

BIG HOLLOW SCHOOL DISTRICT NEWS

WEB SITE: www.bighollow.us

September 30, 2005

PTO

October 3 Market Day Orders Due
October 6 PTO meeting, 7 p.m., Primary Building

MIDDLE SCHOOL DANCE

The first dance of the school year will be tonight, 7:00-9:00 p.m., in the elementary gym. This dance is only for Big Hollow sixth, seventh and eighth grade students.

CITIZENS ADVISORY COMMITTEE

The committee will meet on Tuesday, October 4, at 7:00 p.m. at the Primary Building.

COLUMBUS DAY

There will be no school on Monday, October 10.

EMERGENCY CARDS

An emergency card is kept on file for every child in the school. **ANY CHANGE OF PHONE NUMBERS AT HOME/WORK, CHANGE OF EMPLOYMENT, DOCTOR OR PHYSICAL PROBLEMS SHOULD BE REPORTED IMMEDIATELY.**

Should a child be injured, or become ill, an effort will be made to contact parents for information and instructions. If a parent or the person designated by the parents cannot be reached, and the injury or illness is believed to be serious enough to require medical attention, the school will arrange for the child to be taken to a doctor or the hospital for treatment. This action on the part of school personnel does not obligate them to assume responsibility for the treatment of the child. **A minimum of two non-parent contacts must be provided on emergency cards.**

Medication

Administering Medicines to Students: If circumstances require a student to take oral medication during school hours and the parent cannot be at school to administer medications, **students will self-administer the medication** in compliance with Board of Education policy and the following regulations as follows:

1. Written orders (the required form is available in all school offices) from the student's physician must be on file in the school stating:
 - a) Student's name
 - b) Name of drug
 - c) Dosage
 - d) Purpose of the medication
 - e) Time of day medication is to be given
 - f) Anticipated number of days it needs to be given in school
 - g) Possible side effects
2. The medication must be brought to school in container appropriately labeled by pharmacy, physician or parent.
3. An office record will be kept of administered prescription medication.
4. Medication will be stored in a clean, locked cabinet or container. Any exception to this provision must be specifically stated by the physician on the written form.

Unless these requirements can be met, medications will not be administered at school. The school will not administer non-prescription medication (Tylenol, Excedrin, etc.) to any student unless it is in an original container and follows the same rules that would apply to other prescription medications.