

HEALTH OFFICE GUIDELINES

Spring Creek Elementary

Hours: 8:00am-1:00pm
1:30pm-3:30pm

Pass: All students must have an office pass issued by a teacher which includes date, time and reason for visit.

Medications: All medications will be kept locked in the health office. If a student brings medication (including cough drops) to school please have them bring it to the health office. A physicians order must be received prior to any administration of medication at school.

Supplies: The health office has a limited number of supplies. All students will be assessed by the nurse and provided treatment (i.e. ice packs, cough drops, bandaids) at his/her discretion. Students may be required to remain in the health office for the entire duration of treatment. Certain circumstances may allow for students to bring treatment items back to the classroom with them.

Handwashing: All students will be required to wash their hands:

- ~Before receiving any food or medications
- ~After using the restroom
- ~Upon exiting the health office