

Thursday, September 17, 2009

TO: All Faculty and Staff

FROM: Brenda M VanTravis, RN
School Nurse

SUBJECT: HEALTH OFFICE

My name is Brenda M VanTravis, RN and I am the school nurse for 2009/2010. I have been a registered nurse for 35 years specializing in pediatrics. I have been a school nurse working with middle school age children for 3 years. The goal for this school year is to keep students healthy so they can be educated.

The Health Office hours are **8:15AM to 2:45PM** Monday through Friday. Emergencies will be seen throughout the school day. All students must have a properly completed intact referral. The white copy of the referral remains in the Health Office and the yellow copy of the referral is the pass back to class. **Please use the name the student used for registration. All emergency information in filed under the name used for registration** Please collect the yellow copy from the student. Referrals will be put in your mail boxes bimonthly. If additional referrals are needed please pick them up in the Health Office.

To prevent the spread of the cold/flu please use hand sanitizer in your classrooms. Have students clean their hands prior to sharing objects. Clean your hands before and after each class. Hand washing is the best method of prevent.

Please send student with cold/flu symptoms to the Health Office to be evaluated. The school nurse will decide if the student needs to go home. Not every student with a cold will be sent home.

Please do not contact parents for students. Calling parents of sick students is the sole responsibility of the school nurse. In my absence the Attendance Office will make the determination if the student is to go home.

Please come by the Health Office if you have any questions. I am looking forward to working with each of you this school year.

Approved:


Miranda Ra'Oof, Principal