

# H. E. Huntington Middle School

1700 Huntington Drive

San Marino, CA 91108

(626) 299-7060

*A National Blue Ribbon School*

## *Health Office*

*September 2010*

### **Dear Parents and Students,**

Each day a number of students visit the Health Office. Each visit requires personal attention by the staff as well as additional administrative paperwork. We encourage students to visit the office whenever they have a problem. We discourage students from using the Health Office as an excuse for avoiding class work, P.E., etc. We are asking for the parents' cooperation in providing guidelines as to how their children should utilize the staff and services of the Health Office.

### **HEALTH OFFICE STAFF:**

Volunteer parents staff the Health Office Monday through Friday from 11:30 a.m. to 2:50 p.m. The Health Coordinator spends Wednesday at Huntington Middle School, but is always available within minutes for emergencies.

### **SERVICES:**

**First Aid** - Cuts, bruises, and other injuries will be treated immediately. Day-old splinters, cuts, etc. should wait until recess, lunch time, or until the student returns home.

**Illness** - Students not feeling well need to get a pass from the teacher to come to the Health Office. The staff will determine whether the child is well enough to return to class, or if parent/guardian should be notified to make arrangements to go home. **When a student goes home, he/she must be picked up by the parent/guardian and signed out by office personnel. Arrangements must be made for the child to have supervision at home. A child cannot be released from school to go home to an empty house.** If the parent/guardian cannot be reached, the designated persons on the Emergency Card will be notified. For this reason, it is essential that we have available persons and current telephone numbers listed on the Emergency Cards. Please update this information during the school year if anything changes. If the parent/guardian or individuals listed on the Emergency Card cannot be contacted, the child must remain at school.

**Emergencies** - The parent/guardian or other persons listed on the Emergency Card will be notified. If these persons can not be reached, the Health Coordinator will transport the student to his/her doctor or to the emergency room of the local hospital. In rare cases of severe illness or injury, an ambulance will be called.

**Medications** - The Health Office will need a signed medication slip from a doctor and a parent/guardian in the event a student must take medication of any kind at school. Medication slips are available in the Health Office. **It is the responsibility of the parent/guardian to update all medicines. PLEASE NOTE:** The Health Office is not authorized to administer aspirin or other medications. If your child has a medical condition that may require medication, limitation of activity or any special care during the course of the school day, notify the principal in writing immediately. If medication is required, please provide specific written instructions from your child's physician about the administration of medicine. This is particularly important if your child has asthma, diabetes, a severe allergy, or other condition that may require immediate intervention.

### **ADMINISTRATION:**

A record is kept of each student's visit to the Health Office, including the reason for the visit. If a pattern develops, such as excessive visits for similar ailments, the Health Coordinator will contact the student, the Principal, and/or the parents/guardians. Parents may also call the Health Coordinator to inquire as to the number and nature of their child's visits to the Health Office. Please be advised that Huntington and all public schools are tobacco free zones where all tobacco use is prohibited on the premises.

Please be assured that we are very interested in meeting the health needs of every Huntington student. If you have any questions, or if we can assist you in any way, please call the school at (626) 299-7060.

**JoAnne Javier**  
**Health Service Coordinators, SMUSD**