

Fall 2019

Dear Families,

Greetings from the Nurse's Office for the Lower School at Berkeley Carroll. We are looking forward to a safe and healthy 2019-20 school year with your children.

Every child in the Lower School is required to have a health form filled out annually. In order for a health form to be current it must be within 12 months of the date of the exam documented on the form.

For a full list of immunization requirements please click [here](#).

Routine illnesses and minor injuries are treated by the nurse. Parents are notified if follow-up is necessary. If your child requires medical attention during the school day, please contact me. As a registered nurse, I am licensed to administer prescribed medications and treatments. Your doctor may authorize use of prescribed and over the counter medications on the Prescription medication and Over the Counter medication forms, which are accessible to you in Magnus. (It is essential that you complete and upload these forms promptly, if you have not already done so!)

Please remember that I cannot make diagnoses; while I can give you my opinion, I am not a substitute for your child's physician. The following is an outline of our procedures for handling more serious illness or accidents, should they occur at school.

1. Call parents and get their instructions.
2. If parents are not available, call the emergency number(s) parents have provided.
3. If none of the above can be reached, and if the school decides that the child needs immediate medical attention (e.g. severe asthma, suspected fracture, a cut requiring stitches), the child's pediatrician, listed on the emergency information and consent form, is consulted.
4. Depending on advice from the pediatrician, the child can be transported to a doctor's office or an emergency department. (Most insurance plans require that the child's primary physician make any subsequent referrals — to a plastic surgeon or orthopedist, for example.)
5. If the child's physician is some distance away or not available, the Nurse or division director may decide to take the child to a neighborhood pediatrician who has a consulting relationship with Berkeley Carroll, or to the Emergency Department at New York Methodist Hospital, where we have a contact who can help expedite matters.
6. For serious emergencies, 911 would be called, and either the nurse, a teacher or an administrator would accompany the child to an emergency department in an ambulance.

I hope the above clarifies both the school's responsibility in responding to emergencies, and the parents' responsibility in providing the school with up-to-date information and contact numbers. Please let me know if you have questions or concerns.

Wishing you and your family a wonderful summer!

Very truly yours,

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