



Clinic Welcome Letter & Procedures

Dear Parent(s) and/or Guardian(s):

Before we discuss our clinic procedures, please take a moment to explore the following important health and safety related information:

Diabetes

[Diabetes Guide for Parents](#)

[GaDPH Information on Diabetes](#)

Sudden Cardiac Arrest

[Preventing Sudden Cardiac Death](#)

[AHA's Hands-only CPR](#)

Water Safety

[Swimming Safety](#)

Welcome to International Charter School of Atlanta! The clinic is a resource for students who become ill or are injured during the school day. As we transition into a new school year, we wanted to send a friendly reminder about ICSAtlanta's wellness guidelines. It is a top priority that we keep our students present, healthy, and prepared to learn.

Please keep the following information in mind when deciding if your child should attend school.

Emergency Information:

Current, accurate contact information will enable us to contact you whenever there is a need. If any information changes during the school year, please update it with the front office.

Medical Condition:

The International Charter School of Atlanta Clinic must be made aware of all major allergies and/or illnesses relating to your child (asthma, diabetes, allergy etc.).

If your child has a chronic medical condition or a health concern that the campus nurse is not aware of yet, please contact your child's campus nurse so that we can set up a time to discuss your child's needs.

Medical forms for Diabetes, Asthma, Allergy and Seizures are available to download on the Clinic Website at <https://sites.google.com/icsatlanta.org/clinic>. These documents will need to be signed by your child's physician and submitted to the nurse before the first day of school. These documents need to be completed each year.



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As a reminder, some classrooms will be PEANUT AND TREE NUT FREE for the safety of our students. Please check with your child's teachers and prepare lunches and snacks accordingly.

Prescription/Non-Prescription Medication:

Medication time schedules should be set so that, when possible, medicine is taken at home rather than at school. However, if medication must be taken at school, the following procedures apply:

1. Medication Authorization Form – The parent/legal guardian must complete an authorization and instruction form titled “Authorization to Give Prescription Medication at School.” For *prescription* medication, *your healthcare provider must also sign* the form and accompanying health forms. A copy of these forms can be provided upon request from the school or can be downloaded at <https://sites.google.com/icsatlanta.org/clinic>. The forms must be submitted to your child's campus nurse.

The completed form has to accompany the medication coming to the clinic; be sure to take this form to your healthcare provider whenever your child is ill and may require medication at school.

2. Medication must be submitted, in the original container (along with the authorization form) and must be taken to the school clinic for secured storage. The parent/guardian must take the medication to school (not the student)

3. Procedures for the administration of rescue medication (epinephrine, albuterol, glucagon, etc.) must be submitted to the clinic along with the appropriate action plan (please reference the school clinic website for more information).

4. Unused medication should be retrieved from the clinic within one week after medication is discontinued, expired, and before the end of the school year; otherwise, the school will dispose of the medication.

5. The clinic does not supply OTC (over the counter) medication including ibuprofen, Tylenol, cortisone, Neosporin, etc. You may bring in your child's OTC medication with the appropriate form (*Authorization to Administer Non-Prescription Medication*) in order for OTC medication to be administered at school as needed.



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Student Illness/Injury at School:

Instances in which your child must be picked up from school include: fever >100.0 degrees, vomiting, more than one episode of diarrhea, disabling pain, pink eye, head lice, scabies, widespread rash, or throat pain with accompanying illness symptoms.

Please click [HERE](#) for our COVID-19 procedures.

Sick students who are contagious may **not** be sent to school. If your child is diagnosed with an illness or contagion, please let the clinic know. When a student becomes ill at school, the parent must arrange for the student to be taken home in a timely fashion.

General Guidelines:

1. If your child develops a fever, do not send your child to school until fever free for at least *24 hours without use of medication*.
2. If your child has vomiting and/or diarrhea, do not send your child to school until the vomiting and/or diarrhea has subsided for at least *24 hours without use of medication*.
3. If your child is prescribed antibiotics, your child must be treated with the antibiotics for *at least 24 hours before returning to school*.
4. If your child has head lice, your child cannot return to school until lice-free, nits-free, and at least *24 hours after treatment*.
5. Please ensure that your child is both physically and mentally prepared to return to school after recovering from illness.

If there is a widespread illness in your child's classroom or in the general school population, you will be notified via a letter home or email. Thank you for all you do! We look forward to a healthy, productive year!

More information and printable clinic documents can be found on our [Clinic](#) website.

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