

HAMMOND

Dear Parents of Lower School Students,

The Hammond School nurse is responsible for the entire Hammond Student body. Most of her day is spent in the lower school, but she does have regularly scheduled hours in the Middle School and Upper School.

We know there will be issues that arise in her absence. We have very limited health care items available in the Lower School Office. A single dose of acetaminophen (Tylenol), cough drops, and a single application of 1% hydrocortisone for itch relief can be made available to your student from the Division Head or the Division Head's Assistant. This will require your authorization in acknowledgement that no nurse/health assessment will be completed. Of course, the Division Head and Assistant will use sound judgment and can always reach the nurse for emergencies. If you would like this convenience available to your child please sign and date the bottom of this letter. Students without this parental authorization will be assessed by the nurse at the earliest time.

Please feel free to call the nurse (331-1816) or Lower School Office (776-7350) with any questions that may arise.

Julie Brooks

My child _____ has permission to receive a single dose of Tylenol according to package directions, cough drops, or a single application of 1% hydrocortisone for itch relief from the Division Head or Assistant.

Parent _____ Date _____

HAMMOND



STANDING MEDICAL ORDERS

Medications/Treatments: The following are nonprescription medications and treatments available in the nurse's office at school with written parental authorization. Allergies must be documented for each student and reviewed before treatment.

Student _____ Allergies _____

1. Complaints of discomfort or pain not associated with a serious injury.

Acetaminophen (i.e. Tylenol)

- Liquid dosed according to label directions.
- Junior strength chewables dosed according to label directions.
- Regular strength tablets give 1-2 tablets

2. Complaints of Cough or Sore Throat not associated with an elevated temperature.

- Commercially packaged cough drops
- Commercially packaged throat lozenges

3. Complaints of eye irritation not associated with injury.

- Warm water rinse
- Commercially prepared eye rinse
- Lubricating drops 1- 2 drops per eye
- Nonprescription products for care of contact lens

4. Complaints of itching, dry skin, insects bites.

- Diphenhydramine ointment for itching
- Hydrocortisone 1% for itching or minor inflammation
- Petroleum jelly for dry, chapped lips, skin
- Moisturizing lotion for dry skin
- Sunscreen SPF 15 as needed for sun exposure

5. Foreign Body i.e. splinter

- Attempt removal only if easily accomplished
- Wash with soap and water
- Simple dressing

6. First Aid care for minor wound/injury

- Clean wound with soap and water
- Simple dressing

7. Moderate to Major Injuries

- Follow Red Cross First Aid Guidelines
- Call family and 911 as appropriate

Parent _____ Date _____