

PROCEDURE FOR DISTRIBUTION OF HEALTH CONCERNS LIST

1. Nurse will enter all health information into the Medical History section of Q.
2. Nurse will continue to notify teachers individually and in writing about significant health concerns, such as (this should be done prior to school starting):
 - a. Diabetes
 - b. Seizure disorder
 - c. Severe asthma
 - d. Allergies – potential anaphylactic reactions
 - e. Other significant health concerns that may require immediate interventions
3. Distribute cover letter and general recommendations to all teachers.
4. Print out a hard copy, include cover sheet and general recommendations and distribute to Principals, Assistant Principals, Office Managers, Psychologists, Speech Therapists, etc.
5. Backup staff must be trained to provide medication and Specialized Health Care Procedures in the event the Nurse or Health Services Assistant are not available.