

August 2022

Dear Parents/Guardians of Kiel School students,

I hope everyone has been enjoying their summer break with their friends and families and are doing well. Below are several reminders as we approach the new upcoming 2022-2023 School Year!!

1.) **Immunizations/Physical Examinations:**

- All **new** incoming students (Pre- K, Kindergarten) and **students transferring into Kinnelon Public Schools** **must** be up-to-date with his/her immunizations **and** have a current physical examination (within 1 year) completed in order to attend his or her first day of school.

-Medical and/or religious exemptions will be applied when approved by administration and/or nursing office according to N. J. A. C. 8:57-4.3, N.J.S.A. 26:1 A-9.1, and N. J. A. C. 8:57-4.4.

-The Student Physical Examination Form is located on the school website or I can email it to you. If you need a form , please send me an email requesting a copy.

We also accept the Universal Child Health Record Form (CH-14) on the following website: <https://www.state.nj.us/health/forms/ch-14.pdf>.

2.) **Medication Administration During School Hours:**

- All students who require medications to be administered during school hours, other than over-the counter medications (Benadryl, Tylenol, Advil, and Antacids), **must** have their medications on site **no later** than the first day of school.
 - I will be on-site on September 1st and September 2nd. You may contact me via email at hatken@kinnelon.org to schedule a drop-off time.
 - All medications **must** be transported to school by a parent or guardian. Under **NO** circumstances can medications be placed in a child's backpack as a means of transport. They will not be accepted.
- All medications **must**:
 - be in their original container with a current date,
 - have your child's name on the container, and
 - have our district's authorization form filled out correctly.
 - This form can be found on the following link: <https://www.kinnelonpublicschools.org/domain/296>. Click on the "Medication-Authorization for nurse to administer at school" icon. This form must be completed in its entirety. The parents and doctor's section must be filled out.

3.) Allergy and/or Asthma Medications:

- Please contact me if your child has a **new** documented allergy.
- If your child requires an Epinephrine or Auvi-Q injection pen, **please make sure that his or her medication is not expired and** has been recently filled at your child's pharmacy. These medications tend to expire quickly (less than one year).
- The following forms are required:

1. The Food Allergy & Anaphylaxis Emergency Care Plan (FARE) form
 - a. This form is to be completed if your child requires an Epinephrine or Auvi-Q pen.
 - a. Must be filled out by your child's healthcare provider.
 - b. Must be signed by a parent or guardian
 - a. The following link has the form:
<https://www.kinnelonpublicschools.org/domain/296>. Click on the "Food Allergy Emergency Action Plan" icon.

2. District's Medication Authorization Form. This form can be found on the following link: <https://www.kinnelonpublicschools.org/domain/296>. Click on the "Medication-Authorization for nurse to administer at school" icon. This form must be completed in its entirety. The parent's and doctor's section must be correctly filled out. If your child's healthcare provider filled out the FARE form (see above), the healthcare provider does NOT have to fill out the bottom portion of this form. Parents must fill out the top portion of this form. This gives the school nurse permission to administer your child's medication.

3. Asthma Treatment Form. This form needs to be filled out if your child needs an *inhaler* during school hours. Your child's healthcare provider will need to fill out **all** appropriate sections (green, yellow, and red). Parent's must sign the bottom of this form. This form can be found on the following link: <https://www.kinnelonpublicschools.org/domain/296>. Please click on the "Asthma Treatment Form" icon.

- The district's medication authorization form will also need to be filled out, by the parent, top portion only. Your child's healthcare provider does NOT need to fill out this form. This form authorizes the school nurse to administer your child's medication during school hours. This form can be found here:
<https://www.kinnelonpublicschools.org/domain/296>.

Should you have any questions and/or concerns regarding the above information, please feel free to contact me by email hatken@kinnelon.org or phone 973-838-0611 x 2. Thank you for your time and consideration. I'm looking forward to a fun, healthy, and safe school year with your children!

Kind regards,

Nancy Hatke, MA Ed, BSN, RN, CSN-NJ

hatken@kinnelon.org

973-838-0611 x 2.