



Health Office Protocols



Mission Statement

Good health is fundamental for effective learning and successful academic performance. School nurses are here to promote and advocate for each student to be able to reach their optimal level of physical, mental, and social wellness.

Health Office Services

The primary role of the school nurse is to support student learning. School nurses facilitate positive student responses to normal development, promote health and safety, and intervene in actual and potential illness or injuries. The school nurse provides case management services while actively collaborating with the Ramaz faculty and staff to build student and family capacity for adaptation, self-management, self-advocacy and learning.

The health services offices are located on the 8th floor of the lower school, on the 4th floor of the middle school and on the 3rd floor of the upper school buildings. Students in need of medical assistance may go there to see the school nurse. Parents of students with any health issues or concerns are encouraged to contact their school nurse in the appropriate building to discuss accommodation and care for their child(ren).

Medical forms and all electronic requirements within Magnus Health must be completed and submitted by all incoming as well as returning students every year before your child(ren) can be cleared for school each fall. As this is a web-based system, you have continuous access to your child's health record as well as the ability to make updates when needed. To access your Magnus Health Student Medical Record (SMR) Account: [Log in to the Ramaz Parent Portal](#) and click on the orange "Magnus Health" button. [Detailed instructions are also available here.](#)

Parents of students with severe allergies/Asthma/seizures/Diabetes must complete the separate form for students with life-threatening allergies/Asthma/seizure/Diabetes and submit it online to Magnus Health prior to the start of school. Information concerning your child's allergy/Asthma/seizures/Diabetes will help prevent a reaction/episode and aid, if necessary, in prompt treatment. Epi-pens are located strategically throughout the building, and certain faculty and staff are trained in their use. Please feel free to contact your school nurse regarding any of these emergency protocols. All health related forms are available and can be printed from Magnus Health or the Ramaz website for your convenience. Completed forms should be uploaded directly to Magnus Health, not emailed to the health office.

Medication in School

Students may not carry any medication with them; parents/guardians must hand all the medication to the nurse directly. If your child is in middle or upper school, they may carry rescue medications used for life-threatening issues like asthma or anaphylaxis allergies.

Over-the-counter medications

The school nurse is allowed to administer OTC (over-the-counter) medications that have been approved by the parent and medical provider on each child's OTC medication forms that have been submitted and approved within Magnus Health. The school supplies a number of over-the-counter medications for administration through the health office by the school nurse in case of illness or injury at school. These medications include Acetaminophen, Ibuprofen, Benadryl, Zyrtec, Tums (antacid), and a few others depending on your child's division. If needed for a sore throat, throat lozenges are available in the upper school and middle school health offices. In the lower school if you send lozenges from home, you must send along a note to the teachers and the nurse to inform us that your child may need them throughout the day, and they will be kept with the nurse and dispensed through the health office. ECC students are not allowed throat lozenges as they are a choking hazard.

Prescription Medication

- If your child needs prescription medication or over-the-counter medication not available in the health office, a [Medication Administration Form](#) must be completed and signed by the medical provider and parent and submitted through Magnus Health online. *Medications to be given in school or on a trip must be in the original container, labeled with the child's name and the dosage of the medication.* Most pharmacies are willing to prepare an extra bottle to be used at school. Any request for a medication change must be accompanied by a medical provider prescription or new form.
- Send only medications which absolutely must be given during school hours. Try to space medication doses to avoid school hours whenever possible.
- Students in all three divisions who have a medical condition, such as diabetes or seizures need to supply an extra set of the medication to be stored at the nurse's office in the original prescription container from the pharmacy. **Seizure medication may ONLY be administered by a registered nurse per the NYS DOH in school or on a school sponsored trip.**
- In the ECC and lower school all rescue medications for severe allergies and asthma must be sent into school on the first day of class. For severe allergies 2 Epi-pens must be handed into the health office and for asthma an inhaler and spacer all in the original pharmacy boxes with proper labeling.
- In the middle school all rescue medications for severe allergies and asthma must be sent into school on the first day of class in TWO separate kits, one for the NURSE office and one that the student will carry in their BACKPACK.
- In the upper school all rescue medications for severe allergies and asthma should be carried daily with your child to school. You may leave an extra set of these medications at the nurse's office in the original prescription container from the pharmacy.
- Students in the *upper school ONLY* who self-administer medication during the school day and/or school sponsored trips may carry only the dose(s) for the school day or overnight trip. On the medication administration form the medical provider and parent must check off that their child can self-carry/self-administer.

When Should You Keep Your Child Home from School?

Please check your child for signs of illness before sending him/her to school. To prevent the spread of contagious illnesses, it is advisable to keep your child home from school if he/she shows any of the following symptoms: *fever over 100.4 degrees, vomiting, diarrhea, unusual skin rash, persistent cough, chills, severe headache or migraine, bad night sleep, redness and discharge from eyes, severe sore throat or any unusual abdominal or other pain*. A child who is ill will not be able to learn, may spread illness to other children and will not be happy.

If a student presents to the health office feeling ill or hurt, it is within the nurses' discretion to send the student home. All medical related dismissals **MUST** go through the health offices in all three divisions. Bypassing this step leads to protocols not being followed and students returning to school prior to being cleared and well enough to be back in class.

If your child has been home with any of these symptoms they may not return to school without the following:

- 24 hours fever free without fever reducing medication in their system.
- Reduction of other symptoms i.e. coughing, runny nose or severe headache.
- For stomach virus symptoms - vomiting or diarrhea must be at least 24 hours free of any episodes and able to eat regular food without a relapse of symptoms.
- If diagnosed with an illness that requires antibiotic treatment due to being contagious, like strep throat you must complete a **full 24 hours of medication** and be 24 hours fever free (even if the medical provider tells you only 2 doses/12 hours).
- For redness and discharge from eyes - Evaluation by a healthcare provider with documentation (healthcare provider note clearing a person to return to school) and - 24 hours on antibiotic drops before return for conjunctivitis.
- For any unknown skin rash - Documentation of evaluation by a healthcare provider (healthcare provider note clearing a person to return to school)
- If COVID-19 is positive, same guidelines as respiratory illness. 24 hours fever free and reduction of other symptoms.

When Is a Medical Provider's Note Needed?

Upper School

- A medical provider's note is needed for any extended absence due to illness.
- A medical provider's letter of diagnosis with restrictions/accommodations is needed if your child cannot participate in physical education class or any other required school activities due to injury (including concussions) or illness. This note should contain accommodations including elevator use, crutches and help writing as some examples.
- A letter of clearance by a medical provider must be submitted to the health office once your child has clearance to return to physical activity.
- If there is a concern for a chronic health issue, please reach out to your health office.

ECC/Lower and Middle School

- If your child is absent for **three or more consecutive days**, you must turn in a doctor's note. This is especially important if the child is diagnosed with a communicable disease.
- A medical provider's letter of diagnosis with restrictions/accommodations is also needed if your child cannot participate in physical education class or any other required school activities due to injury (including concussions) or illness. This note should contain accommodations including elevator use, crutches and help writing as some examples.
- A letter of clearance by a medical provider must be submitted to the health office once your child has clearance to return to physical activity.
- If there is a concern for a chronic health issue, please reach out to your health office.

If your child has not had a good night of sleep due to not feeling well, or has woken up complaining about not feeling well, do not send them to school. Please take them to be seen by a medical provider and make sure they have clearance and are well enough to be brought to school.

Head Lice

Head lice are a common problem among school-age children that should not cause undue anxiety. They are not a source of disease, nor a sign of uncleanliness. We encourage parents to frequently check their children's heads for the presence of lice or nits. Parents should ensure that their child's hair is checked for lice and nits upon returning home from summer camp and trips. [Please click on this link](#) to see the full school lice policy.

Any student who is found to have lice and/or nits in their hair during school will be given instructions by the nurse and a call home will be made to discuss further treatment needed before returning to school the following day. Following treatment, the student will be allowed back in school if his/her hair is free of lice upon re-inspection. We require the removal of nits to decrease diagnostic confusion and the possibility of reinfestation. Please notify your divisional nurse immediately in case your child has head lice. The nurse will privately check those students with reported cases, and siblings and close contacts if requested in school.

Athletics at Ramaz:

A recent physical examination form is required to be submitted to Magnus Health for any student participating on a sport's team. The date of the exam should be within twelve months prior to the start of the sport's season. In addition, parents for students in the middle school and upper school must complete and sign a student/athlete team participation form if their child participates on a sports team. An information sheet concerning concussions and an informational letter regarding the *Dominic Murray Sudden Cardiac Arrest Prevention Act* is provided, along with the form for athletes and their parents to review. The form will be available to parents on Magnus Health once their child is signed up for a team, and can also be obtained from their divisional gym office or Ramaz website. Team participation forms should be submitted to Magnus Health or returned to the nurse, and will then be forwarded to the team's coach.

Get to Know Your Child's School Nurse

Health experts recommend getting to know your child(ren)'s school nurse, especially if your child has a chronic health condition. Even if your child doesn't have a specific medical condition, it is important to have open communication with the health office so we can best help care for your children.

How to Work with the School Nurse to Protect Your Child's Health

- Keep your child(ren) up to date on her/his physical exams each year. Make sure your child(ren) has all the appropriate immunizations and boosters for her/his age and requirements for [NYC](#) and [NYS DOH](#) and upload updated copies of those records to Magnus Health each year.
- Join forces with the nurse in promoting good health in the school by keeping your child(ren) home when he/she is sick.
- Notify the nurse if your child(ren) develops a contagious medical condition such as pink eye, mono, flu or strep throat. Information describing the symptoms of contagious conditions will be made available to other parents, faculty and staff to help stop the spread of communicable illnesses.
- Keep Us Informed: Alert the school nurse to any health and medical issues your child(ren) have, such as allergies, vision or hearing problems, etc., and any accommodation that needs to be made for him/her. If your child has an ongoing condition, it is a good idea to meet periodically to update medical information. This should also be done through your Magnus Health portal which you have access to at any time.
- Please notify the nurse if there is a change in the medical status of your child during the school year, i.e. an injury, a newly diagnosed condition, or prescribed medication. The student's medical provider should send a note of explanation with any recommendations to the nurse and a medication administration form should be filled out if needed.

Food Allergy Policy/Outside Food in Ramaz Buildings

ECC and Lower School Protocol

With a number of ECC and LS students navigating severe, potentially life threatening food allergies, we need your partnership in helping ensure a safe learning environment for all. The Ramaz ECC/LS building is peanut, tree nut (including coconut), and sesame aware; including items that contain labels that state "may contain", "processed with", and "shared machinery". Students are not allowed to bring in any food or snacks to school. Parents should not be sending in any outside food with their children for any reason whether it be a special occasion or a medical reason. If you have a medical concern you should reach out to your health office.

Middle School Protocol

With a number of students in our middle school navigating severe, potentially life threatening food allergies, we need your partnership in helping ensure a safe learning environment for all. The Ramaz Middle School building is peanut, tree nut (including coconut), and sesame aware; this means students are not allowed to bring in snacks or other foods containing those ingredients. Students MAY BRING healthy foods such as fresh fruits and vegetables for snack and other healthy packaged alternatives. Items such as soursticks, gushers and other candies should not

be sent. Due to food allergies, students may not share snacks with friends without first showing them to a teacher or advisor. Ramaz faculty will only allow food items to be shared when the item is in its original, unopened package. If you have a medical concern you should reach out to your health office.

Upper School Protocol:

The upper school is **not** a peanut, tree nut or sesame free division. The food service team does not use these items or cook with them and they clearly label all food items with any allergens so that anyone with an allergy can easily navigate the items in the lunchroom and avoid any potential allergic reactions. Peanut butter is kept separately next to the bread station. Snack machines contain items with nuts and ingredients should be checked carefully. No homemade food (baked, cooked, etc.) is to be brought into the school building for any occasion. Food brought into the school building (at any time) must be commercially prepared with a kashrut supervision of the OK, Kof-K, Star-K, OU, or is on the CKJ list of approved eateries <https://www.ckj.org/kosherinnyc> or is approved by a school principal. On fast days no food is served in the building; students who need to eat for medical reasons should visit the nurse to do so.

If a student has a severe food allergy or medically prescribed diet, their parent or guardian should contact the school nurse. Our chef and food service staff are always available to answer questions concerning ingredients, and will readily assist when meals need to be prepared with specific instructions to accommodate a special diet or food allergy.

We appreciate your understanding and cooperation in helping us maintain a safe and respectful environment for all students. Should you have any questions or require further clarification, please don't hesitate to contact your divisional school health office.

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Proper and frequent hand washing is the best way to avoid contracting contagious diseases such as colds, flu, and respiratory illnesses.

Working together we can help prevent the spread of communicable diseases and viruses and limit the days of school missed due to illness.

