



St. Paul the Apostle Catholic School
61 Moss Road
Westerville, Ohio 43082
Phone: 614-882-2710



IMPORTANT NOTES FROM THE NURSE

PLEASE READ

Dear Parent/Guardian,

EMERGENCY FORMS - Emergency forms must be completed each new school year. There are two (2) copies – one for the office and another copy for the teacher to take on field trips. Please make any corrections to the information supplied, fill in any blanks and sign. Any information not changed is assumed to be correct. Both copies must be an original form with a parent signature. No photocopies can be accepted.

BOTH signed copies are due on your child's first day of school and are to be given directly to your child's teacher! Please DO NOT send to the school office.

In the event that a parent can not be reached, it is very important that the name, address and telephone number of *two different* emergency contacts living in *separate, local* households be included should your child become ill or have an accident during school hours. We need this assistance.

Throughout the school year, if any of the emergency card information changes (phone numbers, contacts, emails, etc.) please remember to notify the school office so our records can be updated. This will help eliminate unnecessary delays if an emergency situation should arise.

MEDICATIONS - The faculty and staff are required to have written permission from the physician and parent/guardian to supervise the administration of any medication to students during school hours. This includes all prescription medications and over-the-counter medications such as: Tylenol; cough drops; cough syrup; medicated creams and aspirin. Please contact me for a medication permission form.

Whenever possible, please give medications outside of school hours. Students are not permitted to possess any medications (this includes cough drops) at any time except in transit. Your cooperation in this matter will be very much appreciated.

ABSENCE OR TARDY - It is State Law that the parent call the school if his/her child is going to be late or absent. If we don't get a call or a note, then I must call you. **It is St. Paul School policy to call the police for a 'well check' if we have not heard from you or made contact with you by 10:00am.**

You must call each day your child is absent. We must have a written excuse for the absence when your child returns to school. Please address the note to me (Attention: School Nurse) as well as the teacher or office.

Thank you very much.

Have a wonderful school year!

Sincerely yours,

Betsy Johnson
School Nurse – 882-6892