

**PARSIPPANY-TROY HILLS  
TOWNSHIP SCHOOLS**

**HEALTH SERVICES  
HANDBOOK**



Dear Parent:

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

Please save it and refer to it as needed.

Always feel free to contact us at any time that we can be of assistance to you.

Sincerely,

Your 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 1.
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 U.S. school for the first time in NJ 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 School District must notify the school secretary one week in advance of the last day of attendance.

## **EMERGENCY CARD**

1. Each student is given an emergency card the first day of the school year.
2. Both sides must be filled out and returned immediately.
3. Please give two (2) names of persons to be called in your absence.
4. Emergency card information enables us to contact you promptly should your child become ill or injured or if some other sudden situation arises.
5. **ALWAYS NOTIFY THE SCHOOL NURSE IF THERE IS ANY CHANGE IN THE INFORMATION ON YOUR CHILD'S EMERGENCY CARD.**

**PLEASE NOTE:** All students who wear glasses should have shatter proof lenses.

## IMMUNIZATION

New Jersey State Law requires immunizations as follows:

1. \*D.P.T. series and a Booster
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
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
8. Meningococcal—prior to entry into grade six
9. HIB - Preschoolers only, number of doses is determined by the physician.
10. Pneumococcal—preschoolers only
11. Influenza vaccine—preschoolers only, must be given yearly in the fall.
12. Varicella—after first birthday.

**\*Last dose must be given on or after the fourth (4th) birthday.**

Only official documents are acceptable.

**NO CHILD WILL BE ADMITTED  
WITHOUT PROOF OF IMMUNIZATION**

Please notify your school nurse whenever your child receives a booster so that the health record will be current and accurate.

## MEDICATION POLICY

Whenever it is necessary for a student to take medicine during school hours, it must be brought to the nurse's office in the original labeled prescription container by a parent/guardian.

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 is a school form for this purpose available at the nurse's office.

There are strict regulations concerning medication on field trips. No Board of Education employee, except for the school nurse, may administer medications. 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, see your doctor or pharmacist for medicated shampoo **and notify your school nurse immediately!!**

An outbreak can only be contained if we know there is one.

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

Mutual cooperation is the first line of defense.

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. Re-infestation 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. Please check your individual school policy.
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 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 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 up to three (3) days, upon receipt of a note from the parent. Beyond (three) 3 days requires a note from your physician.

## **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 person on the emergency card is 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 at home.**

## **PHYSICAL EXAMINATIONS**

New Jersey State Law requires physical examinations be done on the following students, by your primary healthcare provider:

- All kindergarten students
- All new admissions to school in Parsippany
- 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 at early childhood (preschool through grade three), preadolescence (grades four through six, required during grade five if your child will play sports when entering middle school), and adolescence (grades seven through twelve.) Such examinations are very important.

## **SCREENING PROGRAMS**

The school nurse performs the following screening programs:

- Vision, 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. Dental care, vision exams, and free milk/lunch are available for eligible students.
3. Health and Family Life Education.
4. Counseling - given on an individual basis when indicated.

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

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 <u>for patient and all school-age siblings.</u>
	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.

Please notify the school if your child is absent longer than two (2) days for any reason. **AVOID ASPIRIN**

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