

## ***Reedsville Health Office Parent Handbook***

Welcome to Reedsville Public School District! We are committed to providing a safe and healthy environment for all our students. This handbook is designed to familiarize you with our health office policies and procedures. If you have any questions or concerns, please don't hesitate to contact us.

### **Mission Statement**

RSD is dedicated to promoting the health and well-being of our students by providing comprehensive health services and education in a supportive and nurturing environment.

### **Health Office Staff**

Our health office is staffed by qualified professionals who are trained to handle a wide range of health-related issues. Meet our health office team:

- Tracey Schmidt, BSN, RN - School and Community Nurse
- Our office staff is trained to help care for your child's medical concern, and is able to reach the School Nurse if needed outside of assigned building hours.

### **Services Offered**

Our health office provides the following services:

- First aid for minor injuries
- Management of chronic health conditions
- Administration of prescribed medication (with proper documentation and consent)
- Health screenings
- Health education and promotion
- Referrals to outside healthcare providers, as needed.

### **Health Office Policies**

Please review the following policies:

- **Medication Administration: Prescription or over-the-counter medicine is never to be sent to school with a student.** All medications must be accompanied by a completed medication authorization form signed by a parent or guardian and physician (if prescription medication).
  - All Medications must be sent in their original containers and kept in the office.
  - MEDICATIONS WILL NOT be administered unless all documentation required is completed and on file.
  - [RSD Medication Consent Form](#)
  - [Over-the-counter Medication Consent Form](#)

- **Illness and Injury:** Students who become ill or injured during school hours will be assessed by health office staff. Parents will be notified promptly if further medical attention is required.
  - If your child becomes ill during the school day, the office will contact you if your child -
    - has a temperature of 100.4 or higher,
    - has vomited,
    - is experiencing diarrhea,
    - has a rash that may be communicable,
    - has a questionable sprain/strain or break or require stitches,
    - has a head injury requiring medical attention,
    - or are so ill that they will not be able to make it through an academic day, you will be notified and asked to come and get your student.
    - **Please have a plan for your child to be picked up from school in a timely manner.**
  - *Your child can return to school when he/she has been fever-free for 24 hours without using any fever-reducing medications.*
- **Communicable Diseases:** Students with contagious illness must be kept home from school until they are no longer contagious. Please notify the health office if your child has been diagnosed with a communicable disease.
  - (Ex: Diphtheria, Scarlet Fever, Strep infections, Whooping cough, Mumps, Measles, Rubella, and other conditions indicated by the Wisconsin Department of Health Services)  
<https://www.dhs.wisconsin.gov/disease/childhood-communicable-diseases.htm>
- **Emergency Procedures:** In the event of a medical emergency, 911 will be called immediately. Parents will be notified as soon as possible.
- **Head Lice:** Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts.
  - Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.
  - If a child is found to have head lice or nits, school staff will notify the parents and recommend to have the child treated and to pick him/her up at the parents earliest convenience. After treatment with an FDA-approved lice treatment (pediculicide/ovicide). After treatment and upon returning to school, the child will be examined by school health staff and again within 7-10 days after initial treatment. RSD practices a policy of “no live lice” as a criterion for returning to the classroom <https://www.dhs.wisconsin.gov/disease/head-lice.htm>
  - Depending on the recurrence rate and/or severity of the case, **Child Protective Services** personnel may be contacted to assist the family.

## **Wisconsin Immunization Law - 140.05(16)**

In order to protect the health of students, each student must have the immunizations required by the WI Department of Health and Human Services or must have an authorized waiver on file. If a student does have the necessary shots or waivers, she/he may be excluded from school as permitted by law.

Previous requirements	School requirements starting in the 2024-2025 school year
<b>For entry to kindergarten through seventh grades students need:</b> <ul style="list-style-type: none"><li>• 4 doses of polio vaccine</li><li>• 3 doses of hepatitis B</li><li>• 4 doses of DTaP/DTP/DT/TD</li><li>• 2 doses of varicella (chicken pox)</li><li>• 2 doses of MMR</li><li>• 1 dose of Tdap at seventh grade</li></ul>	<b>For entry to kindergarten through seventh grades students need:</b> <ul style="list-style-type: none"><li>• 4 doses of polio vaccine</li><li>• 3 doses of hepatitis B</li><li>• 4 doses of DTaP/DTP/DT/TD</li><li>• 2 doses of varicella (chickenpox)*</li><li>• 2 doses of MMR</li><li>• 1 Tdap at seventh grade</li><li>• 1 MenACWY-containing vaccine at seventh grade</li></ul> <b>For entry to 12<sup>th</sup> grade</b> <ul style="list-style-type: none"><li>• 1 MenACWY-containing booster (2<sup>nd</sup> dose in series)</li></ul>

[Immunization Requirements](#)

[Student Immunization Record Form](#)

Any questions about immunizations or waivers should be directed to the District Nurse.

## **Health Resources**

We offer the following resources for parents:

- List of local healthcare providers
- Health education materials and resources
- Information on community health services and programs

## **Contact Information**

If you have any questions or concerns related to your child's health, please contact the office at (920) 754-4341 or [tschmidt@reedsville.k12.wi.us](mailto:tschmidt@reedsville.k12.wi.us).

## **Acknowledgement**

By enrolling your child at RSD, you acknowledge that you have read and understand the information provided in this handbook. We appreciate your cooperation in helping us maintain a healthy and safe learning environment for all students.