

Rockwood Preparatory Academy

Health Services Division

Welcome Parents / Guardians!

Included in Health Services Medical Packet

- Medical Conditions form
- Overview of our Medical Policy and Procedures
- Student Medication Profile
- Student Medical Profile & Emergency Contact List
- School Health Policy

Please sign below once read and completed acknowledging you have received Health Services Packet

Parent Name Printed: Signature:		Date:
INTERNAL USE ONLY	Dated Received	___/___/___
	Scanned to Student Medical File	Initials: _____

Medical Conditions Form

Please complete this packet of medical forms and information required for the safety and medical care of the student. This information alerts the RWP staff of any individualized medical or emergency needs your student may require.

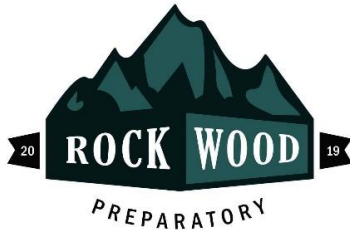
Please check mark from the list below if your student has any of these conditions:

CONDITIONS:

- Seizures or seizure like activity
- Medication Administration
- Diabetes
- Severe anaphylaxis allergies requiring the use of Benadryl or an Epi-Pen
- Trach changing/cleaning or Respiratory Suction
- Asthma
- Use of Oxygen
- G-Tube and button feedings, medication administration, feeding pumps, bolus feeding

If your student has any of these conditions, please email mwilson@rockwoodprep.com to obtain the proper medical forms. These forms are good for 1 year. If the student's condition or medication changes, new forms are will be required from the doctor.

Email completed form to: mwilson@rockwoodprep.com



Medical Policy & Procedures

Health Services Division

All medications and medical interventions require a doctor's signed order to administer the medication and/ or intervention. Any prescription medication, over the counter (OTC) medication, diaper cream, lip balm, lotion, etc. must have a Permission to Administer Medication form filled out by a healthcare provider and the parent/guardian for it to be administered at school.

All prescription medication must be checked in at the school by a Health Services member. The medication must be in the original prescription bottle with the label attached, with the students, doctor and dosage information clearly legible on it. Any OTC medication must be sealed in the original packaging. All equipment and supplies necessary (syringes, SVN machines, feeding bags, pumps, and connectors, suction machines, oxygen) etc. must be furnished by the parents/guardians. Medications and supplies will be administered by a member of Health Services or other properly trained staff member of Rockwood Preparatory Academy.

A copy of our medical symptoms list is included. This list includes the most common symptoms that are found at the school and the policy regarding them. Your child will be sent home if they present with these symptoms. If you have any questions, please contact Health Services.

Basic first aid will be provided to your student while on campus. Small injuries such as cuts, scrapes, and bug bites may occur while at school. The use of antibiotic ointment, normal saline, hydrocortisone cream, eye wash, ice and / or other first aid supplies may be used on your student while on campus. Please advise us if you would not like these supplies used on your student. Any major injury or head injury will result in a phone

call, text message, or email to the parents or guardian advising of the injury. EMS (911) will be called for any medical emergency.

Immunizations are required per state law for any student under 18 years of age. ARS 15-871 - 874 states by law, that a child will not be able to attend school until proof of immunization is submitted to the school. Medical immunization exemption forms will be accepted if they are properly completed by a doctor. Exemption forms can be provided by Health Services. Complete and valid immunization records will be required prior to enrollment. A 10-day grace period will be allowed in order to obtain current records of immunizations. After this period, a student can be excluded from school due to non-compliant immunizations.

If your student is expected to miss 10 days of school consecutively due to illness, upcoming surgeries, or procedures, please ask Health Services for a chronic illness form to be filled out by your doctor to protect their attendance and hold their space in the classroom. Any consecutive absences of 3 days or more will require a doctor's note.

Our staff and student's health and safety are very important to us. Please feel free to speak with me at any time regarding your student's health and medical needs.

Sincerely,

Mike Wilson, RRT

Health Services Director
Rockwood Preparatory Academy
Email: mwilson@rockwoodprep.com



Student Medication Profile

INTERNAL USE ONLY	
Dated Received	___/___/___
Scanned to Medical File	Initials: _____

EMAIL TO: healthservices@rockwoodprep.com

Student			
Name		DOB	
Diagnosis		Allergies	
Pharmacy		Phone	
PCP		Phone	

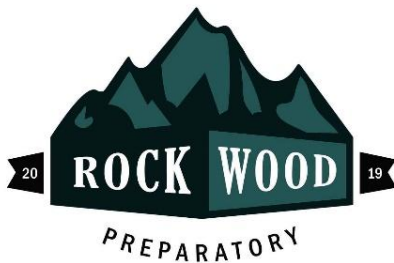
Medication				
Name		Route		Circle: RX or OTC
Instructions		School Use		Home Use
Side Effects				

Medication				
Name		Route		Circle: RX or OTC
Instructions		School Use		Home Use
Side Effects				

Medication				
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Name		Route		Circle: RX or OTC	
Instructions		School Use		Home Use	
Side Effects					

Medication					
Name		Route		Circle: RX or OTC	
Instructions		School Use		Home Use	
Side Effects					



Student Medical Profile

INTERNAL USE ONLY	
Dated Received	___/___/___
Scanned to Medical File	Initials: _____

Student Information			
Name		DOB	
Diagnosis			
Date		Diagnosed By:	
Medical Profile			
Pharmacy		Phone	
PCP		Phone	
Doctor(s)		Phone	
Doctor(s)		Phone	
Allergies			
Current Weight			
Content of Bowel / Bladder			
Bowel/ Bladder			

Management			
Immunizations Current?	Circle Yes or No		
Student's Immunizations Record required to attend school by state law			
Parent / Guardian Information / Emergency Contact Information			
Name		Cell	
Address		Email	
Name		Cell	
Address		Email	
Emergency Contact / Pick Up 1		CELL	
Emergency Contact / Pick Up 2		CELL	



School Health Policy

Health Services Division

Dear Parent(s)/Guardian(s):

We would like to provide you with important information regarding our school health. This information allows us to provide consistency in the care of our students. Students will be sent home if they present with any of these symptoms.

***Fever/Temperature:** Please keep student home if they have a temperature of 100 degrees or higher. They may return to school after being fever free for at least 24 hours without the use of medication. The student will be sent home for any temperature over 100 degrees.

***Sneezing/Coughing:** Please keep student home if they are sneezing and/or coughing green or yellow mucus from their nose, mouth or eyes. Some of our students are immune-compromised and therefore controlling illnesses in the classroom to protect students and staff is necessary.

***Vomiting and/or Diarrhea:** Please keep student home until symptom free for at least 24 hours. The student must be able to consume his/her normal diet without any problems. The student will be sent home for any vomiting and / or diarrhea.

***Pink Eye:** The student may return to school after a full 24 hours of antibiotic treatment.

***Strep Throat:** The student may return to school after a full 24 hours of antibiotic treatment and be fever free without medication.

***Medication:** Do not send the student to school with medication of any type. All medications must be checked in by a member of Health Services. Prescription medications must have a pharmacy label and the medication cannot be past the

expiration date. Over the counter medications must be in the original container. A consent to administer medication form must be completed for **all** medications.

***Lice Policy:** We have a nit free policy. If a student contracts lice, please do not send them to school until they have been treated and all lice and nits are removed from the hair. Please report this condition to the teacher or school Health Services Division. The student will need to be examined by Health Services for lice and /or nits before returning to school.

***Immunizations:** All students must be up to date on their immunizations or have a valid personal or medical exemption on file to attend school per state laws A.R.S. 15-871-874. If you have any questions regarding requirements for your student's age, please contact us. Letters will be emailed to parent(s) if immunizations or exemptions are not current or valid. 10 days will be given for the immunizations or exemptions to be made current and valid. Please email or bring any updated immunization records to Health Services Division to keep student record valid. Information regarding immunizations, exemptions, and free immunization clinics can be found on the State of Arizona Department of Health Services website.

Thank you for your cooperation in keeping our students and staff healthy and safe!

Rockwood Preparatory Academy | Health Services Division | mwilson@rockwoodprep.com