

Dear Parents:

August 2010

The beginning of a new school year brings with it the familiar ritual of completing **Emergency Information** forms. Your child could be at risk when these forms not completely filled out. Therefore, any student that does not have completed forms will not be allowed into class as of Tuesday, September 7th and their parent will be called. **Please be especially attentive** to including names of people in the Emergency Care section who **are able** to pick up your child in case of fever or some other form of emergency. **We do not have the facilities on campus to care for an ill child for an extended period of time.** Also, make sure that you include **all contacts include current cell phone numbers.**

There are numerous times during the year when children come into the office with a headache, bumps and bruises, pain from braces, fevers, etc. To enable St. James staff to administer Acetaminophen or Motrin/Advil we **must have parental permission in writing.** A phone call home will be made if the office staff feels it is necessary.

Please fill out the lower portion indicating the dosage your son or daughter may receive and return this form to the office. If your child's age and weight do not correspond, please **choose the dose for weight.** **You must return this form even if you do not give permission.** If refusing permission, please write family name on the form and put a line through the bottom section

Please note that school personnel are not allowed to apply any antibiotic ointments (such as Neosporin). Except for pain relief medications mentioned above, school personnel may not distribute over the counter medications (including cough drops) of any kind to students unless the medication is sent into the front office with the dates, dosage, and time of distribution written out, dated and signed by parent/legal guardian. STUDENTS ARE NOT ALLOWED TO CARRY ANY MEDICATIONS WITH THEM, INCLUDING COUGH DROPS, WHILE ON CAMPUS.

Sincerely,

Kathy Dunn
Principal

Ibuprofen (Advil/Motrin)			Acetaminophen (Tylenol)		
weight	age	dose	weight	age	dose
36-47 lbs.	4-5	1½ tsp.	36-47 lbs.	4-5	1½ tsp. or 240 mg.
48-59 lbs.	6-8	2 tsp. or 200mg.	48-59 lbs.	6-8	2 tsp. or 320 mg.
60-71 lbs.	9-10	2 ½ tsp.or 250 mg.	60-71 lbs.	9-10	2 ½ tsp. or 400 mg.
72-95 lbs.	11-12	3 tsp. or 300mg.	72-95 lbs.	11-12	3 tsp. or 480 mg.
95 & up	13 & up	200-400mg.	95 & up	13 & up	500-1,000 mg.

Yes, the SJA office staff may dispense the following medication to my child(ren) in dosage I have indicated.

Child: _____ Advil dose _____ mg. Tylenol dose _____ mg.

Child: _____ Advil dose _____ mg. Tylenol dose _____ mg.

Child: _____ Advil dose _____ mg. Tylenol dose _____ mg.

Child: _____ Advil dose _____ mg. Tylenol dose _____ mg.

Family Name: _____

Parent Signature: _____ Date: _____