



Dear Parents of Upper School Students,

The school nurse's office is next to the football field, behind the Hawk's Nest. We are aware that is not easily reached by your children. The school nurse is available in the Middle School Office for MS and US students daily from 11:30 to 12:30. We encourage the students to see her during that time. Every effort should be made to schedule all prescribed medical care during that time. She travels the campus during the day and is available by cell phone for emergencies.

We know that many "quick fix" issues cannot wait for the scheduled time. We have very limited health care items available in the Division Offices. A single dose of acetaminophen (Tylenol), band aids, 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 health assessment will be completed. If you would like this convenience available to your child please sign and date the bottom of this letter. We encourage you to discuss with your child the parameters you want them to follow before requesting assistance. Medical requests of the Division Office should be kept to a minimum. Students without this authorization and not having an emergency must be assessed by the nurse during her regular office time.

All medications stored, administered or monitored by Hammond staff require an IN SCHOOL MEDICATION ADMINISTRATION FORM. The form is available on the web site. This form must be signed by a parent and the prescribing health care provider. This form is valid for the academic school year and must be updated with any changes.

The Upper School will permit the students, to carry on their person, a single dose of prescribed medication or OTC remedies. The school will not administer, store or monitor these situations. Please call if you have any questions.

Thank You,  
Chris Angel

My child \_\_\_\_\_ has permission to receive a single dose of acetaminophen according to package directions, commercially prepared cough drops, or a single application of 1% hydrocortisone for itch relief available from the Middle School Office from the Division Head or Assistant.

Parent \_\_\_\_\_ Date \_\_\_\_\_

Please do not deliver any health care to my child, \_\_\_\_\_. Have my child call home/parent for all needs.

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 \_\_\_\_\_