus B influenza	Varies	Flu-like symptoms: fever, difficulty breathing, sore throat, vomiting.	When symptom free.	
Pediculosis (Head lice)	Varies - check all family members and contacts	Itchy scalp, tiny white nits (eggs) attached to the hair shaft.	Upon adequate treatment and when nit free.	

The common head cold or sore throat are very contagious DURING THE FIRST THREE DAYS. A pupil with cold symptoms should be kept out of school and properly treated at home. Cold symptoms may be the forerunners of one of the above listed communicable diseases.

